APPLICATION FOR EXEMPTION FROM COMPLIANCE WITH
WAGE ORDER NO. NCR-28

RETAIL 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 in case of incomplete documents. Submission of complete documentary requirements shall be done not later than _____ (10 days from date of receipt). Failure to submit complete documents within the prescribed period shall constitute a waiver and ground for the dismissal of the application.

REQUIREMENTS (In Three (3) Copies)

[ ] Application Letter under oath
[ ] Affidavit of Undertaking 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:
  [ ] Number of its employees and the duration of their employment
  [ ] The fact that it notified its workers of its action to apply for exemption from payment of wage increase (Attach the Proof of Notice);
  [ ] The fact that it is compliant with the previous Wage Order; and,
  [ ] That in case the application is not granted, the employees shall receive the appropriate increase due them plus interest of one percent (1%) per month retroactive to the effectivity of the Wage Order
[ ] Certificate of registration from:
  [ ] The Securities and Exchange Commission (SEC) for corporation, partnership or association (with by laws)
  [ ] The Cooperative Development Authority (CDA) for cooperative; or
  [ ] The Department of Trade and Industry (DTI) for sole proprietorship.
[ ] Certified true copy of the Business Permit for the current year issued by the concerned Local Government Unit

Application for Exemption with all supporting documents must be filed not later than 75 days from the date of publication of the Wage Order, or until November 25, 2026.

Submitted by: (Applicant Firm)

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

Received by: (RTWPB-NCR)

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

Annex "J"

Republic of the Philippines) S.S.
_____)

AFFIDAVIT OF UNDERTAKING

I, (NAME) of legal age, Filipino, and a resident of (ADDRESS) after being duly sworn to, under oath and in accordance with law, do hereby depose and state that:

1. I hold the position of (POSITION) at (BUSINESS/TRADE NAME), with company address at (COMPLETE ADDRESS);

2. I am duly authorized for the purpose of executing this affidavit and of representing the company in filing subject application for exemption; *(omit if affiant and applicant is the owner)*

3. Said company is a (RETAIL/SERVICE) establishment, and has (NUMBER) employees, listed as follows:

Employee Name	Duration of Employment
1.	
2.	
3.	

(add as necessary)

4. Pursuant to NWPC Omnibus Guidelines on Minimum Wage Determination, our workers have duly been notified of the establishment's action to apply for exemption from payment of the minimum wage increase before the Regional Tripartite Wages and Productivity Board ___;

5. The establishment is compliant with the increase provided in the previous Wage Order from the effectivity thereof; and

6. In case the herein application for exemption is not granted, we undertake and assure that the employees will receive the appropriate increase due them plus interest of one *per cent* (1%) per month, retroactive to the effectivity of the Wage Order subject of the exemption applied for.

IN WITNESS WHEREOF, I hereunto affix my signature this __ day of _____ at _____.

_____
Affiant

SUBSCRIBED AND SWORN TO before me this ___ day of _____, at _____, affiant having exhibited to me his/her Identification Card _____ with no. _____.

_____
NOTARY PUBLIC

Doc. No.:____;
Page No.:____;
Book No.:____;
Series of 20___.