

SUBMISSION OF ANNUAL REPORT FOR WORKERS ASSOCIATIONS/ SUBMIT EVERY JANUARY

It shall be the duty of every legitimate workers associations to submit to the Office which issued its Certificate of Registration the following documents in one white folder:

1. Any amendment to its constitution and by-laws and the minutes of adoption or ratification of such amendments;
2. Annual Financial reports within thirty (30) days after the close of each fiscal year or calendar year;
3. Updated list of newly-elected officers, together with the appointive officers or agents who are entrusted with the handling of funds;
4. Updated list of individual members;
5. Copy of Certificate of registration.

****Noncompliance shall be a ground for cancellation of registration.**