



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 REGISTRATION FOR  
 WORKERS' ASSOCIATION**

<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 (First Application):</b>			<b>YES</b>	<b>NO</b>
1. 3 sets duly accomplished and notarized Registration Form				
2. Name of the association officers and their addresses				
3. Minutes of Organizational Meeting and Attendance Sheet				
4. List of Members				
5. Financial Report if in existence for at least one (1) year				
6. If less than one (1) year, and has not collected any amount, a certification to this effect				
7. Constitution and by-laws accompanied by the names and signatures of ratifying members				
8. Minutes of adoption or ratification of the constitution and by-laws, date/s when ratification was made and list of ratifying members 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 including the date/s when ratification was made and list of ratifying members				

**Fees:**

- A registration fee of seventy (70.00) pesos shall be paid to DOLE