



CREATION OF LOCAL/CHAPTER

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| PART I. INFORMATION ABOUT THE REPORTING ORGANIZATION 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 revocation of the legal personality of the local/chapter. | | Date Accomplished: | |
| Name of Applicant Organization | | | |
| Name of Federation/National Union | | Charter Certificate No. and Date of Issuance | |
| 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/Company | | Bargaining Unit | Union Members |
| Male _____ Female _____ | | Male _____ Female _____ | Male _____ Female _____ |
| Description of the Bargaining Unit (Check all appropriate boxes) | | | |
| Composition: [] Supervisory [] Rank and File | | | |
| Structure: [] Employer Unit Occupational Unit | | | |
| Sectoral Classification: [] Industry Services Agriculture | | | |
| Occupational Classification: | | | |
| [] Technical [] Administrative [] Faculty | | | |
| [] Professional [] Manufacturing [] Sales/Marketing | | | |
| Mode 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 _____ 20____, by _____ with Community Tax Certificate No. _____ issued at _____ on _____. | | | |
| NOTARY PUBLIC | | | |
| Doc No. Page No. Book No. Series of 20____ | | | |

PART II. PROCESSING OF REQUIREMENTS

(To be accomplished by the processor in the RO)

Date Received:

A. Checklist of Documents/Requirements. All the foregoing supporting requirements shall be certified under oath by the Secretary or the Treasurer, as the case may be, of the local/chapter and attested by its President. All documents shall be submitted in two (2) copies: one (1) original and one (1) duplicate.

Duly accomplished form

A Charter Certificate issued by the federation or national union indicating the creation or establishment of the local/chapter

The names of the local/chapter's officers, their addresses, and the principal office of the local/chapter

The local/chapter's constitution and by-laws, provided that where the local/chapter's constitution and by-laws is the same as that of the federation or national union, this fact shall be indicated accordingly.

B. Verification (Processor to verify with the records on file with BLR)

Verified/checked that the federation or national union is a legitimate registered labor organization

C. Payment of Registration Fee

Registration Fee paid under O.R. No. _____ Date _____

Registration Fee not paid

D. 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

Date:

PART III. APPROVAL/DENIAL**A. Entry/Denial**

Entered in the registry of legitimate labor organizations with duly signed Certificate of Registration of Local/Chapter attached

Entry denied, with duly signed Notice of Non-Compliance

B. Respectfully endorsed to the Director

For approval of Registration of Creation of Local/Chapter

For approval of Notice of Non-Compliance

Approved for release.

Signature over Printed Name of Provincial Head

Date: