



Form SP001 v.01

**Checklist of Requirements for  
 CSO ACCREDITATION**  
 (to be accomplished in 2 sets)

Name of CSO: \_\_\_\_\_  
 \_\_\_\_\_

**Original Copies of the Following:**

- Letter of Application
- Duly accomplished Application Form for Accreditation
- Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in the local special bodies
- Certificate of Registration
- List of current Officers and Members
- Minutes of the Annual/General Assembly Meeting of the preceding year and latest minutes of the current year duly certified by the organization’s secretary, certifying the annual meeting’s conduct, including the date, location, attendees, and agenda
- Annual Accomplishment Report of the preceding year
- Financial Statement of the preceding year and current year, at the minimum, signed by the executive officers of the organization, indicating therein other information such as revenue, expenses and the source(s) of funds
- By-Laws of the organization
- Philippines National Police (PNP) Certification of no pending derogatory and no criminal charges filed against the association

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date received: \_\_\_\_\_

Remarks:

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