

Republic of the Philippines  
**QUEZON CITY COUNCIL**

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(Name of Organization)

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(Office Address/Headquarters)

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Tel. No./Contact No./Email Address

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Date

**Hon. GIAN CARLO G. SOTTO**  
City Vice-Mayor and Presiding Officer  
Quezon City Council

Thru: **Coun. JORGE BANAL, SR**  
Chairman, Committee on Public Affairs, Information and People's Participation

**Mr. RICARDO B. CORPUZ**  
Head, Barangay & Community Relations Department (BCRD)

**YOUR HONOR:**

Respectfully submitting herewith, the required documents relative to our application for Accreditation with Quezon City Government for our membership to the Local Special Bodies, to wit:

- 1) Duly accomplished application form;
- 2) Board Resolution signifying intention to apply for Accreditation for the purpose of membership in the Local Special Bodies, and the name/s of the duly authorized principal and alternate representative, and their respective addresses signed by majority of the members of the Board of Directors, and duly certified by the Secretary of the Board/Organization;
- 3) **Photocopies of Certificate of Registration**
- 4) **Copies of Articles of Constitution/Articles of Association and By-Laws, minutes of adoption or ratification thereof, as well as the list of members who participated therein as evidenced by their signatures;**
- 5) List of current officers and members of the organization/association indicating their names, residence/address, citizenship, contact number and other related information, duly certified by the secretary of the organization;
- 6) Annual Accomplishment Report and list of projects and activities of the preceding year;
- 7) Financial Statement of the preceding year;
- 8) Minutes of the annual/organizational meeting and the attendance of the majority of the officers & members with their **affixed signatures**, duly certified by the **board secretary of the organization;**
- 9) Certification from the Punong Barangay attesting to the **existence** of the organization in the barangay.

We are looking forward to a mutually beneficial undertaking.

Maraming salamat po and more power.

Very truly yours,

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(Signature over printed name)

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(Position)