



**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**

BLR Reg. Form No. 1 LO, s. 2013  
(For Independently Applicant Unions)

**APPLICATION FOR UNION REGISTRATION**

<b>PART I. INFORMATION ABOUT THE REPORTING ORGANIZATION</b> To be accomplished by the applicant. Supply all required information. Misrepresentation, false statement or fraud in this application or in any supporting document is a ground for denial or cancellation of registration.			Date Accomplished:	
Name of Applicant Organization				
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	
<b>No. of Employees</b>				
Establishment Male _____ Female _____		Bargaining Unit Male _____ Female _____		Union Members Male _____ Female _____
<b>Description of the Bargaining Unit (Check all appropriate boxes)</b>				
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				
Doc No. _____ Page No. _____ Book No. _____ Series of 20____				

<b>DOLE-9 FORM 7.5.06.01</b>	
Issue Date:	May 1, 2013
Approved By:	Regional Director
Issue Status:	01 Rev. No: 00

<b>PART II. PROCESSING OF REQUIREMENTS</b> <b>(To be accomplished by the processor in the RO)</b>	<b>Date Received:</b>	
<p>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.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Name of the organization's officer and their respective addresses</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> 3. Minutes of the organizational meeting/s</li> <li><input type="checkbox"/> 4. List of the members who participated in the organizational meeting/s</li> <li><input type="checkbox"/> 5. Names of all its members comprising at least twenty percent (20%) of the employees in the bargaining unit</li> <li><input type="checkbox"/> 6. Annual financial reports if the applicant organization has been in existence for less than one year or more</li> <li><input type="checkbox"/> 7. Financial report not required because applicant organization has been in existence for less than one year or has not collected any amount</li> <li><input type="checkbox"/> 8. Constitution and by-laws accompanied by the names and signatures of ratifying members</li> <li><input type="checkbox"/> 9. Minutes of adoption or ratification of the constitution and by-laws and date/s when ratification was made</li> <li><input type="checkbox"/> 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</li> </ul> <p>All documents supporting the application for registration shall be submitted in triplicate: one original and two duplicate copies.</p> <p>B. Payment of Registration Fee</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Registration Fee paid under O.R. No. _____ Date _____</li> <li><input type="checkbox"/> Registration Fee not paid</li> </ul> <p>C. Recommendation on the Application:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Recommending Approval with Certificate of Registration attached</li> <li><input type="checkbox"/> Recommending Denial due to failure to comply with documentary requirements (Pls. specify lacking documents)</li> </ul> <ol style="list-style-type: none"> <li>1. _____</li> <li>2. _____</li> <li>3. _____</li> </ol> <div style="text-align: right; margin-top: 20px;">       By: _____        Processor        (Signature over printed name)     </div> <div style="text-align: right; margin-top: 10px;">       Date _____     </div>		
<b>PART III. ACTION ON THE APPLICATION</b>		
<p><b>A. Approval / Denial</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Approved for Registration with duly signed Certificate of registration attached</li> <li><input type="checkbox"/> Registration denied, with duly signed Notice of Denial</li> </ul> <p>Respectfully endorsed to the Director</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> For approval of the Certificate of Registration</li> <li><input type="checkbox"/> For approval of Notice of Non-Compliance</li> </ul> <div style="text-align: right; margin-top: 20px;">       _____        Chief, Labor Relations Division                      Date     </div> <p>Approved for release.</p> <div style="text-align: right; margin-top: 20px;">       _____        Regional Director    Date     </div>		
<b>Registration Certificate No.</b>	<b>Date Issued:</b>	<b>Date Released:</b>