



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
 REGION VI

Document Number: FM 5.3.3-01	Revision No. 1	Effectivity Date: December 3, 2013
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BLR Reg. Form No. 3-WA, series of 2003
 (For Workers' Association Operating in One Region)

PART I. INFORMATION ABOUT THE APPLICANT ASSOCIATION 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.	Date Accomplished:
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Name of Applicant Association	Address
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Name of President (Last) (First) (Middle)	Address
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Date Organized (Day) (Month) (Year)	Date of CBL Ratification (If ratification was done on successive dates, state dates of ratification)
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Place/s of Operation	No. of Members _____ Male _____ Female _____
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Occupation of Members. *Please check appropriate category*

- Agricultural workers (<> farmers <> fisherfolk <> artisans <> cottage <> others_____)
- Small transport workers (drivers: <> jeepney <> FX <> tricycle <> pedicab)
- Homebased/Homeworkers
- Small construction workers
- Vendors (<> market <> sidewalk <> ambulant)
- Small-scale miners
- Others/Own-Account, Pls. Specify _____

Fiscal Period	Status of Finances
<input type="checkbox"/> Calendar year <input type="checkbox"/> Fiscal year (Pls Specify)	<input type="checkbox"/> w/ Financial Report <input type="checkbox"/> w/o Financial Report

I attest to the truth of the foregoing

 Authorized Representative / Position in the Association
 (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____

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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. 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. Names of the association's officers and their respective addresses
 - 2. Minutes of the organizational meeting/s
 - 3. List of the members who participated in the organizational meeting/s
 - 4. Annual financial reports if the applicant association has been in existence for one year or more
 - 5. Financial report not required because applicant association has been in existence for less than one year or has not collected any amount
 - 6. Constitution and by-laws accompanied by the names and signatures of ratifying members
 - 7. Minutes of adoption or ratification of the constitution and by-laws and date/s when ratification was made
 - 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

All documents supporting the application for registration shall be submitted in triplicate: one original and two duplicate copies.

B. Payment of Registration Fees

- 1. Registration Fee paid under OR No. _____ Date _____
- 2. Registration Fee not paid

C. Recommendation on the Application:

- 1. Recommendation Approval of Certification of Registration attached
- 2. Recommending Denial due to failure to comply with documentary requirements
Please 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

_____ Date
Name of Releasing Officer

Registration Certificate No.	Date Issued:	Date Released:
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