

CHECKLIST for a complete candidacy file:

- Completed application form ([click here](#))
- **Proof of the payment** of the application fees. This fee should be processed before your candidacy file is presented to the SFMC. This fee is part of the total audit cost and subject to the Subsidy Fund.
- Documentation that demonstrates that your organisation is a **legal entity** in the country you are based in.
- Documents that demonstrate that the organisation has **robust finance control mechanisms** that, at a minimum, respond to the national legal requirements (this includes providing the **two last audited financial statements**)
- A **letter** stating why the organisation is seeking certification or independent verification from HQAI. In this letter, you should identify the **level of support required** (up to 90%), explain why you need this support, and explain how you plan to sustain financially the audit cycle over 4 the year-cycle.
- Two Memorandum of Understandings or partnership agreements with two different partners or donors and/or two referees of organisations partnering with your organisation in recent years (donors or other humanitarian or development organisations).
- The completed **HQAI self-assessment** ([click here](#)). Please read the HQAI self-assessment guide carefully.
Disclaimer: if you are a member of the CHS Alliance and you have already completed a CHS self-assessment that is not older than 1 year, you can send this document. If it is older than 1 year, please update it accordingly.