

Other Agency

1) Bureau of Trade Regulation and Consumer Protection (BTRCP)

(For accreditation of service repair shops. Only accredited repair shops and licensed technical personnel are authorized to operate in the Philippines.)

Agency : Department of Trade and Industry
Bureau of Trade Regulation and Consumer Protection (BTRCP)

Address: 2nd F Trade and Industry Bldg.
361 Sen. Gil Puyat Ave., Makati City
Tel. No.: (632) 751.3238
Fax No. : (632) 751.3234

Requirements for Accreditation:

- List of machineries/equipment/tools
- List of certified engineers/accredited technicians and mechanics with their personal data
- Copy of Insurance Policy of the shop covering the property (company capitalization not exceeding P20,000 are exempted from the insurance coverage)
- Copy of Bond
- Written service warranty
- Certificate issued by Securities and Exchange Commission and Articles of Incorporation of Partnership in case of corporation or partnership
- Filing fee of P50.00. Accreditation fee is not less than P100.00 but not more than P500.00 depending on the classification of the enterprise

Technical Person Requirements:

- Bio-Data Prescribed Form;
- If employed in an enterprise, certificate of employment stating his position, nature of work, SSS Number, and Tax Identification Number
- If self-employed, affidavit of self-employment, indicating period of employment, description of experience and other technical expertise
- ID picture of passport size (2 copies)
- Proof of certification from the National Manpower and Youth Council, or other government or private institutions capable of conducting trade test recognized by the Bureau

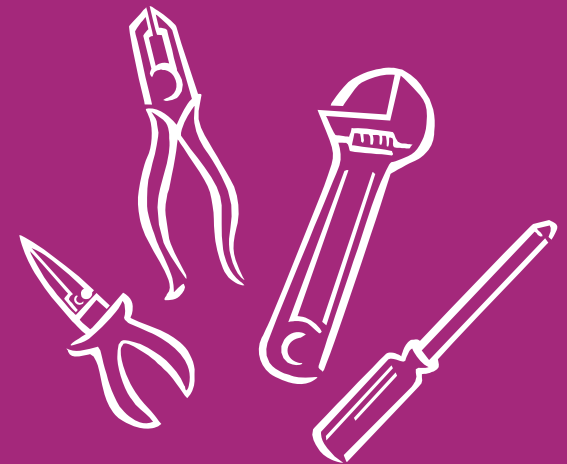


A DTI-SME PROGRAM FOR OVERSEAS FILIPINOS

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



REPAIR SHOP

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)]
- 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)
Address: Bureau of Internal Revenue National Office, Agham Road, Diliman, Quezon City
Email: contact_us@cctr.bir.gov.ph
Website: www.bir.gov.ph
Trunkline: (632)929.7676 | 927.2511

Requirements:

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

4) Social Security System (SSS) Certificate

Agency: Social Security System (SSS)
Address: SSS Building, East Avenue, Diliman, Quezon City
Tel. Nos.: (632)920.6401 / 920.6446
Email: sssemail@info.com.ph
Website: 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 - Labor Standard and Enforcement Division
Address: 2nd Flr. Dy International Building, San Marcelino cor. Gen. Malvar St., Malate, Manila
Tel. No.: (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

For Partnership

1. Securities and Exchange Commission (SEC) Certificate

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://iregister.sec.gov.ph/MainServlet> (for online registration)

Requirements:

- Verification Slip Form (Re: Proposed Name)
- Accomplished Registration Data Sheet
- Articles of Partnership

- 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.

For Corporation

1) Securities and Exchange Commission(SEC) Certificate

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://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
- Subscriber's Information Sheet
- 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 fee of Php360.00