

Department of Science and Technology Regional Office IX
Small Enterprise Technology Upgrading Program

CHECKLIST OF DOCUMENTARY REQUIREMENTS

Firm Name: _____
Sector: _____

Remarks

- | | |
|--|-------|
| <input type="checkbox"/> Letter of intent to avail of SETUP assistance, stating commitment to refund the Fund support and cover the insurance cost for the acquired equipment; | _____ |
| <input type="checkbox"/> Fully accomplished DOST TNA Form 01, "Application for Technology Needs Assessment"; | _____ |
| <input type="checkbox"/> Proposal using the "SETUP Project Proposal Format"; | _____ |
| <input type="checkbox"/> Copy of business permits and licenses issued by bells and other government offices; | _____ |
| <input type="checkbox"/> Certificate of registration with the Depalment of Trade and Industry (DTI), Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA). whichever is applicable and photocopy of the official receipt of the firm; | _____ |
| <input type="checkbox"/> Articles or Incorporation for cooperatives and associations as proponent; | _____ |
| <input type="checkbox"/> Board/Legislative Council Resolution authorizing the availment of the assistance and designating authorized signatory for the funding assistance for corporations, cooperatives, SUCs and LGUs; | _____ |
| <input type="checkbox"/> Financial statements for the past three (3) years with notarized Sworn Statement from the proponent that all information provided are correct and true; | _____ |
| <input type="checkbox"/> Sworn affidavit that none of the incorporators/officials or applicant is related to the approving authority (Regional Director) up to the third degree of consanguinity and affinity and that the proponent has no bad debt; | _____ |
| <input type="checkbox"/> Projected financial statements with the number of years depending on the proposed project duration; | _____ |
| <input type="checkbox"/> <i>Three (3) quotations from suppliers/fabricators for each equipment with Complete technical specifications and design/drawing/picture to be acquired. If the proponent cannot find the sufficient number of suppliers, the proponent should submit an affidavit stating the unavailability of suppliers for the needed equipment in the area.</i> | _____ |

Received and Verified by:

Date: _____