

### **For Partnership/Corporation**

#### **Securities and Exchange Commission (SEC) Certificate**

Securities and Exchange Commission  
SEC Building, EDSA, Greenhills,  
Mandaluyong City  
Tel. Nos.: (632) 726.0931 to 39  
Email: [mis@sec.gov.ph](mailto:mis@sec.gov.ph)  
[www.sec.gov.ph](http://www.sec.gov.ph)

#### **Mayor's/Business Permit**

Local municipality/city where the business is  
located  
Validity: 1 year

#### **Tax Identification Number (TIN)**

Bureau of Internal Revenue (BIR)  
Bureau of Internal Revenue, National Office,  
Agham Road, Diliman, Quezon City  
Trunkline: (632)981.7000  
Email: [contact\\_us@ctr.bir.gov.ph](mailto:contact_us@ctr.bir.gov.ph)  
[www.bir.gov.ph](http://www.bir.gov.ph)

#### **Social Security System (SSS) Certificate**

Social Security System (SSS)  
SSS Building, East Avenue,  
Diliman, Quezon City  
Tel. Nos.: (632) 920.6401 / 920.6446  
Email: [sssemail@info.com.ph](mailto:sssemail@info.com.ph)  
[www.sss.gov.ph](http://www.sss.gov.ph)

#### **Department of Labor and Employment (DOLE) Registration**

DOLE Office where the business is located  
Hotline No.: 527.8000  
[www.dole.gov.ph](http://www.dole.gov.ph)

### **Other Agencies**

#### **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.

Department of Trade and Industry –  
Bureau of Trade Regulation and Consumer  
Protection (DTI-BTRCP)  
2/F, Trade and Industry Bldg.,  
361 Sen. Gil Puyat Ave., Makati City  
Tel. No.: (632) 751.3238  
Fax No.: (632) 751.3234

#### **National Telecommunications Commission (NTC)**

NTC Building, BIR Road, East Triangle  
Diliman, Quezon City  
Tel. No.: 924.2495  
[www.ntc.gov.ph](http://www.ntc.gov.ph)

### **IV. Technical Assistance**

#### **Philippine Trade Training Center (PTTC)**

PTTC Building, Sen. Gil J. Puyat Avenue corner  
Roxas Blvd., Pasay City  
Tel. No.: (632) 468.8969  
Email: [info@pttc.gov.ph](mailto:info@pttc.gov.ph)  
[www.pttc.gov.ph](http://www.pttc.gov.ph)

#### **Technical Education and Skills Development Authority (TESDA)**

TESDA Complex, East Service Road South Super  
Highway, Taguig, Metro Manila  
Tel. Nos.: (632) 887.7777 / 817.4078  
Email: [contactcenter@tesda.gov.ph](mailto:contactcenter@tesda.gov.ph)  
[www.tesda.gov.ph](http://www.tesda.gov.ph)



**BUREAU OF MICRO, SMALL AND MEDIUM  
ENTERPRISE DEVELOPMENT (BMSMED)**  
5/F, Trade and Industry Building  
361 Sen. Gil J. Puyat Ave. Makati City  
Tel. Nos.: (02) 897.1693 / 897.7596 / 890.4968  
Fax No.: (02) 896.7916 ♦ Email: [bmsmed@dti.gov.ph](mailto:bmsmed@dti.gov.ph)  
[www.dti.gov.ph](http://www.dti.gov.ph)

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# Starting A Business



# CELLPHONE REPAIR SHOP

Cell phones have become a necessity throughout the country. Opportunities now exist for entrepreneurs to start their own **cellular phone repair shop**.

To start this type of business, it is a must to have a background knowledge on electronics repair, hire a qualified technician to start your business, or enroll yourself in a cellular phone repair course.

Here are some tips in starting your cellphone repair business:

### Start-up costs

With the exception of obtaining the necessary licenses from government agencies (see registration requirements) to make your business legitimate, there is not much to spend for your business to become fully operational. To minimize rental costs, you can establish your business at home with your neighbors as your initial target customers. Later on, as you expand your business, you can locate inside malls or commercial spaces accessible to a larger target clients. The basic equipment you need (see tools and equipment) is also not that expensive. You can start with second-hand tools or equipment.

### Advertise

There are many ways to advertise your services – distribute leaflets, flyers, brochures, business cards to friends, family members, neighbors, or go door-to-door around your *barangay*. Post a sign outside your home so that people are aware that you offer such services.

### Keep updated

With the fast pace of technology development, it is important to keep your knowledge or your technician's updated. One way is to search the internet for information or purchase manuals or tool kits that will help hone your skills or your technicians' in your repair shop.

## I. Estimated Investment Costs

Tools and Equipment*		Cost
Hot air soldering tool	P	3,000.00
Power supply-variables		4,000.00
Soldering iron with stand		500.00
Desoldering tool		300.00
Tweezers		100.00
Screwdrivers (assorted e.g. Set of torx/starbit, Allen wrench/ key, etc.)		1,000.00
Soldering lead		100.00
Personal Computer		20,000.00
Multi-tester		1,000.00
Pliers (assorted)		500.00
Software flasher		4,000.00
Magnifying glass with lamp		1,500.00
<b>Total</b>	<b>P</b>	<b>36,000.00</b>

\* Based on 2009 prices.

Actual price may vary depending on make and brand of the tool/equipment.

## II. Estimated Costing and Pricing

Current market repair/servicing fees of cellphones vary. They range from P100 to P500 or higher depending on the defect/damage and model of the phone. High-end phones may cost more to repair. Cellular phone system defects may include but are not limited to the following: no power, no signal, not charging, defective user interface (e.g. LCD, keypads, etc.), and software related troubles.

Sample Monthly Income computation

Assuming that you can repair 5 phones in a day with an average service fee of P200 per phone.

<b>Gross Sales</b>		<b>P20,000.00</b>
(5 phones @P200 x 20 days)		
Less: Operating Expenses		
Salaries and Wages		
(P382 x 20 days)	7,640.00	
Electricity and Water	2,000.00	
Supplies	1,000.00	
Miscellaneous	1,000.00	11,640.00
<b>Estimated Monthly Net income</b>	<b>P</b>	<b>8,360.00</b>

Note: Figures used in this computation are hypothetical, it may vary from actual operation of the business.

Salaries and wages are based on NCR minimum wage rates as per Wage Order No. NCR-14 effective 14 June 2008.

## III. Registration Requirements

### For Single Proprietorship

#### Business Name Registration Certificate

Department of Trade & Industry (DTI) within NCR

- 2/F, Park N' Ride, Lawton, P. Burgos Avenue cor. Dr. Basa St., Ermita, Manila  
Tel. No.: 536.7153
- 12/F, Trafalgar Plaza, 105 H.V. Dela Costa St., Salcedo Village, Makati City  
Tel. No.: 811.8231 loc. 208
- G/F, Highway 54 Plaza, EDSA, Mandaluyong City  
Tel. No.: 706.1767
- 5/F, Araneta Square Mall, Bonifacio Monumento Circle, Rizal Avenue Ext. cor Samson Road, Caloocan City  
Tel. No.: 332.0854/332.0829

DTI-Provincial Office where the business is located or log on to [www.bnrs.dti.gov.ph](http://www.bnrs.dti.gov.ph) for online registration

Validity: 5 years