<table>
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| 1. Request letter from the Company addressed to Director ATTY. ANA C. DIONE, CPA; (please indicate the purpose)  
2. Photocopy of DOLE-NCR Registration under RULE 1020;  
3. Photocopy of DO 18-A/DO 174, PEA or POEA License;  
4. Photocopy of the Signatory’s ID;  
5. Place it in a long folder.  
**NOTE:**  
- Items no. 2 & 3 can be secured from the corresponding Field Office which has jurisdiction over your company;  
- Those companies that are not engaged in job contracting or sub-contracting are not required to secure DO 18-A/DO 174, PEA or POEA (Item #3)  
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