



Instructions in Accomplishing Form No. 1

**APPLICATION FOR REGISTRATION OF JOB CONTRACTOR/ SUBCONTRACTOR**

This form shall be accomplished by the contractor/sub-contractor in triplicate and submitted to the DOLE Regional Field Office having jurisdiction on the place of the contractors/sub-contractors' main office.

- 1. Business Name**  
Enter the business name of the contractor/subcontractor registered with the SEC, DTI, CDA, or DOLE.
- 2. Business Address**  
Enter the business address of the contractor/sub-contractor
- 3. Telephone No.**  
Enter the telephone number(s) of the contractor/sub-contractor.
- 4. Contact Person/Position**  
Enter the name of the President or General Manager or any other officer of the company who can provide information on the entries. Indicate the position of the officer.
- 5. Areas of Operation**  
Enter or enumerate the area(s) or places covered by the contractor/ subcontractor.
- 6. Nature of Business**  
Indicate the kind of business the contractor/sub-contractor is engaged in i.e., janitorial services, messengerial, trucking services, etc.
- 7. Industries to be covered**  
Indicate the kind of industries of the clients/prospective clients to be covered.
- 8. Number of Regular Workers/Male/Female**  
Enter the number of regular workers of the contractor/sub-contractor broken down into male and female.
- 9. Names, Positions, and Address of Officers/Staff**  
Enumerate the names of the officers and staff of contractors/sub-contractor, their respective positions in the company and their respective home addresses. This does not include the names of the workers to work with the principal. Additional sheet may be used if necessary.
- 10. List of Actual Clients**  
Enumerate the name(s) and addresses of the clients with which the contractor/sub-contractor have existing contracts, its nature of business, services to be provided to the client, number of personnel assigned to each client, description of each phase of the contract, the number of employees covered in each phase of the contract, disaggregated into male and female.
- 11. Undertaking**  
Indicate the needed information in the blank spaces provided in the undertaking.

The signature of the President or General Manager and the date of signing should appear in the designated portion of the form.