

# BUREAU OF MUSLIM CULTURAL AFFAIRS

#79 Jocfer Annex Bldg., Commonwealth Avenue, Quezon City

BMCA.CIDD.F.15 (APPLICATION FORM & CHECKLIST OF REQUIREMENTS FOR REGISTRATION OF MUSLIM ASSOCIATION/ORGANIZATION)

Control No. : \_\_\_\_\_

Date of Filing: \_\_\_\_\_

## I. Identification

1. Name of Association/Organization: \_\_\_\_\_

\_\_\_\_\_

2. Address: \_\_\_\_\_

\_\_\_\_\_

3. President or Head of Association/Organization: \_\_\_\_\_

\_\_\_\_\_

4. Contact No.: \_\_\_\_\_

Email Add.: \_\_\_\_\_

5. S.E.C. Reg. No., if any: \_\_\_\_\_

Date of Issuance: \_\_\_\_\_

## II. Data on Association/Organization

1. Type of Association/Organization: (Please Check)

\_\_\_\_\_ Government

\_\_\_\_\_ NGO/PO

\_\_\_\_\_ (Others, Pls. Specify)

2. Focus of Association/Organization: (Please Check)

\_\_\_\_\_ Youth

\_\_\_\_\_ Inclusive of ages

\_\_\_\_\_ (Others, Pls. Specify)

III. Primary objective and/or activities of the Association/Organization:

\_\_\_\_\_

\_\_\_\_\_

## CHECKLISTS OF REQUIREMENTS

1. [ ] Request Letter from the Head of the Muslim Association/Organization;
2. [ ] SEC Registration, Article of Incorporation & By-Laws;
3. [ ] List of Officers & Members;
4. [ ] Barangay Certification as to the existence of the Muslim Association/Organization;
5. [ ] Mayor's permit, if any;
6. [ ] Pictures of the Office building, structures and other related photos;
7. [ ] Report of ocular inspection by NCMF Field Office, if necessary for validation;
8. [ ] Endorsement from NCMF Regional or Provincial Office where the Association/Organization is located; and
9. [ ] Application Form duly accomplished by the Head or Authorized representative.

I HEREBY CERTIFY that the above-mentioned statements are true and correct to the best of my knowledge.

\_\_\_\_\_  
(Signature Over Printed Name)

Applicant

\_\_\_\_\_  
(Signature Over Printed Name)

Evaluator

Recommendation:  Approve  Disapprove  For Compliance

Remarks: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by:

\_\_\_\_\_  
(Signature Over printed Name)

Chief, CID Division