

CHECKLIST OF REQUIREMENTS IN THE REGISTRATION OF CONTRACTORS/SUB-CONTRACTORS UNDER DEPARTMENT ORDER NO. 18-02, SERIES OF 2002

FOR CORPORATION, PARTNERSHIP, COOPERATIVE OR UNION

1. Three copies of duly accomplished application form (Form No.1);
2. Three certified xerox copies of audited financial statement;
3. Three certified xerox copies of the certificate of registration of firm or business name from the Securities and Exchange Commission (SEC), or from the Cooperative Development Authority (CDA) if the applicant is a cooperative, or from the DOLE if the applicant is a union;
4. Three certified xerox copies of the license or business permit issued by the local government unit or units where the contractor or sub-contractor operates; and
5. Three copies of notarized undertaking that the contractor or sub-contractor shall abide by all applicable labor laws and rules and regulations

FOR SINGLE PROPRIETORSHIP

1. Three copies of duly accomplished application form (Form No.1);
2. Three certified xerox copies of the latest income tax return (ITR);
3. Three certified xerox copies of the certificate of registration of business name from the Department of Trade and Industry (DTI);
4. Three certified xerox copies of the license or business permit issued by the local government unit or units where the contractor or sub-contractor operates; and
5. Three copies of notarized undertaking that the contractor or sub-contractor shall abide by all applicable labor laws and rules and regulations