



Bond Applicant: \_\_\_\_\_ Underwriter: \_\_\_\_\_

**\*\* Please bring original copy for validation**

**\*\*\* Notarization by GSIS -accredited Notary Public**

**CHECKLIST OF SUPPORTING DOCUMENTS FOR BOND APPLICATIONS**  
*FOR TRAVEL/RECRUITMENT/MANPOWER AGENCIES (DFA/BID SURETY BOND)*

**For Single Proprietorship:**

- Duly accomplished Bond Application Form
- Duly accomplished and notarized Bond Application Form for Individual/Single Proprietorship (GSIS Form)\*\*\*
- Copy of Certificate of Registration of Business (issued by the Department of Trade Industry) \*\*
- At least two (2) government-issued IDs or one (1) government-issued I.D. and one (1) company-issued ID with specimen signatures

**For Registered Partnership:**

- Duly accomplished Bond Application Form
- Copy of Articles of Partnership \*\*       Partnership Agreement (filed/registered with SEC) \*\*
- At least two (2) government-issued ID or one (1) government-issued I.D. and one (1) company-issued ID with specimen signatures of the authorized partner
- Current General Information Sheet duly filed with the SEC \*\*

**For Corporation:**

- Duly accomplished Bond Application Form
- Copy of Articles of Incorporation & By-Laws with latest amendments, if any (filed/registered w/ SEC) \*\*
- Current General Information Sheet duly filed with the SEC \*\*
- Certification of Corporate Secretary, duly notarized, of: a) the present directors and principal executive officers of the Corporation and b) the present list of shares of a stock issued and outstanding, indicating name of stockholders, number of shares held and total par value (in Company Letterhead) \*\*\*
- Certification of Corporate Secretary, duly notarized, that the official signing the bond and the Indemnity Agreement on behalf of the corporation is authorized to do so by its Board, with attached Board Resolution and specimen signatures (follow GSIS Form) \*\*\*
- At least two (2) government-issued IDs or one (1) government-issued I.D. and one (1) company-issued ID with specimen signatures of the Authorized Official and Corporate Secretary

**Requirements COMMON to all applicants:**

- 1. Certificate of Membership from PTAA/NAITAS/NITAS/IATA \*\*
- 2. Business/Mayor's Permit\*\*
- 3. BIR Certificate of Registration \*\*
- 4. Company Profile/Brief History of the Firm, as certified by the Corporate Secretary or any of the executive officers, or by the owner for single proprietorship
- 5. Audited Financial Statements for the last two (2) years as certified by an independent Certified Public Accountant and, if available, latest interim financial statements, with Annual Tax Return and proof of payment (filed/received by BIR) \*\*

**FOR CO-SIGNER REQUIREMENT**

- Duly-accomplished Co-Signer's Statement Form\*\*\* who will be required to sign the Indemnity Agreement in his personal and individual capacity, with attached Income Tax Return and proof of payment \*\*
- Two (2) government-issued IDs or one (1) government-issued I.D. and one (1) company-issued ID with specimen signatures of the Co-signer

*Note: Additional requirements may be required if needed upon evaluation of Co-signer's qualification*

**FOR COLLATERAL REQUIREMENT (required in any but not limited to the following grounds: No co-signer presented or Applicant's networth is negative)**

- Cash Collateral (Cash Deposit, Manager's or Cashier's Check)
- Savings or Time Deposit with duly accomplished and notarized Deed of Assignment (GSIS Form)
- Irrevocable Standby Letter of Credit (GSIS Form)
- Real estate property with Deed of Real Estate Mortgage (Owner's Duplicate of TCT/CCT must be surrendered, real property must have appraised value double the bond amount and not agricultural; subject to GSIS appraisal)
- Shares of Stocks with duly accomplished and notarized Pledge Agreement (GSIS FORM)

**Please complete the above-mentioned documents for proper evaluation. Should you have any questions, please do not hesitate to contact us at 479-3518. Thank you.**