



## **Direct Allocation Required Documents**

### **Organisation Application**

1. Completed application form (SRAO)
2. Corporate Seal
3. Corporate Affairs Commission Certificate of Incorporation / Registration
4. Photo ID of the CEO or a Director (and Authorized Representative): National ID Card or Int'l Passport or Driver's license or Voter's Card
5. Tax Clearance Certificate of the Organization
6. Utility Bill to verify Organization's office address
7. Court affidavit and Police Report for lost or stolen documents
8. If using an Authorized Representative, a signed appointment letter and Photo ID is required
9. Evidence of processing fee (KW-IRS receipt)