

CHECKLIST OF SETUP NONCORE DOCUMENTS

(as attachment to Project Proposal and SETUP NONCORE supporting documents)

Project Title: **Rice Transplanter Technology for Tuban Blessed Farmers Multi-Purpose Cooperative**

Proponent/Beneficiary: **Tuban Blessed Farmers Multi-Purpose Cooperative (TUBFARMCO)**

Amount: **Php 700,000.00**

DOCUMENTARY REQUIREMENTS (For Private sector/NGOs/POs/Startups)

✓	Letter of Intent and Board Resolution
✓	Customer Profile
✓	Curriculum Vitae (CV) or PDS of the Project Leader and other co-researchers/implementers (including track record)
✓	TNA Forms 1 and 4
✓	Project Proposal (including Business Model Canvass, if applicable)
✓	RTEC Evaluation and Reply to RTEC Comments
✓	Revised Project Proposal (if necessary) with approved LIB and Work plan
x	Photos of equipment, location of the equipment and project site
x	Layout of the facility
✓	Equipment Quotations
✓	Approval Letter
✓	Memorandum of Agreement (3 copies)
x	Customer Satisfaction Feedback
✓	Audited Financial statement for the past 3 years preceding the date of project implementation or in case of those with operation of less than 3 years, for the years in operation and proof of previous implementation of similar projects, if any (or in the case of startups, at least for 1 year); or other financial reports
✓	Up-to-date SEC registration, or DTI registration, or CDA registration certificate, or other authenticated copy of latest Articles of Cooperation and other related legal documents
✓	Copy of Latest Income Tax Return (ITR) (if applicable)
✓	Mayor's permit where the business is located
✓	Disclosure of other related business, if any
✓	List and/or photographs of similar projects previously completed, if any, indicating the source of funds for implementation
✓	Sworn affidavit of the secretary of the NGO/PO that none of its incorporators, organizers, directors, or officers is an agent of or related by consanguinity or affinity up to the fourth civil degree to the official of the agency authorized to process and/or approved the proposed MOA, and release of funds
NA	For foundations, DOST certification as accredited by the Science and Technology Foundation Unit

Remark/s: photocopy of LBP bank details

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PSTC Staff/Date 02/18/2022

Received by: JANNA GRACE D. RIBADA

RO Staff/Date 08/31/22

Noted by: Engr. VINCENT S. LABINDAO

GIA Coordinator/Date

Validated by: MARIA ETHELWILDA G. CORONACION

PSTD / Date