



Kaagapay ng Komunidad sa Maginhawang Pamumuhay

**SOCIAL HOUSING FINANCE CORPORATION
Partner Relations Division**

**CONTRACTORS/ DEVELOPERS' ACCREDITATION
CHECKLIST OF REQUIREMENTS
(in accordance with the CGF Framework)**

As of _____

Company Name : _____
 Classification : Contractor Developer
 Office Address : _____
 Authorized Representative : _____ Sex: Male Female
 Designation : _____
 Contact Number & Email Address : _____
 Name of SHFC Project (if any) : _____

NOTE: Application for Accreditation is free of charge. SHFC does not impose any amount for applications submitted to us.

No.	Documentary Requirements	REMARKS (for Contractors/ Developers)
1.	For Corporation/Partnership: a. SEC Certified True Copy of Certificate of Incorporation, Articles of Incorporation and By-Laws, Updated General Information Sheet b. Secretary Certificate as to authorized representative and his/her Government issued ID.	
	For Single Proprietorship: DTI Certified True Copy of Certificate of Registration	
2.	Updated Business/ Mayor's Permit.	
3.	a. Organizational Chart of the company showing the name of owners, key technical staff, personnel and their positions/designations, duly signed by authorized representative; b. List of contractor's key technical personnel and their individual curriculum vitae with picture (<i>please see attached forms: PRD-CES-01a & PRD-CES-01b</i>); c. List of contractor's key technical personnel who will be assigned to SHFC Project (<i>please see attached forms: PRD-CES-01a</i>); and d. Government issued ID preferably PRC ID;	
4.	Annual Audited Financial Statements for the last two (2) years signed on each and every page by a Certified Public Accountant and properly stamped-received by the Bureau of Internal Revenue including Certified True Copy of supporting financial documents (latest bank statement certified by the Bank Manager, credit line certificate from bank or supplier, etc.).	
5.	List of completed projects with project cost (<i>SHFC form PRD-CES-02</i>) and Original or certified copy of Certificate of Completed Projects with project cost.	

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	<i>Note: Pursuant to SHFC Circular No. 23-061 (Implementing Guidelines for CGF Framework, series of 2023, SEC and DTI registered Contractors/ Developers tapped to engage in SHFC projects by the CA is required to have an experience on the construction of subdivision and condominium projects.</i>	
6.	List of on-going projects with project cost (SHFC form PRD-CES-03).	
Additional requirements for Contractor		
7.	PCAB/CIAP Certified True Copy of updated PCAB License. <i>Note: Pursuant to SHFC Circular No. 23-061 (Implementing Guidelines for CGF Framework, series of 2023, xxx the required PCAB license of contractors who will be engaged to participate in SHFC projects must at least have a principal classifications and categories of General Engineering/ Building B xxx.</i>	
8.	List of completed projects with project cost (SHFC form PRD-CES-02), Original or certified copy of Certificate of Completed Projects with project cost, and Certificate of Acceptance for the last 5 years. <i>Note: Pursuant to SHFC Circular No. 23-061 (Implementing Guidelines for CGF Framework, series of 2023, SEC and DTI registered Contractors/ Developers tapped to engage in SHFC projects by the CA is required to have an experience on the construction of subdivision and condominium projects.</i>	
9.	List of on-going projects with project cost (SHFC form PRD-CES-03), copy of notice of award and notice to proceed, and copy of project contract.	

Submitted by:

Date submitted:

(Name and Signature of Authorized Representative)

Note: Pursuant to SHFC Corporate Circular Nos. 23-060 and 23-061 (Community Guided Financing Guidelines and Implementing Guidelines for Community Guided Financing Framework) series of 2023, Developers and Contractors with Accreditation Certificate and Certificate of Good Standing issued by the DHSUD or Home Development Mutual Fund or PAG-IBIG may be granted Certificate of Accreditation without the need to undergo the accreditation process.

To be accomplished by the Contractor/ Developer:	
Data Privacy Consent:	
In compliance with the Data Privacy Act of 2012 (DPA), the applicant Contractor/ Developer hereby acknowledges the understanding and acceptance of Social Housing Finance Corporation's (SHFC) Data Privacy Policy, its terms and conditions and consequently authorizes SHFC to process company officer's and personnel's data submitted herein. This policy applies to company officer's and personnel's data processed by SHFC for accreditation of Contractor/ Developer, and for any legal purposes appurtenant thereto. Likewise, the Contractor/ Developer applicant hereby warrants that its company officers and personnel whose data it submits herein voluntarily and freely consents to the processing of their personal information and/or personal sensitive information for the purpose of accreditation without prejudice to any of their rights provided under the Data Privacy Act of 2012, and other applicable laws.	
Builder's Conformity:	Date:
_____ (Name and Signature of Owner/ Representative of Builder)	_____ (MM-DD-YYYY)
Partner Relations Division	
Tel. No: (02) 8813-4671 or 09178572421	

Download the copy of our forms and guidelines through the link and QR code provided below.



https://drive.google.com/drive/folders/1tbtNk96aQAfuBo-bWtLoU29t61q_IyX?usp=sharing