

**APPLICATION FOR EXEMPTION FROM COMPLIANCE WITH
WAGE ORDER NO. NCR-20
ESTABLISHMENTS ADVERSELY AFFECTED BY NATURAL CALAMITIES**

Date: _____

Name of Applicant Firm : _____
 Address : _____
 Economic Activity : _____
 Principal Product : _____
 Number of Employees : _____
 Union : _____

****This serves as your official notice. The Board may further require the submission of other supporting documents pertinent to the determination of your eligibility for exemption.***

GENERAL REQUIREMENTS

- Application letter under oath (stating the particular exemptible category applied for)
- Proof of notice to Union/s and/or all workers
- Affidavit subscribed and sworn to by the Applicant's Chairman, President, CEO, Gen. Manager Owner, Proprietor or any authorized officer, stating under oath and providing the following:
 - Principal Economic Activity
 - True and correct total number of workers; and
 - Wage structure of all employees
- Certificate of registration from
 - The Securities and Exchange Commission (SEC) for corporation, partnership or association;
 - The Cooperative Development Authority (CDA) for cooperative; or
 - The Department of Trade and Industry (DTI) for sole proprietorship.
- Valid and updated Local Business Permit from appropriate LGU
- When the calamity occurred after the expiration of the period for the filing of an application for exemption, the Board may re-open the same. Applicants shall also submit a certification that a general assembly to explain to its workers and employees its intent to file an application for exemption, has been conducted prior to the filing of the application and an undertaking to conduct another general assembly informing its workers and employees of the decision of the Board on its application.

ADDITIONAL SUPPORTING DOCUMENTS

1. For corporations, cooperatives, single proprietorships, partnerships, non-stock, non-profit organizations:

- Affidavit from the General Manager or Chief Executive Officer of the establishment regarding the following:
 - Date and type of calamity
 - Amount of losses/damages suffered as a direct result of the calamity
 - List of properties damaged/lost together with estimated valuation
 - For properties that are not insured, a statement that the same are not covered by insurance
 - Certification from appropriate LGU that the location of the business establishment was declared calamity area
- Copies of insurance policy contracts covering the properties damaged, if any.
- Adjuster's report for insured properties.
- Audited financial statements for the last full accounting period preceding the effectivity of the Order filed with and stamped "received" by the appropriate government agency (SEC and/or BIR).
- In case of total damage to properties caused by the calamity, a Certification by the Barangay and pictures of the damaged property/ies may be submitted in lieu of the audited financial statements.

Please submit the following documentary requirement in **THREE (3) legible copies** up to _____ or ten (10) days from this date, and **not later than 21 August 2016, WHICHEVER IS EARLIER**. NON-COMPLIANCE WITH THE PRESCRIBED PERIOD SHALL CONSTITUTE AS **WAIVER** AND A GROUND FOR THE **DISMISSAL** OF THE APPLICATION.

Application for Exemption for all categories together with all required documents in support of the application must be filed not later than 75 days or until 21 August 2016. No further extension of filing and submission of required documents should be allowed.

Submitted and Received by: (Applicant Firm)

Received by: (RTWPB-NCR)

Contact Person : _____
 Position : _____
 Contact No. : _____
 Date : _____

Name : _____
 Position : _____
 Date : _____
 Time : _____

**APPLICATION FOR EXEMPTION FROM COMPLIANCE WITH
WAGE ORDER NO. NCR-20
RETAIL / SERVICE ESTABLISHMENTS
REGULARLY EMPLOYING NOT MORE THAN TEN (10) WORKERS**

Date: _____

Name of Applicant Firm : _____
Address : _____
Economic Activity : _____
Principal Product : _____
Number of Employees : _____
Union : _____

**This serves as your official notice. The Board may further require the submission of other supporting documents pertinent to the determination of your eligibility for exemption.*

GENERAL REQUIREMENTS

- Application letter under oath (stating the particular exemptible category applied for)
- Proof of notice to Union/s and/or all workers under oath
- Affidavit subscribed and sworn to by the Applicant's Chairman, President, CEO, Gen. Manager Owner, Proprietor or any authorized officer, stating under oath and providing the following:
 - Principal Economic Activity
 - True and correct total number of workers; and
 - Wage structure of all employees
- Certificate of registration from
 - The Securities and Exchange Commission (SEC) for corporation, partnership or association;
 - The Cooperative Development Authority (CDA) for cooperative; or
 - The Department of Trade and Industry (DTI) for sole proprietorship.
- Valid and updated Local Business Permit from appropriate LGU

ADDITIONAL SUPPORTING DOCUMENTS

- Affidavit stating under oath that the establishment is engaged in the retail sale of goods or services to end-users/individuals for their own, personal or household use, as defined in the Rules; and that it is regularly employing not more than ten (10) workers regardless of status except the owner/s for at least six (6) months in any calendar year.

Please submit the following documentary requirement in **THREE (3) legible copies** up to _____ or ten (10) days from this date, and **not later than 21 August 2016, WHICHEVER IS EARLIER.** NON-COMPLIANCE WITH THE PRESCRIBED PERIOD SHALL CONSTITUTE AS **WAIVER** AND A GROUND FOR THE **DISMISSAL** OF THE APPLICATION.

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Submitted and Received by: (Applicant Firm)

Received by: (RTWPB-NCR)

Contact Person : _____
Position : _____
Contact No. : _____
Date : _____

Name : _____
Position : _____
Date : _____
Time : _____

**APPLICATION FOR EXEMPTION FROM COMPLIANCE WITH
WAGE ORDER NO. NCR-20
DISTRESSED ESTABLISHMENTS**

Date: _____

Name of Applicant Firm : _____
Address : _____
Economic Activity : _____
Principal Product : _____
Number of Employees : _____
Union : _____

**This serves as your official notice. The Board may further require the submission of other supporting documents pertinent to the determination of your eligibility for exemption.*

GENERAL REQUIREMENTS

- Application letter under oath (stating the particular exemptible category applied for)
- Proof of notice to Union/s and/or all workers under oath
- Affidavit subscribed and sworn to by the Applicant's Chairman, President, CEO, Gen. Manager Owner, Proprietor or any authorized officer, stating under oath and providing the following:
 - Principal Economic Activity
 - True and correct total number of workers; and
 - Wage structure of all employees
- Certificate of registration from
 - The Securities and Exchange Commission (SEC) for corporation, partnership or association;
 - The Cooperative Development Authority (CDA) for cooperative; or
 - The Department of Trade and Industry (DTI) for sole proprietorship.
- Valid and updated Local Business Permit from appropriate LGU

ADDITIONAL SUPPORTING DOCUMENTS

1. For corporations, cooperatives, single proprietorships, partnerships, non-stock, non-profit organizations:

- Audited financial statements (together with the Auditor's opinion and notes thereto), filed with and stamped "received" by the Securities and Exchange Commission (SEC) and/or the Bureau of Internal Revenue (BIR) for;
 - 2014
 - 2015
- Audited interim quarterly financial statements (together with the Auditor's opinion and notes thereto) for the 1st quarter of 2016, where applicable, or un-audited financial statements for the 1st quarter of 2016 made under oath by the applicant's internal accountant or auditor and noted by its president or any authorized officer; 2016
 - 1st Quarter
- Annual Income tax returns filed with and stamped "received" by the BIR;
 - 2014
 - 2015
- First quarter income tax return for 2016, filed with and stamped "received" by the BIR, where applicable.
 - 1st Quarter

2. For Banks and Quasi-Banks

- Certification from the Bangko Sentral ng Pilipinas that it is under receivership/liquidation.

3. For Establishments Under Corporate Rehabilitation

- Order from a court of competent jurisdiction that the establishment is under rehabilitation.

Please submit the following documentary requirement in **THREE (3) legible copies** up to _____ or ten (10) days from this date, and **not later than 21 August 2016, WHICHEVER IS EARLIER**. NON-COMPLIANCE WITH THE PRESCRIBED PERIOD SHALL CONSTITUTE AS **WAIVER** AND A GROUND FOR THE **DISMISSAL** OF THE APPLICATION.

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