

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. _____

APPLICATION FOR REGISTRATION

PART I. INFORMATION ABOUT THE APPLICANT ASSOCIATION To be accomplished by the applicant. Supply all required information. Misrepresentation, false statement or fraud in this application or in any supporting document is a ground for denial or cancellation of registration.		Date Accomplished:
Name of Applicant Association	Address	
Name of President (Last) (First) (Middle)	Address	
Date Organized (Day) (Month) (Year)	Date of CBL Ratification (If ratification was done on successive dates, state dates of ratification.)	
Place/s of Operation	No. of Members _____ Male _____ Female _____	
Occupation of Members. <i>Please check appropriate category.</i> <input type="checkbox"/> Agricultural workers (<> farmers <> fisherfolk <> artisans <> cottage <> others _____) <input type="checkbox"/> Small transport workers (drivers: <> jeepney <> FX <> tricycle <> pedicab) <input type="checkbox"/> Homebased/Homeworkers <input type="checkbox"/> Small construction workers <input type="checkbox"/> Vendors (<> market <> sidewalk <> ambulant) <input type="checkbox"/> Small-scale miners <input type="checkbox"/> Others/Own-Account, Pls. specify _____		
Fiscal Period <input type="checkbox"/> Calendar Year <input type="checkbox"/> Fiscal year (Pls. specify) _____	Status of Finances <input type="checkbox"/> w/ Financial Report <input type="checkbox"/> w/o Financial Report	
<p>I attest to the truth of the foregoing.</p> <p style="text-align: center;">_____ Authorized Representative / Position in the Association (Signature over printed name)</p> <p>SUBSCRIBED AND SWORN TO before me at _____, Philippines this ___ day of _____ 200___, by _____ with Community Tax Certificate No. _____ issued at _____ on _____.</p> <p style="text-align: center;">NOTARY PUBLIC</p> <p>Doc No. Page No. Book No. Series of 200___</p>		

PART II. PROCESSING OF REQUIREMENTS (To be accomplished by the processor in the RO)	Date Received:	
<p>A. Checklist of documents. All documents shall be certified under oath by the Secretary or Treasurer as the case may be and attested to by the President. Documents not so certified and attested shall not be considered as compliance.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Names of the association's officers and their respective addresses <input type="checkbox"/> 2. Minutes of the organizational meeting/s <input type="checkbox"/> 3. List of the members who participated in the organizational meeting/s <input type="checkbox"/> 4. Annual financial reports if the applicant association has been in existence for one year or more <input type="checkbox"/> 5. Financial report not required because applicant association has been in existence for less than one year or has not collected any amount <input type="checkbox"/> 6. Constitution and by-laws accompanied by the names and signatures of ratifying members <input type="checkbox"/> 7. Minutes of adoption or ratification of the constitution and by-laws and dates/s when ratification was made <input type="checkbox"/> 8. Minutes of adoption or ratification is not required if it is done simultaneously with the organizational meeting and the same is reflected in the minutes of the organizational meeting <p>All documents supporting the application for registration shall be submitted in triplicate: one original and two duplicate copies.</p> <p>B. Payment of Registration Fee</p> <ul style="list-style-type: none"> <input type="checkbox"/> Registration Fee paid under O.R. No. _____ Date _____ <input type="checkbox"/> Registration Fee not paid <p>C. Recommendation on the Application:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recommending Approval with Certificate of Registration attached <input type="checkbox"/> Recommending Denial due to failure to comply with documentary requirements (Pls. specify lacking documents) <ul style="list-style-type: none"> 1. _____ 2. _____ 3. _____ <p style="text-align: right; margin-right: 100px;">By: _____</p> <p style="text-align: center; margin-right: 100px;">Processor (Signature over printed name)</p> <p style="text-align: right; margin-right: 100px;">Date _____</p>		
PART III. ACTION ON THE APPLICATION		
<p>A. Approval /Denial</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approved for Registration, with duly signed Certificate of Registration attached <input type="checkbox"/> Registration denied, with duly signed Notice of Denial <p>Respectfully endorsed to the Director</p> <ul style="list-style-type: none"> <input type="checkbox"/> For approval of the Certificate of Registration <input type="checkbox"/> For approval of Notice of Non-Compliance <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center; width: 45%;"> _____ Chief, Labor Relations Division </div> <div style="text-align: center; width: 45%;"> _____ Date </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center; width: 45%;"> Approved for release. _____ Regional Director </div> <div style="text-align: center; width: 45%;"> _____ Date </div> </div>		
Registration Certificate No.	Date Issued:	Date Released:

