



PHILIPPINE ASSOCIATION OF LEGITIMATE SERVICE CONTRACTORS, INC.

Chartered 1987

3/F Lemon Square Bldg. EDSA, Brgy. Katipunan, (Munoz) Quezon City

Tel. No. (632) 8426-1187 , Mobile no: +63921-371-4746

Website: www.palscon.org , Email:palscon.secretariat@gmail.com

Membership Application Form

Type of Membership : Regular Associate Affiliate Honorary

I. General Information

Company Name	
Abbreviated Name (if any)	
Company Address (Main Office)	
Areas of Operations	<input type="checkbox"/> NCR <input type="checkbox"/> Central / North Luzon <input type="checkbox"/> South Luzon <input type="checkbox"/> Visayas <input type="checkbox"/> Mindanao
Telephone Number/s	
Website	
Email	
Main line of Business / Industries serviced	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Retail <input type="checkbox"/> Logistics and Warehousing <input type="checkbox"/> Hospitality Management <input type="checkbox"/> Food and Beverages <input type="checkbox"/> Others _____

II. Organization / Structure

Type of ownership	<input type="checkbox"/> Single Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Others	
Date Company Founded		
Board of Directors	Names	Positions
	1.	
	2.	
	3.	
	4.	
No. of employees	Organic Staff / Office Staff	Deployed Associates / Staff
Company Representatives	Regular Representative	Alternate Representative



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III. Others

Please write down your objective in joining the association:

IV. Undertaking

I hereby certify that the information above is accurate and true. I also understand and accept that any falsification that may be established by the Board of Directors of PALSCON at any time, will merit the immediate cancellation of my membership.

Certified by : _____

Date : _____

Do not write below this line. For PALSCON use only

Recommended / Recruited By: _____

Ocular Inspection By: _____ Date: _____

Comments:



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Biographical Data Sheet of Representatives

	REGULAR REPRESENTATIVE	ALTERNATE REPRESENTATIVE
Name		
Nickname		
Residence Address		
Birthday		
Educational Attainment		
University/College		
Position in the Company		
Mobile No.		
Viber No.		
Email Address:		
Professional Membership		
Photo/s	Picture	Picture



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CRITERIA FOR COMPANY MEMBERSHIP

1. Any established firm, company, corporation or partnership registered under Philippine Laws operating with the required documents and licenses mandated by the government.
2. Applicant company shall be represented in the Association by a regular representative and alternate with the following qualifications:
 - a. **Regular representative** - must be a senior / responsible official, executive, or manager of the company, preferably a decision maker (Owner) .
 - b. **Alternate representative** – must at least occupy a supervisory or managerial position.
3. The Regular or Alternate representative must be willing to subscribe in behalf of the member company, to the objectives and ideals of the Association as embodied in the Constitution & by-laws of PALSCON and willing to be assigned to Committee work and other activities in the Association.
4. **Documentary requirements**
 - a. DOLE Registration (Department Order No. 174)
 - b. Accomplished Biographical Data Sheet with 2x2 photos (Regular & Alternate)
 - c. Letter of Intent
 - d. Notarized Sworn Affidavit
 - e. Membership Commitment Form
 - f. Data Privacy Consent Form
 - g. General Information Sheet from SEC and Audited Financial Statement
 - h. SSS Certificate of Registration
 - i. PhilHealth Certificate of Registration
 - j. Pag-IBIG/ HDMF Certificate of Registration
 - k. Updated 3 Months remittances receipt of SSS, PhilHealth, and Pag-IBIG Contribution
 - l. SEC Registration, Articles of Incorporation and By-Laws
 - m. DTI Registration for Single Proprietorship
 - n. Updated Mayor's Permit
 - o. BIR Registration
 - p. Picture of the Office (Inside & Out)
 - q. Current Organizational Chart
 - r. Place all Requirements and Forms in a Clear Folder for Submission

Note: Incomplete Requirements will not be accepted

5. Payment of the membership fee of P 10,000.00 (Annual Membership Fee) must be made upon approval of the membership application. The Annual Membership fee is prorated based on the quarter the application is approved.

Awarding of Certificate of Membership will be made only after 3 consecutive General Membership Meeting attendances .