**Reference No.** ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUEST FORM FOR CERTIFICATE OF DONATION**

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| --- |
| Entity Type: |
| **CUSTOMER INFORMATION** |
| Name of Donor: |
| Address: | Contact No.:TIN:Email: |
| Authorized Representative: | Contact No.: |
| **DETAILS OF DONATION** |
|  Cash Personal Property(ies) Real Property(ies) |
| Purpose of Donation: |
| For Calamities: Yes No |
| Amount (for Cash Donation): |
| Net Book Values/Cost (for In-Kind Donation): |
| Purpose of Donation: |
| Name and Signature of Requester: |
| Position: |
| ***Required supporting documents: (should be Original copies)******1. Donor must submit:****• Filled-up request form;* *• Notarized Deed of Donation;**• Official Receipt for Cash Donation;**• Acknowledgement Receipt and Delivery Receipt for Donations in Kind.**2.* ***Authorized representative must submit****:**•above mention supporting documents;**•Authorization letter from the donor;* *•Photocopy of government-issued ID of the donor and the authorized representative.****Note: Only request with complete documents will be accepted.*** |

 Request Form (DSWD-FMS-GF-002)

**CLAIM STUB FOR CERTIFICATE OF DONATION**

 **Reference No.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Name of Requesting Party\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Release:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expected Time of Release::\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Look for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact No.: Central Office / Field Office*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* email address: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_*@dswd.gov.ph Field Office concerned***Presentation of the following documents upon claiming of the Certification:*** *1.* ***Donor:****• Claim Stub or Printed Email Acknowledgement Receipt and original copy of supporting documents**2.* ***The Authorized representative:****• Above mention supporting documents; and* *• Authorization letter for the representative, if claimed by person other than the donor, together with the photocopy of the latter’s government-issued ID.****Note: NO FEES are to be paid on the request certification*** |