DEPARTMENT OF SCIENCE AND TECHNOLOGY

S&T FOUNDATION UNIT

CERTIFICATION OF S&T-ORIENTED FOUNDATION

WHO WE ARE

The S&T Foundation Unit is one of the Department's offices that provides frontline services, and is under the direct supervision of the Undersecretary for Regional Operations.

CONTACT US

Room 305 DOST-PTRI Building,
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the science for people

S&T FOUNDATION UNIT

WHAT WE DO

Process applications for certification of S&T foundations for tax exemption and facilitate requests of S&T foundations and other non-government organizations (NGOs) for S&T infrormation/technologies

WHO MAY AVAIL OF THE SERVICE

Private foundations, private individuals, firms and educational institutions engaged in Science, Technology and Innovation (STI) endeavors

WHY AVAIL OF THE SERVICE

Donors are exempted from paying donor's tax & full deductibility of donations for income tax. Donees are exempted from payment of corporate income tax, exempted from payment of customs duties on the importation of scientific instruments and equipment and inclusion in the Grants-in-Aid Programs of the DOST.

HOW TO AVAIL OF THE SERVICE

Applicants should submit to STFU the following:
- A written request for certification addressed to the Office of the Secretary of the DOST
- Certified true copy the applicant's:
  - Articles of Incorporation
  - By-Laws
  - Certificate of registration of said Articles of Incorporation and By-Laws as well as their amendments issued by the Securities and Exchange Commission (SEC)
- Science and Technology Program following the DOST prescribed forms with proposed budget of three (3) years covered by the application signed by the Executive Director or equivalent officer of the Foundation, together with a description of the specific Science and Technology project, whenever required
- A list of Officers and working staff other than the trustees
- A certification by the Treasurer of the foundation that it has an initial capital of at least One Million Pesos (PhP 1,000,000.00)

LIFE OF CERTIFICATION

The certification for Private Foundations issued shall be effective not earlier than the date of filing of the application and shall be in force for a period of not longer than three (3) years unless sooner revoked.

FEE FOR THE CERTIFICATION

A fee of Five Hundred Peso (PhP500.00) is required for the registration upon approval of application and an annual service fee 0.12 of 1% of the gross income and donation of the Foundation for the duration of three years of certification.

ANNUAL REPORTS

During the period of certification, the foundation is required to submit annually to the DOST within ninety (90) days after the end of its fiscal year in the forms prescribed in two (2) copies:
- Status reports on its projects and other related activities
- A statement of sources and application of funds
- Comparative financial statements from the date of last certification, together with all supporting schedules

RENEWAL OF CERTIFICATION

The certification shall be renewed by the DOST Secretary for the same period of time upon application duly filed in two (2) copies not later than ninety (90) days after its expiration, provided that the application is submitted with the following requirements:
- Detailed report of scientific and technology activities of the foundation during the period covered by the expired certification
- Program of scientific and technology activities for the period to be covered by the application for renewal
- A certified true copy of the amended articles of incorporation and by-laws, if any, or a sworn statement that there have been no such amendments
- Results of financial operations covered by the expired certification following the prescribed form.

The S&T Foundation Unit of the Department of Science and Technology accepts application for Certification Mondays thru Fridays at 8:00 a.m. to 5:00 p.m.

All prescribed forms for the documentary requirements can be found at
http://sfu.dost.gov.ph/
under the *Downloads* tab.