



Republic of the Philippines
Province of Quezon

OFFICE OF THE PROVINCIAL TREASURER

Please be informed of the following requirements/documents when claiming checks:

By owner:

- Official receipt/Collection receipt if with BIR Registered Sales Invoice
- Valid ID of the owner

Thru Representative:

- Official receipt/Collection receipt if with BIR Registered Sales Invoice
- Duly notarized Special Power of Attorney (for the authority to claim the check)
- Valid ID of the owner (Photocopy with clear signature)
- Valid ID of the representative/Representatives (Photocopy with clear signature)

For Corporation:

- Official receipt/Collection receipt if with BIR Registered Sales Invoice
- Notarized Board Resolution for the authorized representative to claim check (with names and signatures of board members present during the meeting)
- Articles of Incorporation /General Information Sheet (GIS) (to verify/validate the signatory on the Board Resolution)
- Secretary's Certificate indicating the authorized representative/s in claiming checks (Notarized with signature of representatives and corporate secretary)
- Valid ID of authorized representatives, board members and corporate secretary (photocopy with signatures)

