



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
 REGION VI

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BLR Reg. Form No. 5-LOC-LO, series of 2004 (DO 40-B-03)
 (For Chartering Locals/Capters)

PART I. INFORMATION ABOUT THE REPORTING ORGANIZATION		Date Accomplished:	
To be accomplished by the applicant. Supply all required information. Misinterpretation, false statement or fraud in this application or in any supporting document is ground for denial or cancellation of registration.			
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	
Male ___ Female ___		Male ___ Female ___	
		Union Members	
		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
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PART II. PROCESSING OF REQUIREMENTS (To be accomplished by the processor in the RO)	Date Received:
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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
 (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

_____ Date
 Field Office Head

_____ Name of Releasing Officer

Registration Certificate No.	Date Issued:	Date Released:
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