



## **Registration of Union**

### **Union Registration**

Under PD 442 of the Labor Code of the Philippines, as amended, the DOLE is mandated to process the application for registration of labor organizations in order for them to acquire legal personality and to enjoy the rights given to legitimate labor organization.

Union registration refers to the process of determining whether the application for registration of a labor union organized for collective bargaining, complies with the documentary requirements prescribed under Rule 3 and 4 of DOLE Department Order No. 40-03 and the rules implementing Book V of the Labor Code, as amended.

### **Client/s/Applicant/s**

All labor unions whose members are employed in commercial, industrial and agricultural enterprises, and employees of government-owned or controlled corporations without original charters established under the Corporation Code, including religious, charitable, medical or educational institutions whether operating for profit or not which exist in whole and in part for collective bargaining.

Supervisory employees shall not be eligible for membership in a rank-and-file employee labor union but may form their separate labor unions.

Alien employees with valid working permits issued by DOLE may exercise their right to self-organization and join or assist labor unions for purposes of collective bargaining if they are nationals of a country which grants the same or similar rights to Filipino workers, as certified by the Department of Foreign Affairs.

Managerial employees shall not be eligible to form, join or assist any labor union for purposes of collective bargaining.

### **Requirements**

#### **For Local Chapters**

1. Duly accomplished and notarized Application Form
2. 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 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.



## **BUREAU OF LABOR RELATIONS**

### **For Independent Labor Union**

1. Duly accomplished and notarized Application Form
2. Minutes of Organizational Meeting and Attendance Sheet
3. List of Members
4. Financial Report if in existence for at least one (1) year
5. If less than 1 year, and has not collected any amount, a certification to this effect.
6. Constitution and by-laws accompanied by the names and signatures of ratifying members.
7. Minutes of adoption or ratification of the constitution and by-laws, date/s when ratification was made and list of ratifying members.
8. 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..
9. Statement that it is not reported as a chartered local or any federation.
10. List of members comprising at least 20% of the employees of the bargaining unit

### **Validity Period of the Registration**

Indefinite

### **Registration Fee**

₱70.00

### **Where to apply**

Field Office

### **Total Process Cycle Time**

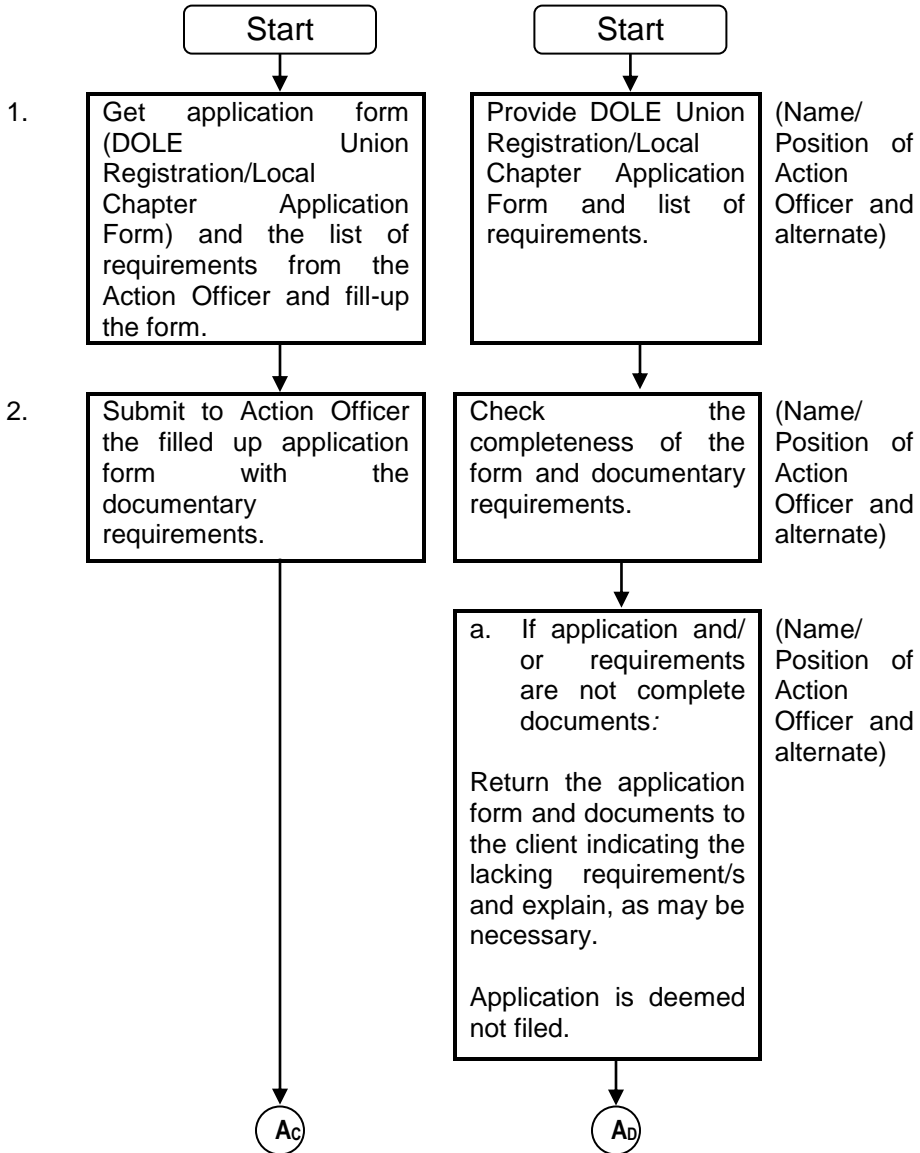
One (1) Working Day upon receipt of complete documents and payment of registration fee



# BUREAU OF LABOR RELATIONS

## Basic Steps

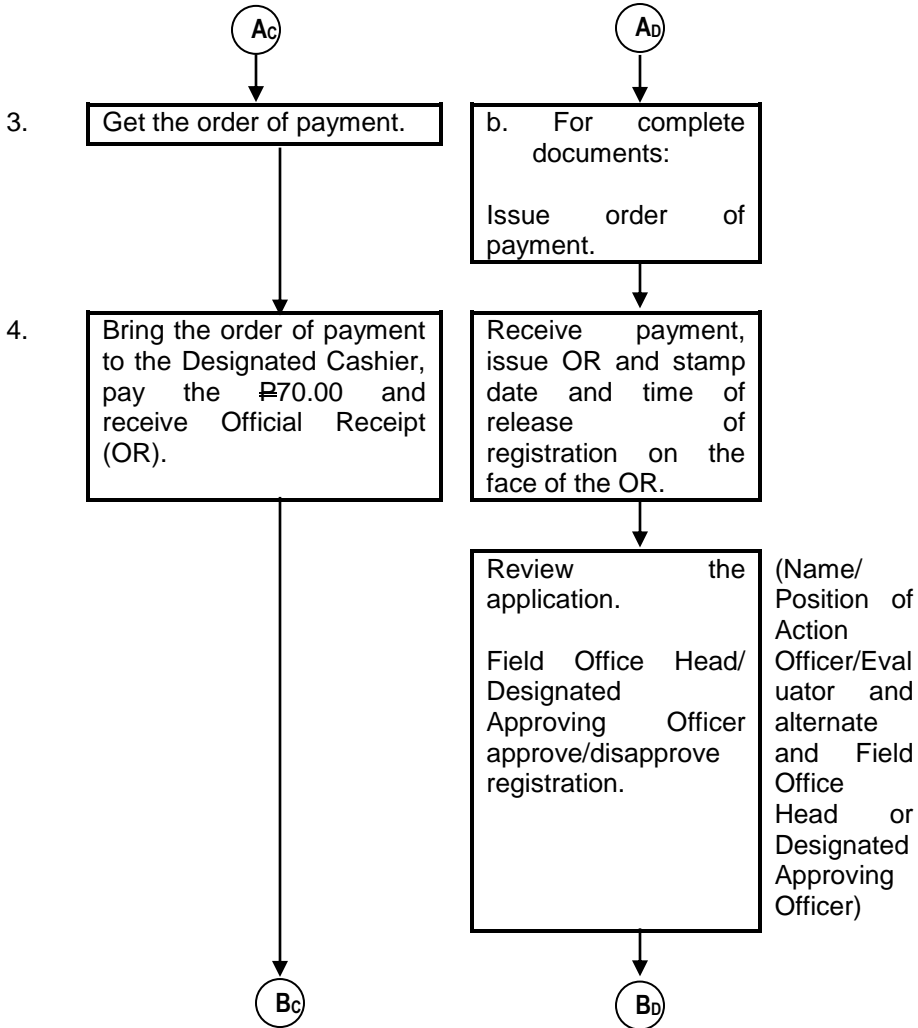
Steps	Activity		Action Officer	Duration of Transaction
	Applicant/Client	DOLE		





# BUREAU OF LABOR RELATIONS

Steps	Activity		Action Officer	Duration of Transaction
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