



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**

**Region 9**

3<sup>rd</sup> Floor, QNS Building, Veterans Avenue Extension  
 Tumaga Road, Zamboanga City



**CHECKLIST OF REQUIREMENTS ON APPLICATION FOR  
 UNION REGISTRATION (INDEPENDENT)**

<b>Applicant Name and Address</b>		<b>Contact No</b>		
<b>Authorized Rep. and Address</b>		<b>Contact No</b>		
<b>Received By:</b>				
<b>Received Date:</b>		<b>Status:</b>	<b>Complete</b>	
			<b>Incomplete</b>	
<b>Remarks:</b>			<b>Returned Date:</b>	
<b>Documentary Requirements:</b>		<b>YES</b>	<b>NO</b>	<b>NAP</b>
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 less than 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 date/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 meeting				