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| **Requirements** | **New** | **Renewal** |
| 1. Charter/ Law Creating the Agency/Institution /University/School |  |  |
| 1. Certification/ endorsement from the Head of Agency/ Institution/University/School |  |  |
| 3.List of Current Officers |  |  |
| 4.NCCA-AGPS-GA-SU-COLL Clearance Form ***(to be issued by NCCA)*** |  |  |
| 5.Organization Profile and record of accomplishments (related to the proposed project) |  |  |
| 6. Photocopy/ scanned copy of bank book with complete bank account information of the GA/Institution/ University (bank account name, number and branch). |  |  |

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