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GUIDELINES IN THE REGISTRATION BY THE PHILIPPINE EMBASSY IN MADRID OF FILIPINO COMMUNITY ORGANIZATIONS IN SPAIN

Objectives:

These guidelines aim to standardize the processing of applications for the registration of Filipino Community Organizations (FilCom) in Spain by the Embassy of the Philippines in Madrid.

Definition of Terms:

1. Organization – group of at least fifteen (15) Filipinos of legal age with a common cause or interest. (Fifteen is the minimum number to qualify as an organization per Philippine Cooperative Act)
2. Constitution and by-laws – Contains the basic principles and laws of the FilCom organization that define the powers, duties, and certain rights of its officers and members. The By-law are the rules that the organization formulated for its members to follow.
3. Registration – is the act by the Philippine Embassy to enter the name of the FilCom organization in the roster of existing FilCom organizations in Spain and the issuance of a Certification after complying with the documentary requirements for registration.

Requirements for Registration:

In order for the Philippine Embassy to register and issue a certification, FilCom organizations need to submit the following documents:

1. Letter to the Ambassador applying for registration
2. Profile of the organization
3. Constitution and by-Laws
4. List of Officers and Members, together with their addresses, telephone numbers, email addresses, and membership in other Filipino community organizations.

For renewal of registration, in addition to the above requirements, FilCom organizations shall submit a report on the projects and activities undertaken during the past two (2) years as well as their yearly Financial Statements.

Registration and renewal of certification is free of charge.

Process:

1. The Philippine Embassy shall receive all applications and shall transmit to POLO all the documents for review and evaluation.

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2. Once found that all the documents and other requirements are complete and in order, POLO shall recommend to the Ambassador the issuance of a Certificate of Registration to the Organization.

Certificate Validity:

The Certificate issued by the Philippine Embassy shall be valid for a period of two (2) years.

The FilCom organization may apply for the renewal of its Certificate not later than three (3) months prior to its expiration.

Suspension and Reactivation of Certification:

Failure to renew its certification within the prescribed time shall cause the suspension of the registration certificate of the organization.

An appeal for reactivation and submission of required documents shall cause the review and eventual lifting of the suspension paving for the renewal of the registration of the organization.

Cancellation of Certification:

The Certification of FilCom organization may be cancelled any time by the Philippine Embassy upon the commission by its officers or members of any acts inimical to the interests of both the governments of the Philippines and Spain, their nationals, and other FilCom organization/s and after due process.

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Embassy of Republic of the Philippines
PHILIPPINE OVERSEAS LABOR OFFICE
Madrid, Spain

Organization Profile Sheet

A. **Name of organization:** _____
Contact person: _____

Type of nature of Organization (Please check):

- | | | |
|--|---|---|
| <input type="checkbox"/> Community | <input type="checkbox"/> Regional | <input type="checkbox"/> Others (Please specify): |
| <input type="checkbox"/> Sports | <input type="checkbox"/> Religious | _____ |
| <input type="checkbox"/> Senior/Elderly | <input type="checkbox"/> Media | _____ |
| <input type="checkbox"/> Academic/Alumni | <input type="checkbox"/> Political/Advocacy | _____ |
| <input type="checkbox"/> Socio-Cultural | <input type="checkbox"/> Health | _____ |
| <input type="checkbox"/> Professional | <input type="checkbox"/> Unclassified | |
| <input type="checkbox"/> Councils | | |
| <input type="checkbox"/> Women | | |

Number of Members: _____

B. **About the Organization:** _____

Date of Inception of organization: _____

Local Counterpart (if any) : _____

Contact Person : _____

Telephone number/s : _____ Fax No: _____

Email address/Facebook _____

C. **Board of Organization** (please indicate officers, if more space is needed please use additional sheets)

Name	Position/Designation	E-mail Address & contact number

D. **Current programs/activities** (If more space is needed please use additional sheets)

Name of Project/Activity	Brief Description of Project/Activity