



Document Code:	FM-OPM-TSSD-01-05	Issue Number:	02
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## CHECKLIST OF REQUIREMENTS (UNION)

**A. Checklist of Documents. All Documents shall be certified under oath by the Secretary of 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. Name of the organization's office 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 one year or more years, unless it has not collected any amount from the members, in which case a statement to this effect shall be included in the application.
- 7. Constitution and By-laws (CBL). (specify lacking provisions)
- 8. Minutes of adoption or ratification of the constitution and by-laws and dates/s of ratification (*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*)
- 9. List of members who participated in the ratification of CBL. (The list of ratifying members shall be dispensed with where the CBL was ratified or adopted during the organizational meeting. In such a case, the factual circumstances of the ratification shall be recorded in the minutes of the organizational meeting(s).
- 10. List of documents that are not certified under oath by the Secretary or Treasurer of the labor unions, as the case maybe, and attested to by its President:

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

**B. Payments of Registration Fee**

- Registration Fee paid under O.R. No. \_\_\_\_\_ Date \_\_\_\_\_
- Registration Fee not paid

**C. Recommendation on the Application:**

- Recommending Approval with Certificate of Registration attached
- Recommending Denial due to failure to comply with documentary requirements  
 (Pls. specify lacking documents)
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Processor/FO Focal  
 (Signature over printed name)

**A. Approved / Denial**

- Approved for Registration with duly signed Certificate of Registration attached
- Registration denied, with duly signed Notice of Denial

**Respectfully endorsed to the FO Head**

- For approval of the Certificate of Registration
- For approval of Notice of Non-Compliance

\_\_\_\_\_  
 Processor/FO Focal \_\_\_\_\_  
 Date

**Approved for release.**

\_\_\_\_\_  
 Approver/ FO Head \_\_\_\_\_  
 Date