BLR Reg. Form No. 1 LO, s. 2003

(For Independent Applicant Unions)

Republic of the Philippines

DEPARTMENT OF LABOR AND EMPLOYMENT

Regional Office No. \_\_\_\_

**APPLICATION FOR REGISTRATION**

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| PART I. INFORMATION ABOUT THE REPORTING ORGANIZATIONTo 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 Organization |
| Address | Place/s of Operation of Union |
| 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.) |
| Fiscal Period[ ] Calendar Year [ ] Fiscal year (Pls. specify) \_\_\_\_\_  | Status of Finances [ ] w/ Financial Report [ ] w/o Financial Report |
| Name of Establishment | Address | Industry Classification(Pls. refer to PSC in the LRD) | Product Line |

### No. of Employees

|  |  |  |
| --- | --- | --- |
| Establishment/CompanyMale \_\_\_\_\_\_ Female \_\_\_\_\_\_\_\_ | Bargaining UnitMale \_\_\_\_\_\_\_ Female \_\_\_\_\_\_\_ | Union MembersMale \_\_\_\_\_\_ Female \_\_\_\_\_\_\_\_ |

**Description of the Bargaining Unit (Check all appropriate boxes**)

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| Composition: [ ] Supervisory [ ] Rank and FileStructure: [ ] Employer Unit [ ] Occupational UnitSectoral Classification: [ ] Industry [ ] Services [ ] AgricultureOccupational Classification: [ ] Technical [ ] Administrative [ ] Faculty [ ] Professional [ ] Manufacturing [ ] Sales/MarketingMode of Payment of Wages: [ ] Monthly-paid [ ] Daily-paid [ ] Hourly paid [ ] Task / “pakiao” [ ] Commission |
| I attest to the truth of the foregoing. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Authorized Representative / Position in the Union (Signature over printed name) SUBSCRIBED AND SWORN TO before me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Philippines this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 200\_\_\_, by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with Community Tax Certificate No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issued at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. NOTARY PUBLICDoc No.Page No.Book No.Series of 200\_\_\_ |

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| 1. 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**.**

**[ ]** 1. Name of the organization’s officer and their respective addresses[ ] 2. Approximate number of employees in the bargaining unit where it seeks to operate with a statement that it is not reported as a chartered local of any federation or national union [ ] 3. Minutes of the organizational meeting/s[ ] 4. List of the members who participated in the organizational meeting/s[ ] 5. Names of all its members comprising at least twenty percent (20%) of the employees  in the bargaining unit[ ] 6. Annual financial reports if the applicant organization has been in existence for  one year or more[ ] 7. Financial report not required because applicant organization has been in existence for  less than one year or has not collected any amount[ ] 8. Constitution and by-laws accompanied by the names and signatures of ratifying members [ ] 9. Minutes of adoption or ratification of the constitution and by-laws and dates/s when ratification was made[ ] 10. 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 meetingAll documents supporting the application for registration shall be submitted in triplicate: one original and two duplicate copies.1. Payment of Registration Fee

[ ] Registration Fee paid under O.R. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_[ ] Registration Fee not paid 1. Recommendation on the Application:

[ ] Recommending Approval with Certificate of Registration attached[ ] Recommending Denial due to failure to comply with documentary requirements (Pls. specify lacking documents)1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 By: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Processor (Signature over printed name) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  PART III. ACTION ON THE APPLICATION |
| A. Approval /Denial[ ] Approved for Registration with duly signed Certificate of Registration attached[ ] Registration denied, with duly signed Notice of Denial Respectfully endorsed to the Director[ ] For approval of the Certificate of Registration[ ] For approval of Notice of Non-Compliance  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Director/Head Field Office Date Approved: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Releasing Officer Date |
| **Registration Certificate No.** | **Date Issued:** | **Date Released:** |