

For Single Proprietorship

1. Business Name Registration

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 Permit

Agency: 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

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
- 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. 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

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://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
- 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

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://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 in the form of a real 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 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
- Registration fee of Php360.00

Other Agency

1. Bureau of Food and Drugs (BFAD)

Agency: Bureau of Food and Drugs
Civic Drive, Filinvest Corporate City Alabang, Muntinlupa City
Tel. Nos. (632)807.0721 / (632)842.5606
Email: bfad@bfad.gov.ph
Website: www.bfad.gov.ph
Validity: 1 year

Business Registration Requirements



SKIN CARE

Documentary Requirements:

- a. Forms to be accomplished correctly and completely
 - Revised assessment slip
 - Notarized declaration and information sheet containing the following:
 - Product description / use
 - Methods of administration (direction for use)
 - Precautions to be observed during use of product
 - Declaration of shelf life (for all products)
 - Method of decoding batch reference
 - BFAD worksheet: Part 1 only
- b. Attachments
 - Copy of valid license to operate of the applicant
 - For manufacturer - list of product lines must be reflected
 - For traders - list of toll Manufacturer and list of Product lines must be reflected
 - For Importer / Distributor – list of product source must be reflected
 - Any of the following legalized documents shall be submitted for imported cosmetic products
 - Certificate of free sale and license to Operate / Manufacture
 - Certificate of free sale and certificate of Good Manufacturing Practice
 - Certificate of origin
 - Certificate issued by the Board of Health or competent Authority
 - The license to Operate / Manufacture or Certificate of Origin shall indicate that the manufacturing plant meets the national requirements in terms of hygiene, safety and quality.
 - In the event that there is no issuing regulatory agency in all cases, the documents may be issued by recognized associations. Qualification of these association rests with the industry or any country agency and a list shall be made available to all ASEAN member countries.

Technical Requirements

- a. Composition
 - Qualitative composition of the product with INCI nomenclature of ingredients or any approved nomenclature as in any standard reference that may be approved from time to time
 - Quantitative composition is required for substances with restrictions for use
 - The master formula of the product shall be made available to the cosmetic regulator agency when requested or required

- b. Finished Product Description
 - Finished Product Specifications
 - Test for Heavy Metals done on the finished product
 - Test Methods (when requested or necessary)
- c. Attestation to support special product claims – Attestation should contain the following information:
 - Name, position and specialization of investigator/s performing the test / study
 - Curriculum Vitae and/or proof that the investigator/s is/are Board Certified Specialist shall be made available to the cosmetic regulatory
 - Name and address of the establishment conducting the test/study
 - Result and conclusion
 - Summary of test report including protocol, as necessary
- d. Unattached and readable specimen of all labeling materials per pack size (e.g. outer, immediate, package insert if applicable)
- e. Specimen of the finished commercial product (One Specimen to represent that pack sizes) or digital pictures (at least 5x5 1/2 in size) of these samples showing the container and actual content of the products.



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