

CRITERIA AND REQUIREMENT FOR REGISTRATION OF FCO

1. To submit the following to the Philippine Embassy (Forms: A, B, C, D, E)
 - (a) Duly accomplished FILIPINO COMMUNITY ORGANIZATION REGISTRATION Form and Accompanying Forms
 - (b) Constitution and By-Laws of the FCO to include the holding of democratic procedures¹
 - (c) List of names and signatures including addresses and telephone numbers of the officers and members (at least 20)
 - (d) List of Activities planned for one or two years
 - (e) Signatory Certification Agreement signed by 3 members of the organization

2. Willing to do the following:
 - (a) To assist and extend help to distressed Filipinos.
 Yes No

 - (b) To extend assistance for socio-civic activities to other Filipinos and associations in neighboring towns, cities or wards in the prefecture
 Yes No

 - (c) To hold regular meetings and socio-cultural activities to foster unity among the Filipinos and promote the Philippines. Minutes of the regular meetings are to be duly recorded and distributed to all members. The Embassy should be informed of the major activities and assistance to fellow Filipinos during the year.
 Yes No

 - (d) To have an organization letterhead, which contains the name and contact information of the organization for purposes of its official communication. The address, telephone number, website or email address of the organization must be written on this letterhead.
 Yes No

¹ Enclosed is a Filipino Community Organization (FCO) Model Constitution for the guidance of the association.