



Recertification Required Documents

Organisation Application

1. Completed application form (SRAO)
2. Corporate Seal
3. 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
4. Tax Clearance Certificate of the Organization
5. Utility bill that carries the contact address that matches the address on the application form
6. Court affidavit and Police Report for lost or stolen documents
7. Certificate of occupancy
8. If using an Authorized Representative, a signed appointment letter and Photo ID is required
9. Evidence of processing fee (KW-IRS receipt)