

CORPORATE DOCUMENTS REQUIRED FOR ACCREDITATION OF BOND APPLICANT

- Individual
 - ❑ Duly Accomplished Bond Application Form
 - ❑ Duly Accomplished Co-signor Statement Form
 - ❑ Xerox copies of Community Tax Certificate of the Bond Applicant and Co-signor

- Sole Proprietorship
 - ❑ Duly Accomplished Bond Application Form
 - ❑ Certificate of Registration of Business Name
 - ❑ Contractor's License
 - ❑ Brief history of the firm as certified by the Owner
 - ❑ Duly Accomplished Co-signor Statement Form
 - ❑ Xerox copies of Community Tax Certificate of the Proprietor and Co-signor

- Corporation
 - ❑ Articles of Incorporation and By-Laws
 - ❑ Latest Audited Financial Statement
 - ❑ Corporate Secretary Certificate, duly notarized, of authorized signing official to sign bond and Indemnity Agreement on behalf of the Bond Applicant
 - ❑ Brief history of the firm
 - ❑ Duly Accomplished Co-signor Statement Form
 - ❑ Xerox copies of Community Tax Certificate of the authorized signing official and Co-signor

- Partnership
 - ❑ Partnership Agreement
 - ❑ Certificate of Registration of Business Name of each company
 - ❑ Contractor's License of each company
 - ❑ Authorization, duly notarized, of authorized signing official to sign bond and Indemnity Agreement on behalf of the Bond Applicant
 - ❑ Brief history of the firm as certified by the Owner of each company
 - ❑ Duly Accomplished Co-signor Statement Form
 - ❑ Xerox copies of Community Tax Certificate of the authorized signing official and Co-signor

- Joint Venture
 - ❑ Joint Venture Agreement
 - ❑ Articles of Incorporation and By-Laws of each company
 - ❑ Latest Audited Financial Statement of each company
 - ❑ Corporate Secretary Certificate, duly notarized, of authorized signing official to sign bond and Indemnity Agreement on behalf of the Bond Applicant
 - ❑ Brief history of the firm of each company
 - ❑ Duly Accomplished Co-signor Statement Form
 - ❑ Xerox copies of Community Tax Certificate of the authorized signing official and Co-signor

- ❑ Government Owned and Controlled Corporation, Institutions, Local Government, Government Instrumentality, Local Government Units

- ❑ Charter of Incorporation
- ❑ Latest Audited Financial Statement
- ❑ Corporate Secretary Certificate, duly notarized, of authorized signing official to sign bond and Indemnity Agreement on behalf of the Bond Applicant
- ❑ Brief history of the firm
- ❑ Xerox copies of Community Tax Certificate of the authorized signing official and Co-signor