

**Annex 68-C**

**SCHEDULES FOR NON-STOCK, NON-PROFIT ORGANIZATIONS**

NSPO Form-1

**SWORN STATEMENT**

We, \_\_\_\_\_ and \_\_\_\_\_,  
 President and Treasurer, respectively, of \_\_\_\_\_,  
 with address at \_\_\_\_\_ hereby  
 depose and state that:

In compliance with the Revised SRC Rule 68, we are stating the following information  
 that related to the preceding fiscal year \_\_\_\_\_, to wit:

<b>Documents/ Schedules to the Audited Financial Statements as of _____</b>	<b>NSPO Forms</b>	<b>Check if Applicable</b>
1. Affidavit of Willingness to be Audited by the Commission	<b>NSPO Form-2</b>	
2. Schedule of Receipts or Income or Sources of Funds Other Than Contributions and Donations	<b>NSPO Form-3</b>	
3. Schedule of Contributions and Donations	<b>NSPO Form-4</b>	
4. Schedule of Application of Funds	<b>NSPO Form-5</b>	
5. Certificate of Existence of Program/Activity (COEP)		
6. COEP issued by Heads/Officers of private institution or actual beneficiaries/recipients of the program/activity shall be allowed in lieu of COEP issued by the government offices/entities		

We hereby certify that this Sworn Statement with duly attached documents/schedules  
 is executed to attest to the truth of the foregoing and for whatever legal purpose it may serve.

In witness thereof, we have hereunto affixed our signature this \_\_\_\_ day of  
 \_\_\_\_\_, at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
 President

\_\_\_\_\_  
 Treasurer

Subscribed and sworn to before me, a Notary Public for and in \_\_\_\_\_  
 City, on \_\_\_\_\_ affiants personally, exhibiting their respective competent evidence  
 of Identification Card \_\_\_\_\_ issued at \_\_\_\_\_ issued on  
 \_\_\_\_\_.

NOTARY PUBLIC

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 Series of \_\_\_\_\_

REPUBLIC OF THE PHILIPPINES)  
\_\_\_\_\_ ) S.S.

**AFFIDAVIT OF WILLINGNESS TO BE AUDITED BY THE COMMISSION**

I, \_\_\_\_\_, of legal age, Filipino and resident of \_\_\_\_\_, after having been sworn to in accordance with law hereby depose and state:

I am the Treasurer/Chief Finance Officer of \_\_\_\_\_, a non-stock non-profit organization registered with the Securities and Exchange Commission.

That I, as authorized by the Board of Directors of the corporation, hereby manifest its willingness to be audited by the Commission upon its Order and Authority for the purpose of determining compliance of the corporation with existing laws and regulations.

That this affidavit is executed to attest to the truth of the foregoing and for whatever legal purpose and intent it may serve.

In witness whereof, I hereby sign this affidavit this \_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Affiant  
(Signature over Printed Name)

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting to me his \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_ as competent evidence of identity.

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Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 20 \_\_\_\_\_.

**SCHEDULE OF RECEIPTS OR INCOME OR SOURCES OF FUNDS  
OTHER THAN CONTRIBUTIONS AND DONATIONS**

Name of Foundation/Organization

SEC Registration No.

For the Year Ended

Receipts or Income or Sources of Funds				
(a) No.	(b) Description of Income	(c) Source	(d) Amount (indicate by footnote if other than Philippine currency, then translate in this column)	(e) Date Received/ Period Covered
1			P	
2			P	
3			P	
4			P	
5			P	
6			P	
7			P	
8			P	
9			P	
10	Others (aggregate of all sources of income which are individually below P100,000)		P	

(Use separate sheet if necessary)

## SCHEDULE OF CONTRIBUTIONS AND DONATIONS (PART I)

Name of Foundation/Organization

SEC Registration No.

For the Year Ended

Part I. Contributors/Donors <sup>2</sup>				
(a) No.	(b) Name and Address	(c) Nationality <sup>3</sup>	(d) Total Contributions	(e) Type of Contribution <sup>4</sup>
1			P	___Cash ___Noncash (Complete Part II if there is a noncash contribution)
2			P	___Cash ___Noncash (Complete Part II if there is a noncash contribution)
3			P	___Cash ___Noncash (Complete Part II if there is a noncash contribution)
4			P	___Cash ___Noncash (Complete Part II if there is a noncash contribution)
5			P	___Cash ___Noncash (Complete Part II if there is a noncash contribution)
6			P	___Cash ___Noncash (Complete Part II if there is a noncash contribution)
7			P	___Cash ___Noncash (Complete Part II if there is a noncash contribution)
8			P	___Cash ___Noncash (Complete Part II if there is a noncash contribution)
9			P	___Cash ___Noncash (Complete Part II if there is a noncash contribution)
10	Others (aggregate of all contributions which are individually below P100,000.00) – by nationality		P	___Cash ___Noncash (Complete Part II if there is a noncash contribution)

(Use separate sheet if necessary)

<sup>2</sup> A **contributor or donor** includes individuals, partnerships, corporations, associations, trusts and organizations.

<sup>3</sup> For **supranational organization**, indicate place of principal office or domicile.

<sup>4</sup> **Contributions or donations** reportable on the Schedule are contributions, donations, grants, bequests, devises, and gifts of money or property, amounting to P100,000.00 or more from each contributor or donor.

**SCHEDULE OF CONTRIBUTIONS AND DONATIONS (PART II)**

Name of Foundation/Organization

SEC Registration No.

For the Year Ended

<b>Part II. Noncash Property</b>			
<b>(a) No. from Part I</b>	<b>(b) Description of Noncash Property Given</b>	<b>(c) Fair Market Value (or Estimate)</b>	<b>(d) Date Received</b>
1		P	
2		P	
3		P	
4		P	
5		P	
6		P	
7		P	
8		P	
9		P	
10		P	

*(Use separate sheet if necessary)*

**SCHEDULE OF APPLICATION OF FUNDS**

**Name of Foundation/Organization**

**SEC Registration No.**

**For the Year Ended**

<b>(a) Item Number</b>	<b>(b) Description of Programs/Projects/Activities</b>	<b>(c) Status</b>	<b>(d) Project Officer-In-Charge</b>
1	Name of Program/Project/Activity: _____ Complete Office Address: _____ _____ Contact Number of Project Office: _____	<input type="checkbox"/> Accomplished <input type="checkbox"/> On-going <input type="checkbox"/> Planned	Name: _____ Complete Address: _____ _____ Contact Number: _____
2	Name of Program/Project/Activity: _____ Complete Office Address: _____ _____ Contact Number of Project Office: _____	<input type="checkbox"/> Accomplished <input type="checkbox"/> On-going <input type="checkbox"/> Planned	Name: _____ Complete Address: _____ _____ Contact Number: _____
3	Name of Program/Project/Activity: _____ Complete Office Address: _____ _____ Contact Number of Project Office: _____	<input type="checkbox"/> Accomplished <input type="checkbox"/> On-going <input type="checkbox"/> Planned	Name: _____ Complete Address: _____ _____ Contact Number: _____
4	Name of Program/Project/Activity: _____ Complete Office Address: _____ _____ Contact Number of Project Office: _____	<input type="checkbox"/> Accomplished <input type="checkbox"/> On-going <input type="checkbox"/> Planned	Name: _____ Complete Address: _____ _____ Contact Number: _____
5	Name of Program/Project/Activity: _____ Complete Office Address: _____ _____ Contact Number of Project Office: _____	<input type="checkbox"/> Accomplished <input type="checkbox"/> On-going <input type="checkbox"/> Planned	Name: _____ Complete Address: _____ _____ Contact Number: _____

*(Use separate sheet if necessary)*

REPUBLIC OF THE PHILIPPINES)  
\_\_\_\_\_ ) S.S.

**CERTIFICATION**

I, \_\_\_\_\_, of legal age, single/married, Filipino citizen, with residence address at \_\_\_\_\_, after having been sworn to in accordance with law, do hereby depose and state that:

1. I am the duly elected President of \_\_\_\_\_ (insert name of the Foundation) \_\_\_\_\_, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office address at \_\_\_\_\_;
2. The Foundation has not received any funds from any Philippine government agency or any department, bureau or office of the national government, or any of its branches and instrumentalities, or any political subdivision or its instrumentalities, as well as any government-owned or controlled corporation, including its subsidiaries, or other self-governing board or commission of the government, nor received donations/grants/contributions in the amount of at least Five Hundred Thousand Pesos (Php500,000) in one or aggregate transactions per donor/grantor/contributor; and
3. To the best of my knowledge, no action or proceeding has been filed or is pending before any Court involving an intra-corporate dispute and/or claim by any person or group against the Foundation, its duly elected Trustees and/or corporate officers.

IN WITNESS WHEREOF, I have hereunto signed this Certification this \_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
**(Name of President)**  
**PRESIDENT**

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, the affiant having exhibited to me his/her \_\_\_\_\_ as competent proof of his/her identity.

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Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 20\_\_\_\_\_.