

PRO-FORMA APPLICATION FOR RENEWAL OF ACCREDITATION
(Partnership/Audit Firm)

MR. PEDRO T. DEFENSOR , JR.

Cooperative Development Authority
Extension Office
Regional Director, Calamba, Laguna

Dear Sir/Madam:

Our Partnership/Audit Firm would like to apply for renewal of accreditation as a Cooperative External Auditor pursuant to CDA Memorandum Circular Revised Guidelines on the Accreditation of Cooperative External Auditors.

In compliance to the said Memorandum and in behalf of our firm, I am submitting herewith the following documents:

- i. Updated profile of the audit firm;
- ii. Updated profile of the individual signing partners with updated 2 x 2 colored ID picture;
- iii. SEC Registration Certificate;
- iv. Articles of partnership and/or its amendment;
- v. Partnership's valid Certificate of Accreditation with the PRC BOA;
- vi. Current PTR of signing partners;
- vii. Certificate of Membership in Good Standing with PICPA of the signing partners;
- viii. Certificate of Training of signing partners equivalent to 24 hours of required training for renewal;
- ix. Latest Certificate of Accreditation issued by the CDA;
- x. List of cooperative-clients and years audited;
- xi. Sworn statement that our firm has engaged in Cooperative External Audit or Preparation of financial statement to at least one (1) micro cooperative that is free of charge as part of his/her social responsibility, duly supported with Certification from cooperatives that received such services; and
- xii. Sworn statement our firm has observed the conditions prescribed under Section 9 of Revised Guidelines.

Thank you very much.

Very truly yours,

EDISON B. AGARAO

Authorized Representative
of Partnership/Audit Firm

