

**ISSUANCE OF A CERTIFICATE OF REGISTRATION /  
FILING OF AMENDMENTS / DISSOLUTION /  
ENROLLMENT OF A HOMEOWNERS'  
ASSOCIATIONS AND ISSUANCE OF  
CERTIFICATIONS AND CERTIFIED TRUE COPIES**

**STATEMENT OF POLICY** : It is a policy of the Housing and Land Use Regulatory Board to establish and maintain a system that shall facilitate the processing of applications for Registration, Filing of Amended Articles of Incorporation and / or By-Laws, Dissolution, and Enrollment of Homeowners' Associations, and issuance of Certifications and Certified True Copies.

**SCOPE** : This policy applies to all applications for Registration, Filing of Amended Articles of Incorporation and / or By-Laws, Filing of Dissolution, Enrollment and Requests for Certifications and Certified True Copies, submitted to this Office for evaluation and approval.

**OBJECTIVES** : To effectively implement Section 26 of Republic Act No. 8763 transferring to the Housing and Land Use Regulatory Board the powers, authorities and responsibilities vested in the Home Insurance and Guaranty Corporation, with respect to homeowners associations under Republic Act No. 580, as amended by Executive Order No. 535, series of 1979, and Housing and Land Use Regulatory Board Resolution No. R-771, Series of 2004.

**GUIDELINES** : All applications shall be filed with the Homeowners' Association Franchising and Adjudication Unit, located at the Ground Floor, Homeowners' Association Building, HLURB compound, Kalayaan Avenue corner Mayaman Street, Diliman, Quezon City or at the respective Regional Office who has jurisdiction over the concerned association. Only applications with complete and collated requirements shall be accepted for processing. An approval is granted to an application when it is complete, unopposed, and in accordance with the law and the HLURB Rules on Registration and Supervision of Homeowners' Associations. Issuance of a Certificate of Registration, Filing of Amended Articles of Incorporation and / or By-Laws, Dissolution, Enrollment, Certifications and Certified True Copies shall be upon payment of the prescribed fees.

## DETAILED PROCEDURES :

Responsible Party	Activity
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### A. Issuance of Certificate of Registration

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| <u>Applicant</u>            | 1. Presents requisite documents for registration of Homeowners' Association   |
| <u>Registration Officer</u> | 2. Checks the completeness of the documents presented and conducts preliminary evaluation   |
|                             | 2.1 If complete, acknowledges receipt of the application and records it in the logbook. Prepares the order of payment.  |
|                             | 2.2 If incomplete, returns the documents to the applicant.  |
| <u>Applicant</u>            | 3. Pays the necessary registration fee.   |
| <u>HOA Unit Head</u>        | 4. Reviews and evaluates the submitted documents  |
|                             | 4.1 If complete and in accordance with law and the HLURB HOA Rules, approves the registration and returns the documents to the Registration Officer               |
|                             | 4.2 If incomplete, defective, or not in accordance with law and the HLURB HOA rules, the documents are returned to the Registration Officer                       |
|                             | 4.3 If there is an opposition to the application, sets a clarificatory conference for the applicant and the oppositors  |
| <u>Registration Officer</u> | 5. Receives the approved / incomplete application   |
|                             | 5.1 If approved, records the homeowners' association in the registry book and prepares the corporate folder and the Certificate of Registration, affixes initials |

<b>Responsible Party</b>	<b>Activity</b>
<u>Registration Officer</u>	5.2 If defective or incomplete, notifies the applicant on the deficiencies of the documents, either by mail or phone call
<u>HOA Unit Head</u>	6. Affixes initials at the Certificate of Registration
<u>Regional Director</u>	7. Affixes signature at the Certificate of Registration
<u>Registration Officer</u>	8. Releases the client's copy of the registration documents.
<u>Applicant</u>	9. Receives the client's copy of the registration documents and applies for registration and a tax identification number for the association at the Bureau of Internal Revenue (BIR)
<u>Registration Officer</u>	10. Receives copies of the BIR Certificate of Registration with the tax identification number of the association and releases the HLURB HOA Certificate of Registration
<u>Applicant</u>	11. Receives the original copy of the Homeowners' Association's Certificate of Registration.

<b>Responsible Party</b>	<b>Activity</b>
<b>B. Issuance of Certificate of Filing of Amended Articles of Incorporation and/ or By-Laws</b>	
<u>Applicant</u>	1. Presents requisite documents for filing of amended Articles of Incorporation and By-Laws
<u>Registration Officer</u>	2. Checks the completeness of the documents presented and conducts preliminary evaluation
	2.1 If complete, acknowledges receipt of the application and records it in the logbook. Prepares the order of payment.

Responsible Party	Activity
<u>Registration Officer</u>	2.3 If incomplete, returns the documents to the applicant.
<u>Applicant</u>	3. Pays the necessary filing fee.
<u>HOA Unit Head</u>	<p>4. Reviews and evaluates the submitted documents</p> <p>4.1 If complete and in accordance with law and the HLURB HOA Rules, approves the registration and returns the documents to the Registration Officer</p> <p>4.2 If incomplete, defective, or not in accordance with law and the HLURB HOA rules, the documents are returned to the Registration Officer</p> <p>4.3 If there is an opposition to the application, sets a clarificatory conference for the applicant and the oppositors</p>
<u>Registration Officer</u>	<p>5. Receives the approved / incomplete application</p> <p>5.1 If approved, records in the logbook and prepares the Certificate of filing of Amended Articles of Incorporation and / or By-Laws</p> <p>5.2 If defective or incomplete, notifies the applicant on the deficiencies of the documents, either by mail or phone call</p>
<u>HOA Unit Head</u>	6. Affixes initials at the Certificate of Filing of Amended Articles of Incorporation and / or By-Laws
<u>Regional Director</u>	7. Affixes signature at the Certificate of Filing of Amended Articles of Incorporation and / or By-Laws
<u>Registration Officer</u>	8. Releases the client's copy of the Amended Articles of Incorporation and / or By-Laws and its supporting documents

<b>Responsible Party</b>	<b>Activity</b>
<u>Applicant</u>	9. Receives the client's copy of the Amended Articles of Incorporation and / or By-Laws and its supporting documents and the original copy of the Certificate of Filing of Amended Articles of Incorporation and / or By-Laws

### **C. Issuance of a Certificate of Dissolution**

<u>Applicant</u>	1. Presents requisite documents for application for the voluntary dissolution of the association
<u>Registration Officer</u>	2. Checks the completeness of the documents presented and conducts preliminary evaluation <ul style="list-style-type: none"> <li>2.1 If complete, acknowledges receipt of the application and records it in the logbook. Prepares the order of payment.</li> <li>2.4 If incomplete, returns the documents to the applicant.</li> </ul>
<u>Applicant</u>	3. Pays the necessary filing fee.
<u>HOA Unit Head</u>	4. Reviews and evaluates the submitted documents <ul style="list-style-type: none"> <li>4.1 If complete and in accordance with law and the HLURB HOA Rules, approves the registration and returns the documents to the Registration Officer</li> <li>4.2 If incomplete, defective, or not in accordance with law and the HLURB HOA rules, the documents are returned to the Registration Officer</li> <li>4.3 If there is an opposition to the application, sets a clarificatory conference for the applicant and the oppositors</li> </ul>

<b>Responsible Party</b>	<b>Activity</b>
<u>Registration Officer</u>	5. Receives the approved application  5.1 If approved, records the logbook and prepares the Certificate of Dissolution  5.2 If defective or incomplete, notifies the applicant on the deficiencies of the documents, either by mail or phone call
<u>HOA Unit Head</u>	6. Affixes initials at the Certificate of Dissolution
<u>Regional Director</u>	7. Affixes signature at the Certificate of Dissolution
<u>Registration Officer</u>	8. Releases the client's copy of the Certificate of Dissolution and its supporting documents
<u>Applicant</u>	9. Receives the original copy of the Certificate of Dissolution and its supporting documents

<b>Responsible Party</b>	<b>Activity</b>
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**D. Issuance of Certificate of Enrollment**

<u>Applicant</u>	1. Presents requisite documents for application for the enrollment of the association
<u>Registration Officer</u>	2. Checks the completeness of the documents presented and conducts preliminary evaluation  2.1 If complete, acknowledges receipt of the application and records it in the logbook. Prepares the order of payment.  2.5 If incomplete, returns the documents to the applicant.
<u>Applicant</u>	3. Pays the necessary filing fee.
<u>HOA Unit Head</u>	4. Reviews and evaluates the submitted documents

<b>Responsible Party</b>	<b>Activity</b>
<u>Registration Officer</u>	5. Receives the approved application, records the logbook and prepares the Certificate of Enrollment
<u>HOA Unit Head</u>	6. Affixes initials at the Certificate of Enrollment
<u>Regional Director</u>	7. Affixes signature at the Certificate of Enrollment
<u>Registration Officer</u>	8. Releases the client's copy of the Certificate of Enrollment and its supporting documents
<u>Applicant</u>	9. Receives the original copy of the Certificate of Enrollment and its supporting documents

<b>Responsible Party</b>	<b>Activity</b>
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**E. Issuance of Various Certifications**

<u>Client</u>	1. Presents request letter for certification and other requisite documents for its issuance
<u>Records Officer</u>	2. Checks the completeness of the documents presented and conducts preliminary evaluation <ul style="list-style-type: none"> <li>2.1 If complete, acknowledges receipt of the application and records it in the logbook. Prepares the order of payment.</li> <li>2.6 <b>If incomplete, returns the documents to the applicant.</b></li> </ul>
<u>Client</u>	3. Pays the necessary certification fee.
<u>Records Officer</u>	4. Checks and verifies the corporate records of the concerned Homeowners' Association for the information needed and then prepares the requested certification, affixes initials on the certification

<b>Responsible Party</b>	<b>Activity</b>
<u>HOA Unit Head</u>	5. Reviews and evaluates the prepared certification as per request of the applicant and compares it with the data at the corporate records of the association, affixes initials at the certification
<u>Regional Director</u>	6. Affixes initials at the certification
<u>Records Officer</u>	7. Releases the client's copy of the certification
<u>Client</u>	8. Receives the original copy of the certification

<b>Responsible Party</b>	<b>Activity</b>
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**F. Issuance of Certified True Copies**

<u>Client</u>	1. Fills out the request form in verifying the corporate records of the association
<u>Records Officer</u>	2. Retrieves the requested corporate records, asks for an identification card from the client and lends it to him for review and examination
<u>Client</u>	3. Photocopies the documents needed to be certified submits it to the records officer, and returns the corporate records of the association
<u>Records Officer</u>	4. Computes the amount to be paid by the client and prepares the order of payment.
<u>Client</u>	5. Pays the necessary fees
<u>Records Officer</u>	6. Stamps certified true copy and signs all the photocopied documents submitted, releases the certified documents
<u>Client</u>	7. Receives the certified documents