

## **DOCUMENTARY REQUIREMENTS FOR NON-STOCK CORPORATION**

### **Basic Requirements**

1. Name Verification Slip
2. Articles of Incorporation (AI) and By-laws (BL)
3. Joint affidavit of two incorporators to change corporate name (not required if already stated in AI)
4. List of members certified by the corporate secretary, unless already stated in the Articles of Incorporation; and
5. List of the names of contributors or donors and the amounts contributed or donated certified by the treasurer. There is no fixed amount of contribution required but only such reasonable amount as the incorporators and trustees may deem sufficient to enable the corporation to start operation, except in the case of foundations which must have a minimum contribution of at least One Million Pesos (P1,000,000.00)

### **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