

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:

- 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
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

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://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 a Deed of Assignment executed by the stockholder who is the owner.

III. For Corporation

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://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 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 Php360.00

- Office space requirements -should be located in a commercial area, must be easily identifiable and shall be used exclusively for the tour operation business.
- For tour operators with branches - affidavit executed by the general manager of the main office acknowledging the existence of the branch office, assuming full responsibility of its operations and certifying that it is not managed nor operated by persons/ entities other than the duly accredited employees and officers of the main office.

Other Agency

Department of Tourism (DOT)

Agency: Department of Tourism
 Address: TM Kalaw St., Rizal Park, Manila
 Tel. Nos.: (632)523.8411 to 30
 Email: webmaster@tourism.gov.ph
 Website: <http://www.tourism.gov.ph>
 Validity : 3 years

Requirements:

- Mayor's Permit / Municipal License
- Business Name Certificate for Single Proprietorship
- Articles of Incorporation / Partnership & By-Laws for Corporation/Partnership
- Latest Income Tax Return and Audited Financial Statements
- Contract of Lease of office space / certificate of title
- Application form duly accomplished and notarized
- List of officials and employees
- Valid visa and labor permit for foreign nationals
- Board Resolution authorization for bonafide employee to file / transact business with DOT
- Proof of P500,000 working capital
- Proof of Inbound or local tour operations (official receipts of bookings from DOT accredited hotels/resorts)
- Tour packages with tariff rates
- Copy of Surety Bond submitted to Local Government Unit (LGU)
- General Manager shall have at least 3 years managerial experience in tour operations
- Bio-Data of two permanent staff who shall have at least 2 years experience in tour operations



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: bsmmed@dti.gov.ph
 Website: www.dti.gov.ph

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Business Registration Requirements



TRAVEL AGENCY