

Documentary Requirements for Foundations and Accredited Microfinance NGOs (MF-NGOs)

Basic Requirements:

1. Latest approved Articles of Incorporation (AI)
2. Latest approved By-Laws (BL)
3. General Information Sheet for the last two (2) years
4. Audited Financial Statements or Financial Statements certified under oath by the corporation's treasurer and president (*if the total assets or total liabilities of the corporation are less than Six Hundred Thousand Pesos (P600,000.00) for the last two (2) years**)
5. Photocopy of the registration page of the Membership Book duly registered with the Commission

Additional Requirements:

6. For Foundations/Accredited MF-NGOs (Foundations)*
 - For fiscal year ending 31 December 2012 to 31 December 2018
 - a. Notarized Sworn Statement of the President and the Treasurer (SS) using the prescribed form in SEC Notice dated 18 April 2013 in relation to SEC Memorandum Circular No. 8, Series of 2006 for the last two (2) years
 - b. Certification of Existence of Programs/Projects/Activities(CEP) for the last two (2) years, as applicable
 - c. As applicable, Certification using the prescribed form in SEC Memorandum Circular (MC) No. 15 series of 2016 for the last two (2) years; in lieu of the (a) and (b) (effectivity for the year 2016 to 2018 SS and CEP)
 - For fiscal year ending 31 December 2019 and onwards:
 - a. NSPO Form-1, NSPO Form-2 and NSPO Form-3
 - b. NSPO Form-4, NSPO Form-5 and NSPO Form-6 for those with annual contributions or donations of Five Hundred Thousand Pesos (P500,000) or more
7. For Accredited MF-NGOs (Ordinary Non-stock, Non-profit Corporations)*
 - For fiscal year ending 31 December 2012 to 31 December 2018
 - a. Sworn Statement of the President and the Treasurer using the prescribed form in SEC Memorandum Circular No. 4, Series of 2013 for the last two (2) years
 - For fiscal year ending 31 December 2019 and onwards:
 - a. NSPO Form-1, NSPO Form-2 and NSPO Form-3
 - b. NSPO Form-4, NSPO Form-5 and NSPO Form-6 for those with annual contributions or donations of Five Hundred Thousand Pesos (P500,000) or more
8. Copy of proposed Amended Articles of Incorporation and/or By-Laws, if applicable.

Note: Reports 3-4 and 6-7 should be duly stamped received by the SEC through the Information and Communications Technology Department (Receiving Unit), SEC Satellite Offices, SEC Extension Offices and SENS.

** Upon review of the submitted reports, the Department may require additional report/s for year/s earlier than the latest 2 years.*