

I. For Single Proprietorship

1. Business Name Registration Certificate

Visit Department of Trade & Industry (DTI)
Provincial Office where the business is located or log on to
www.bnrs.dti.gov.ph
Validity : 5 years

Requirements:

- Accomplished Business Name Registration Form [Single Proprietorship/Partnership (Optional)]
- 2 pcs. 2x2 colored ID Picture
- Tax Identification Number (TIN) (Optional)
- List of five business names ranked according to preference
- Registration fee of P300.00

2. Mayor's/Business Permit

Local municipality where the business is located
Validity: 1 year

Requirements:

- Accomplished Business Permit Application Form
- DTI - Business Name Certificate
- Sketch of the business location
- 2 pcs. 2x2 colored ID Picture
- Registration fee the amount of which depends on the type of the business

3. Tax Identification Number (TIN)

Agency: Bureau of Internal Revenue (BIR) National Office, Agham Road, Diliman, Quezon City
Trunkline: (632) 981.7000 / 981.8888
Email: contact_us@cctr.bir.gov.ph
Website: www.bir.gov.ph

Requirements: (to be submitted to BIR Revenue District Office where the business is located)

- Accomplished Form 1901
- DTI Certificate of Registration of Business Name
- Mayor's Permit
- Registration Fee of P500.00, P15.00 for the Certification Fee and P15.00 for the Documentary Stamp Tax
- The RDO shall issue the Certificate of Registration (Form 2303)

4. Social Security System (SSS) Certificate

Social Security System (SSS)
Loans and Investment Office
SSS Building, East Avenue, Diliman, Quezon City
Tel. nos.: (632)920.6401 / 920.6446
Email: member_relations@sss.gov.ph
Website: www.sss.gov.ph

Requirements:

- Accomplished R1 Form (Employer Registration)
- Accomplished R1A form (Employment Report)
- DTI Business Permit
- Photocopy of Article of Partnership/Incorporation (for partnership and Corporation)
- Mayor's Permit

5. Department of Labor and Employment (DOLE) Registration (with 5 or more employees)

Agency: Department of Labor and Employment (DOLE)-Labor Standard and Enforcement Division
Address: 2nd Flr. Dy International Building, San Marcelino cor. Gen. Malvar St., Malate, Manila
Tel. nos.: (632) 339.2013. Hotline No.: 527.8000
Email: osec@dole.gov.ph
Website: www.dole.gov.ph
Requirements:

- Accomplished Rule 1020 Form
- Lay-out of business location
- Vicinity map

II. For Partnership

1. Securities and Exchange Commission (SEC) Certificate

Agency: Securities and Exchange Commission (SEC)
Address: SEC Building, Edsa, Greenhills, Mandaluyong City
Tel. nos.: (632) 726.0931 to 39
Email: mis@sec.gov.ph
Website: www.sec.gov.ph
or <http://register.sec.gov.ph/MainServlet> (for online registration)

Requirements:

- Verification Slip Form
- Accomplished Registration Data Sheet
- Articles of Partnership (for limited partnerships, this should be executed under oath)
- Written Undertaking to Change Corporate Name;
- Clearance from other government agencies, (if needed)
- Registration fee of Php 510.00 or more depending on capital contribution
- If the contributed capital is in the form of real property, additional requirement is needed:
 - Deed of Assignment executed by the stockholder who is the owner.

III. For Corporation

1. Securities and Exchange Commission (SEC) Certificate

Agency: Securities and Exchange Commission (SEC)
Address: SEC Building, Edsa, Greenhills, Mandaluyong City
Tel. No.: (632)726.0931 to 39
Email: mis@sec.gov.ph
Website: www.sec.gov.ph
or <http://register.sec.gov.ph/MainServlet> (for online registration)

Requirements:

- Articles of Incorporation and By-Laws
- Verification Slip Form (Re: Corporate Name)
- Accomplished Registration Data Sheet
- Treasurer's Affidavit
- Bank Certificate of Deposit (notarized in place where bank is located)
- Authority to Verify Bank Accounts
- Written Undertaking to Change Corporate Name, when necessary
- Subscriber's Information Sheet
- Clearance from other government agencies (if needed)
- Foreign investment Application Form (for subsidiaries of foreign corporations)
- If the paid-up capital is a property, submit the following additional requirements:
 - Statement of Assets and Liabilities;
 - Deed of Assignment executed by the stockholder who is the owner of the property in favor of the corporation. (If the property contributed is a building or land, the deed must be presented to the Register of Deeds for registration);
 - If the property being contributed is a building, submit detailed list of the building/s giving a brief description of each;
 - If the property being contributed is a parcel of land, submit detailed list of the parcel of land showing the OCT/TCT numbers, registered owner, lot and block numbers, area, location and encumbrances, if any; and
- Registration fees
 - Name verification/Reservation Fee - Php 40.00;
 - Articles of Incorporation – filing fee is 1/5 or 1% of the authorized capital stock;
 - By-laws – Php 210.00;
 - Stock & Transfer Book – Php 150.00;
 - Membership Book – Php 75.00;
 - Other fees are applied for foreign corporations;
 - Legal Research Fee equivalent to 1% of filing fee but not less than Php 10.00

IV. Other Agencies

1. Department of Education (DepEd)

(For operator of Pre-school, Day-Care Center, Primary & Secondary School)

Agency: Department of Education (DepEd)

Address: DepEd Complex, Meralco Ave., Pasig City

Telephone nos.: (632)632.1361 to 71

Email: osec@deped.gov.ph ; detxt@deped.gov.ph

Website: www.deped.gov.ph

Validity :1 year

Requirements:

- Accomplished GPR-4 Form
- Articles of Incorporation and By-Laws duly registered with the SEC
- Copy(ies) of the Transfer Certificate of the Title of the school site
- Statement on the location of the school in relation to recreational places and other factors that are not conducive to the learning process
- Campus development and landscaping plans
- Document(s) of ownership of the school building
- Certificate of occupancy of the school building from the proper city/municipal authorities
- Pictures of the school site building, classroom, laboratories, libraries, medical and dental health facilities, canteen, sports and recreational area, etc.
- Proposed budget/annual expenditures for the succeeding school year approved by the Board of Trustees/Director
- List of school administration, i.e. president, vice president, deans, department heads, etc.;
- List of academic non-teaching personnel;
- List of athletic facilities, equipment, and supplies and materials; and
- Bond agreement in the amount of Php1,000.00 per course which should not exceed Php5,000.00 per school irrespective of the number of courses.

2. TESDA Certificate

(For operators of short course programs, e.g. care giving training center, computer learning center, training school, etc.)

Agency: Technical Education & Skills Development Authority (TESDA)

Address: TESDA Complex, East Service Road South Super Highway, Taguig, Metro Manila

Tel. Nos.: 881.2854 to 57. Hotline No. 887.7777

Email: misd@tesda.gov.ph

Website: www.tesda.gov.ph

Validity: Lifetime

Requirements:

- Accomplished UTPRAS Form;
- Letter of Intent which contains name of training center, address, program & courses;
- Additional requirement will be discussed upon meeting/s with TESDA; and
- Application and Registration fee of Php2,000.00 per course.



A DTI-SME PROGRAM FOR OVERSEAS FILIPINOS



BUREAU OF SMALL AND MEDIUM ENTERPRISE DEVELOPMENT (BSMED)

3rd Floor, OPPEN Building

349 Sen. Gil Puyat Ave., Makati City

Tel. Nos.: (632) 890.4968 / 897.7596 / 897.1693

Fax No.: (632) 896.7916

Email: bsmed@dti.gov.ph

Website: www.dti.gov.ph

Business Registration Requirements



LEARNING CENTER