

# LEAGUE OF CORPORATE FOUNDATIONS

## For LCF Membership: Requirements & Procedures

There are two ways to become a member of the LCF:

♦**Regular membership** is for non-stock, non-profit foundations, primarily funded and supported by a corporation or a group of related companies, and duly registered with the Securities and Exchange Commission. At least 70% of their income should be devoted to social, scientific, educational, charitable, and/ or other activities which are referred to as belonging to *corporate social responsibility* (CSR)<sup>1</sup>.

♦**Associate membership** is for corporations, local or multinational, implementing regular corporate social responsibility (CSR) programs and activities but do not have their own foundation.

If your Foundation/ Corporation would be interested in joining, we request you to accomplish the enclosed (1) membership application form and (2) letter of application (kindly address to our LCF Executive Director, **Ms. Helen Orande**). Along with that, submit two (2) copies of the following documentary requirements:

1. SEC Certificate of Registration
2. Articles of Incorporation
3. Constitution and By-Laws
4. Short background of the organization
5. Organizational chart
6. Latest Audited Financial Statements (for applicants for regular membership)
7. Statement of expenditures and sources of funds related to CSR certified by a ranking corporate officer (for applicants for associate membership)
8. Foundation/Corporation brochures and latest CSR Annual Report or Accomplishment Report

Submission of Application:

Please forward your application form and all the documentary requirements to the LCF Secretariat, attention to the Executive Director, are as follows:

Address: Unit 403, One Corporate Plaza, 845 Arnaiz Avenue, Legazpi Village, 1226 Makati City, Philippines

E-mail: [secretariat@lcf.org.ph](mailto:secretariat@lcf.org.ph)

☎ 892 9189 or 892 5753

Acceptance to the LCF:

After a two-level review process (Committee and Board levels), the organization will be informed of the result of the review. Should the organization receive favorable endorsements from both the **Membership Committee and the Board of Trustees**, a letter of acceptance will initially be released followed by instructions for the induction ceremony. An acceptance fee of TWENTY-FIVE THOUSAND PESOS (P25,000) inclusive of four (4) General Assemblies and two (2) Special Events for one representative will be required from the organization. Consequently, annual due of P 25,000 is also required to support the League's activities and the Secretariat.