

BOND REQUIREMENTS

I. For CORPORATION

1. Copy of duly notarized & signed contract.
2. Duly accomplished bond application (for corporation) & co-signer's statements together with the latest copies of the ITR's of the signors.
3. Corporate Papers:
 - i. SEC Registration Certificate
 - ii. Articles Of Incorporation & By-Laws
 - iii. Board Resolution as to who is the duly authorized bond signatory.
 - iv. Latest audited Financial Statement
4. List of Projects (on-going & finished) & list of construction equipments & technical men employed.
5. Copy of PCAB (Phil. Contractor's Accreditation Board)
6. Copy of Company Profile

II. For PARTNERSHIP

1. Copy of duly notarized & signed contract.
2. Duly accomplished bond application (for corporation) & co-signer's statements together with the latest copies of the ITR's of the signors.
3. Partnership Papers:
 - i. SEC Registration Certificate
 - ii. Articles Of Partnership
 - iii. Board Resolution as to who is the duly authorized bond signatory.
 - iv. Latest audited Financial Statement
 - v. Company Profile
4. List of Projects (on-going & finished) & list of construction equipments & technical men employed.
5. Copy of PCAB (Phil. Contractor's Accreditation Board)

III. For SINGLE PROPRIETORSHIP

1. Copy of duly notarized & signed contract.
2. Duly accomplished bond application (for INDIVIDUAL) & co-signer's statements together with the latest ITRS of the signors.
3. Copy of DTI Registration of Business Name & the Application for Registration of Business Name.
4. Latest audited Financial Statement
5. Copy of PCAB License (Phil. Contractor's Accreditation Board)
6. List of Projects (on-going & finished), List of Construction Equipments & Technical Men employed.
7. Company Profile

IV. For FIDELITY BOND

1. Duly accomplished Bond Application form, co-signer's statement & employer's Statement together with the copies the latest ITR's of the signors.
2. Copy of the following:
 - i. Copy of Bio-Data / Resume of the applicant.
 - ii. Copy of employment Contract &/or Duties & Responsibilities.
3. Duly signed and Notarized INDEMNITY / AGREEMENT

♣ *N.B – Co-signers should be / preferably a brother, sister, aunt, uncle, with fixed income & below 60 years of age.*

V. For HEIRS BOND

- 1.) Duly accomplished Bond Application form, co-signer's statement & employer's Statement together with the copies the latest ITR's of the signors.
- 2.) Copy of Extra-Judicial Settlements/partition among heirs
- 3.) Copy of Death Certificate
- 4.) Affidavit of Publication and proof of Publication
- 5.) Copy of Title and/or Bank Book

♣ *N.B – The heirs of the deceased should all sign in the Indemnity Agreement (including their spouses).*