



DOCUMENTARY REQUIREMENTS FOR NON-STOCK CORPORATION

Basic Requirements

1. Cover Sheet
2. Articles of Incorporation (AI) and By-laws (BL)

Additional Requirements

1. Endorsement/clearance from other government agencies, if applicable
2. For Foundations: Notarized certificate of bank deposit of the contribution which shall not be less than P1,000,000.00 and statement of willingness to allow the Commission to conduct an audit
3. For Religious corporations: Refer to Sections 109-116 of the Code, and an affidavit of affirmation or verification by the chief priest, rabbi, minister or presiding elder
4. For Federations: Certified list of member-associations by corporate secretary or president
5. For Condominium corporations/associations: Master Deed with primary entry of the Register of Deeds and Certification that there is no other existing similar condominium association within the condominium project