

## 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](http://www.bnrs.dti.gov.ph)  
Validity : 5 years

#### Requirements:

- Accomplished Business Name Registration Form [Single Proprietorship/Partnership (Optional)]
- Tax Identification Number (TIN) (Optional)
- List of five business names ranked according to preference
- Registration fee of Php300.00

### 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
- Fire Safety Inspection Clearance
- Sanitary Permit (from City Health Officer)
- Barangay Clearance
- Lease Contract
- 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](mailto:contact_us@cctr.bir.gov.ph)  
Website: [www.bir.gov.ph](http://www.bir.gov.ph)

#### Requirements:

- Accomplished Form 1901
- Mayor's Permit
- Registration fee of P500.00

### 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](mailto:member_relations@sss.gov.ph)  
Website: [www.sss.gov.ph](http://www.sss.gov.ph)

#### Requirements:

- Accomplished R1 Form
- DTI Business Permit
- 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](mailto:osec@dole.gov.ph)  
Website: [www.dole.gov.ph](http://www.dole.gov.ph)

#### Requirements:

- Accomplished Rule 1020 form
- Lay-out of business location
- Vicinity Map

## For Partnership

### 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](mailto:mis@sec.gov.ph)  
Website: [www.sec.gov.ph](http://www.sec.gov.ph)  
or <http://iregister.sec.gov.ph/MainServlet> (for online registration)

#### Requirements:

- Verification Slip Form (Re: Proposed Name);
- Accomplished Registration Data Sheet;
- Articles of partnership;
- Written Undertaking to Change Corporate Name; and
- If the contributed capital is in the form of property, additional requirement is needed:
- Deed of Assignment executed by the stockholder who is the owner.

## For Corporation

### 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](mailto:mis@sec.gov.ph)  
Website: [www.sec.gov.ph](http://www.sec.gov.ph) or <http://iregister.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;
- Authority to verify Bank Accounts;
- Written Undertaking to Change Corporate Name when necessary;
- Subscribers Information Sheet; and
- 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 a parcel of land, the deed must be presented to the register of Deeds for registration;
  - 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;
- Registration fee of P360.00

## Other Agencies

### Philippine Overseas Employment Administration (POEA) Certificate

Agency: Philippine Overseas Employment Administration  
Address: POEA Building, EDSA cor. Ortigas Avenue, Mandaluyong City  
Tel. nos.: (632)722.1144 / 722.1155  
Email: [info@poea.gov.ph](mailto:info@poea.gov.ph)  
Website: [www.poea.gov.ph](http://www.poea.gov.ph)  
Validity: 4 years

#### Requirements:

- Written application for issuance of license and POEA-LRO application form;
- Proof of registration with the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI);
- Proof of financial capacity consisting of the following:
  - a. For Single Proprietorship or Partnership
    - Minimum capitalization of P2 Million;
    - Verified individual income tax returns of the single proprietor or partners for the past two years;
    - Bank certificate showing savings account balance of not less than P500,000.00;
    - Authority for POEA to examine bank deposit;
    - Proof of financial capability of the proprietor;
  - b. For Corporation
    - Minimum paid-up capital of at least P2 million;
    - Verified individual income tax returns of the stockholders/incorporators for the past two years;
    - Bank certificate showing a savings account of not less than P500,000.00;
    - Authority for POEA to examine bank deposit;
    - Proof of financial capability of the Board of Directors vis-à-vis their investment in the company;
- Proof of marketing capability
  - Duly executed Special Power of Attorney and / or duly concluded Recruitment Agreement authenticated by the Philippine Embassy nearest the prospective employer;
  - Manpower request or visa certification from new employers for not less than 100 workers duly verified by the Philippine Overseas Labor Office nearest the jobsite;
  - Certification from the POEA Pre-Employment Services Office (PSO) on the existence of a new market;
- A duly notarized undertaking by the Proprietor / President.
- In the case of a partnership or corporation, duly notarized undertaking of the partners, corporate officers and directors that they will be jointly and severally liable with the partnership or the company, as the case may be, over claims arising out of employer-employee relationship.
- Proof of possession by the single proprietor, partners, the company President or the Chief Executive Officer, as the case may be, of a Bachelor's Degree and three years of business experience.
- List of all officers and personnel (including stockholders/directors) involved in the recruitment and placement together with their respective appointment, Board resolution or Secretary's certificate in the case of Directors, resume' and two passport size photos.

- NBI clearance issued not earlier than 6 months prior to filing of application and clearance form the POEA Anti-illegal Recruitment Branch of the proprietor, partners or members of the Board of Directors, as the case may be, officers and employees who will be involved in recruitment and placement activities. Foreign directors or partners shall submit clearance from their country of origin in lieu of the NBI clearance.
- Contract of Lease or proof of building ownership, indicating the office address and an office space of at least one hundred (100) square meters.
- Proof of publication in a newspaper of general circulation on the notice of the application with the name of the proprietor, partners, incorporators and officers.
- Certificate of attendance of the proprietor, partners, company President and / or Chief Executive Officer in a Pre-Licensing Orientation Seminar for Executive Officers conducted by POEA.
- Filing fee of P10,000.00.
- Payment of license of P50,000.00.



**A DTI-SME PROGRAM FOR OVERSEAS FILIPINOS**



**BUREAU OF SMALL AND MEDIUM ENTERPRISE DEVELOPMENT (BSMED)**

3<sup>rd</sup> 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 : bsmmed@dti.gov.ph  
Website : www.dti.gov.ph

Printed July 2007

# Business Registration Requirements



## MANPOWER AGENCY