Supporting Documents as per Partners’ Requirements

Note: All documents that the Partner has obtained externally must be certified\(^1\) as true copies of the originals by a Notary Public (NP), Commissioner of Oaths (CO) or its equivalent.

☐ Certified true copy of original certificate of registration/Incorporation or Charter in cases of educational institutions.

☐ Certified true copy of original Audited Account Statement for the last two years. ☐ Annual report.

☐ Certified true copy of proof of non-Profit. ☐ Copy of the Constitution or by-laws.

\(^1\) The word “Certification” shall be construed to mean of the following-

a) That a UN-Habitat Partner has presented original documents for examination & verification.
b) That the certifier confirms the copies to be “true copies of the original” document.
c) That the examination and authentication of the documents as per a) and b) above is signified by:-
   i) Appending certification clause “certified true copy of the original” on the first page and initialing all pages; and
   ii) Appending name, signature and date of the certifier below the certification clause.