

CHECKLIST OF REQUIREMENTS FOR APPLICATION FOR ACCREDITATION

En Banc Resolution No. 08-25, s. 2025

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| Surety Company Applicant: | | |
| Address: | | |
| Contact Nos.: | Fax Number: | e-mail Address: |
| Contact Person/s: | Date Filed: | |

| <i>I. For Surety Companies Previously Accredited by the NLRC:</i> | <i>Complied</i> | <i>Remarks</i> |
|--|------------------------|-----------------------|
| 1. Letter of Intent for the Renewal of Accreditation; | | |
| 2. Updated Escrow Agreement; and | | |
| 3. Certified Copy of the Latest Certificate of Accreditation and Authority issued by the Office of the Court Administrator, Supreme Court. | | |

| <i>II. For Surety Companies Applying for the First Time:</i> | <i>Complied</i> | <i>Remarks</i> |
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| 1. Three (3) Verified Copies of the Application for Accreditation (<i>Form No. NLRC 01-2014</i>); | | |
| 2. Certified Copy of a Valid Certificate of Accreditation and Authority issued by the Office of the Court Administrator, Supreme Court; | | |
| 3. Secretary's Certificate showing the Surety Company's Authorized Signatories, their Specimen Signatures and Three (3) Black and White Copies of Latest 2x2 Photographs; | | |
| 4. Certified Copy of the Authority to Transact Surety Business upon Official Recognizance, Stipulations, Bonds & Undertakings Issued by the Office of the Executive Secretary under the Office of the President; | | |
| 5. Certified Copy of the Current Certificate of Authority from the Insurance Commission; | | |
| 6. Certified Copy of latest Statement of Assets and Liabilities, and Audited Financial Statement Statements filed with the Bureau of Internal Revenue; | | |
| 7. Escrow Deposit in the Amount of Five Million Pesos (Php5,000,000.00) in any bank of their choice; | | |
| 8. One-Time Application Fee of Ten Thousand Pesos (Php10,000.00), with Additional One Thousand Pesos (Php1,000.00) for each Authorized Representative; | | |
| 9. Joint deed of Undertaking, with the attached Personal Information Sheets (<i>Form No. NLRC-02-2014</i>); and | | |
| 10. Board Resolution Issued by the Surety Company granting authority to its agent/s and acknowledgment of joint and solidary liabilities for all their actions and transaction with the Court (<i>Form No NLRC-01-2014, F.7</i>). | | |

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| Verified by: | Date: |
| LEGAL AND ENFORCEMENT DIVISION Contact No. 8740-77-32 | |