



Document Code:	FM-OPM-TSSD-01-04	Issue Number:	02
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CHECKLIST OF REQUIREMENTS (WA)

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.

- 1. Names of the applicant association's officers and their respective addresses
- 2. Minutes of the organizational meeting/s
- 3. List of the members who participated in the organizational meeting/s
- 4. Financial reports of the applicant association if it 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.
- 5. Constitution and By-laws (CBL)
(specify lacking provisions)
- 6. 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*)
- 7. Names of ratifying members
- 8. List of documents that are not certified under oath by the Secretary or Treasurer of the association, as the case maybe, and attested to by its President, for the following documents

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

B. Payment 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: _____
Processor/FO Focal
(Signature over printed name)

Date _____

A. Approval / 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