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

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

**REQUEST FORM FOR CERTIFICATE OF DONATION**

|  |  |
| --- | --- |
| 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*** |