



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT

Region 9

3rd Floor, QNS Building, Veterans Avenue Extension
 Tumaga Road, Zamboanga City



BLR Reg. Form No. 5 LOC-LO, s. 2004 (DO 40-b-03)
 (For Chartering Locals/Chapters)

**CHECKLIST OF REQUIREMENTS FOR
 CREATION OF LOCAL/CHAPTER**

Applicant Name and Address		Contact No		
Authorized Rep. and Address		Contact No		
Received By:				
Received Date:		Status:	Complete	
			Incomplete	
Remarks:			Returned Date:	
Documentary Requirements:		YES	NO	NAP
Note: 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.				
1. Duly accomplished application form				
2. A Charter Certificate issued by the federation or national union indicating the creation or establishment of the local/chapter				
3. The names of the local/chapter's officers, their addresses, and the principal office of the local/chapter				
4. 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.				