

MAKING DOING BUSINESS EASIER IN THE PHILIPPINES



STARTING A BUSINESS

Includes all procedures, time, cost, and paid-in minimum capital required for an entrepreneur to start up or incorporate and formally operate a business

HOW WE'VE MADE IT EASIER

SEC Company Registration System



Shorter transaction:
From **4 steps to 3**
From **5 days to 3**

- ▶ Online verification of proposed company name and submission of application for SEC registration and documentary requirements
- ▶ Online payment of SEC fees thru LandBank ePayment
- ▶ Submission of treasurer's affidavit that minimum paid-up capital has been paid instead of bank certificate deposit

Quezon City One-Stop Shop



Shorter transaction:
From **3 steps to 2**
From **8 days to 2**

- ▶ Single office to get business permit, locational clearance, and fire safety inspection certificate, in 1 day or less
- ▶ One-time assessment and payment of business taxes and fees, including fire safety fees and community tax certificate – all with one order of payment and receipt
- ▶ Barangay clearance no longer a prerequisite in issuance of business permits

BIR Single Window Transaction



Shorter transaction:
From **6 steps to 2**
From **12 days to 8**

- ▶ Single window transaction in Quezon City revenue district offices
- ▶ One-time submission of application and documents, including books of accounts; payment of fees and documentary stamp tax; issuance of certificate of registration and authority to print receipts
- ▶ No need for applicants to have BIR stamp the printed receipts and invoices; printer just submits certificate of delivery of receipts and invoices

REFORM MILESTONES

- ▶ Shortened transaction from 16 steps to 10, 28 days to 16
- ▶ Co-located agencies in one office
- ▶ Set up online SEC registration and payment, plus computerized transactions for faster, easier registration
- ▶ Removed unnecessary or duplicate steps

REFORM TASK TEAM

Bureau of Internal Revenue - Client Support Service 981 7000, 981 7242 | eRegistration ereg.bir.gov.ph/ereg | bir.gov.ph

Home Development Mutual Fund (Pag-IBIG Fund) - Fund Management Group 724 4244, 422 3000 | contactus@pagibigfund.gov.ph
Pag-IBIG Online pagibigfundservices.com | pagibigfund.gov.ph

Local Government of Quezon City - Business Permits and Licensing Office 988 4242 loc 8282 | quezoncity.gov.ph

Philippine Health (PhilHealth) Insurance Corporation - Formal Sector 441 7444, Call Center 441 7442 | MyPhilHealth philhealth.gov.ph/services

Securities and Exchange Commission - Company Registration and Monitoring Department 818 0921, 818 5554 loc 279 | imessagemo.sec.gov.ph
crs.sec.gov.ph

Social Security System - NCR Operations Group 920 6401, SSS Call Center 920 6446 to 55 | member_relations@sss.gov.ph | sss.gov.ph

STARTING A BUSINESS

OLD PROCESS

NEW PROCESS

BEGIN HERE

BEGIN HERE



Securities and Exchange Commission

- | | | | |
|--|---|---|---|
| Verify and reserve company name
<i>1 day, Php 100</i> | 1 | 1 | Online verification of company name; submit SEC registration and documentary requirements
<i>1 day</i> |
| Deposit paid-in minimum capital in a bank
<i>1 day</i> | 2 | 2 | Notarize articles of incorporation and treasurer's affidavit
<i>1 day</i> |
| Notarize articles of incorporation and treasurer's affidavit
<i>1 day, Php 500</i> | 3 | 3 | Pay and claim certificate of SEC registration
<i>1 day</i> |
| Register company, get pre-registered TIN, SSS, PhilHealth, Pag-IBIG numbers
<i>2 days</i> | 4 | | |



Quezon City Government

- | | | | |
|---|---|---|--|
| Get barangay clearance
<i>1 day, Php 500</i> | 5 | 4 | Submit documents required for business permit application at one-stop shop
<i>1 day</i> |
| Apply for business permit and get assessment of fees
<i>1 day</i> | 6 | 5 | Pay taxes, fees and charges; claim business permit
<i>1 day</i> |
| Pay annual community tax certificate, business tax and fees
<i>6 days, Php 500</i> | 7 | | |



Bureau of Internal Revenue

- | | | | |
|--|----|---|---|
| Buy special books of account
<i>1 day, Php 400</i> | 8 | | |
| Apply and pay for certificate of registration and get TIN
<i>1 day</i> | 9 | 6 | Submit application and documents; pay taxes, fees and charges
<i>1 day</i> |
| Pay registration fee and documentary stamp taxes
<i>1 day</i> | 10 | | |
| Get authority to print receipts and invoices
<i>1 day</i> | 11 | 7 | Print receipts and invoices
<i>7 days, Php 3,500</i> |
| Print receipts and invoices
<i>7 days, Php 3,500</i> | 12 | | |
| Have books of accounts and printer's certificate of delivery stamped
<i>1 day</i> | 13 | | |



Social Security Agencies

- | | | | |
|--|----|----|--|
| Register new employees with Social Security System
<i>1 day</i> | 14 | 8 | Register new employees with Social Security System
<i>1 day</i> |
| Register new employees with Philhealth
<i>1 day</i> | 15 | 9 | Register new employees with Philhealth
<i>1 day</i> |
| Register new employees with Pag-IBIG
<i>1 day</i> | 16 | 10 | Register new employees with Pag-IBIG
<i>1 day</i> |

FINISH

FINISH

Old Process

New Process

16 steps
28 days



10 steps
16 days

Processes implemented in the Quezon City government, the representative city in the World Bank Group Doing Business Survey

EASE OF DOING BUSINESS TASK FORCE



In partnership with the Government of Japan

