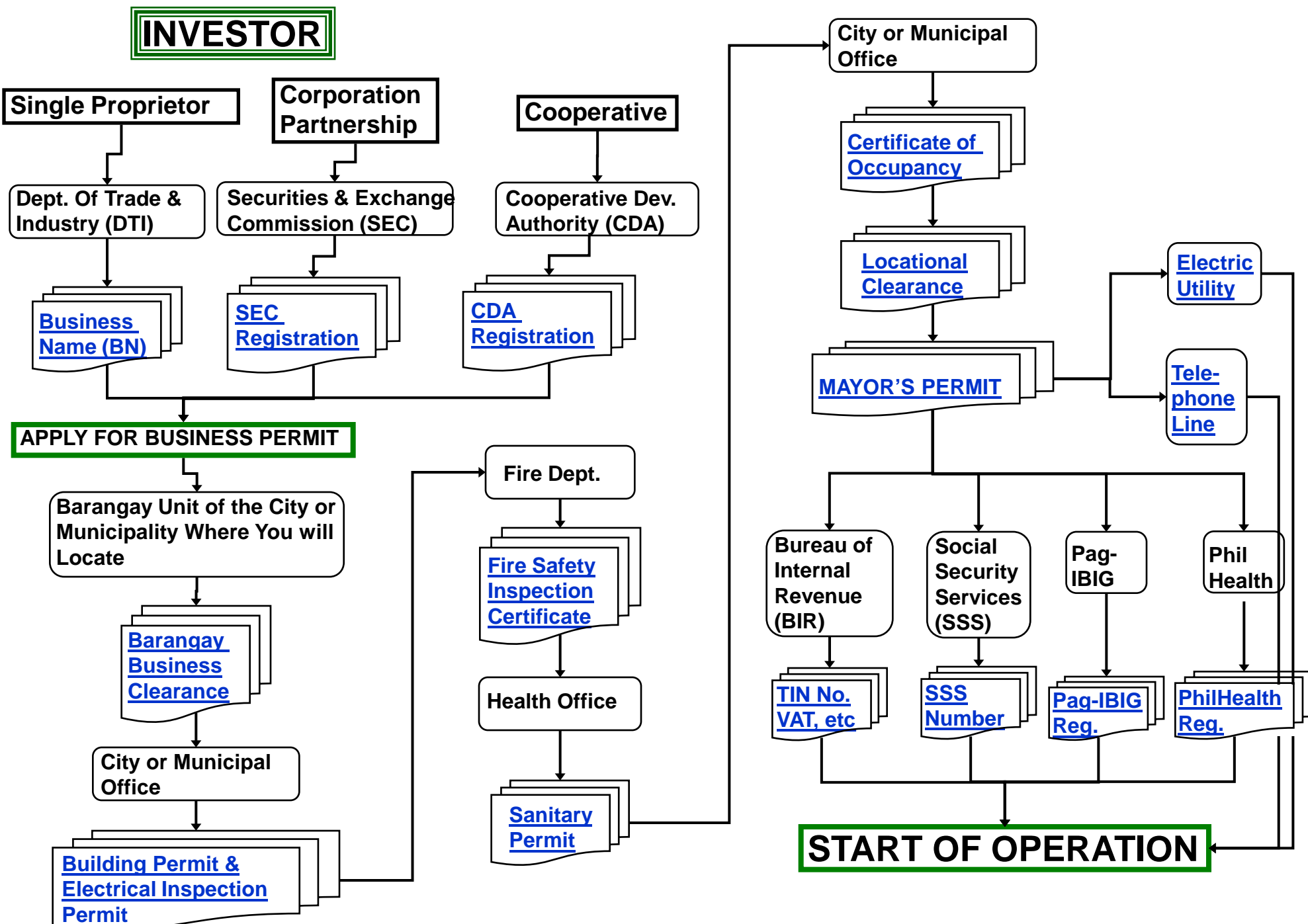


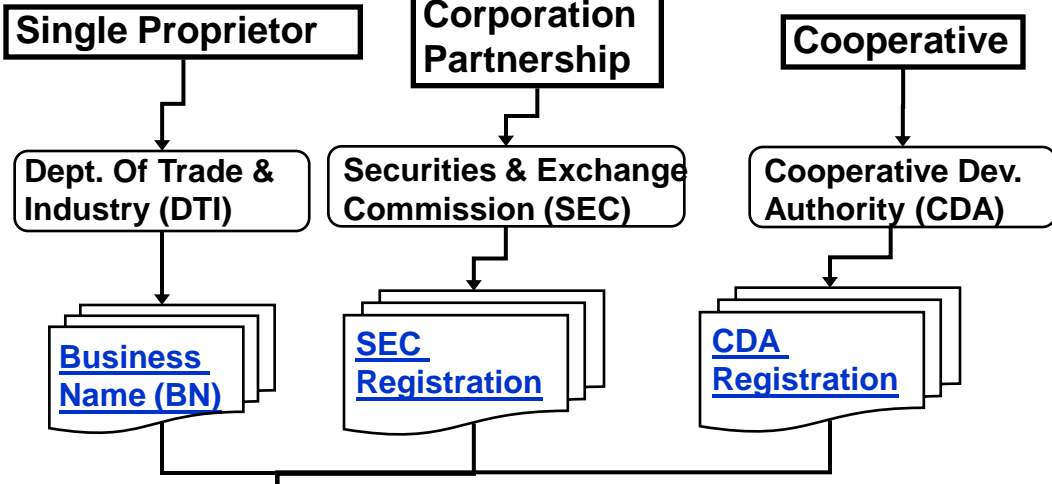
# DOING BUSINESS IN THE PHILIPPINES

## STEPS IN SECURING BUSINESS PERMITS, ETC.

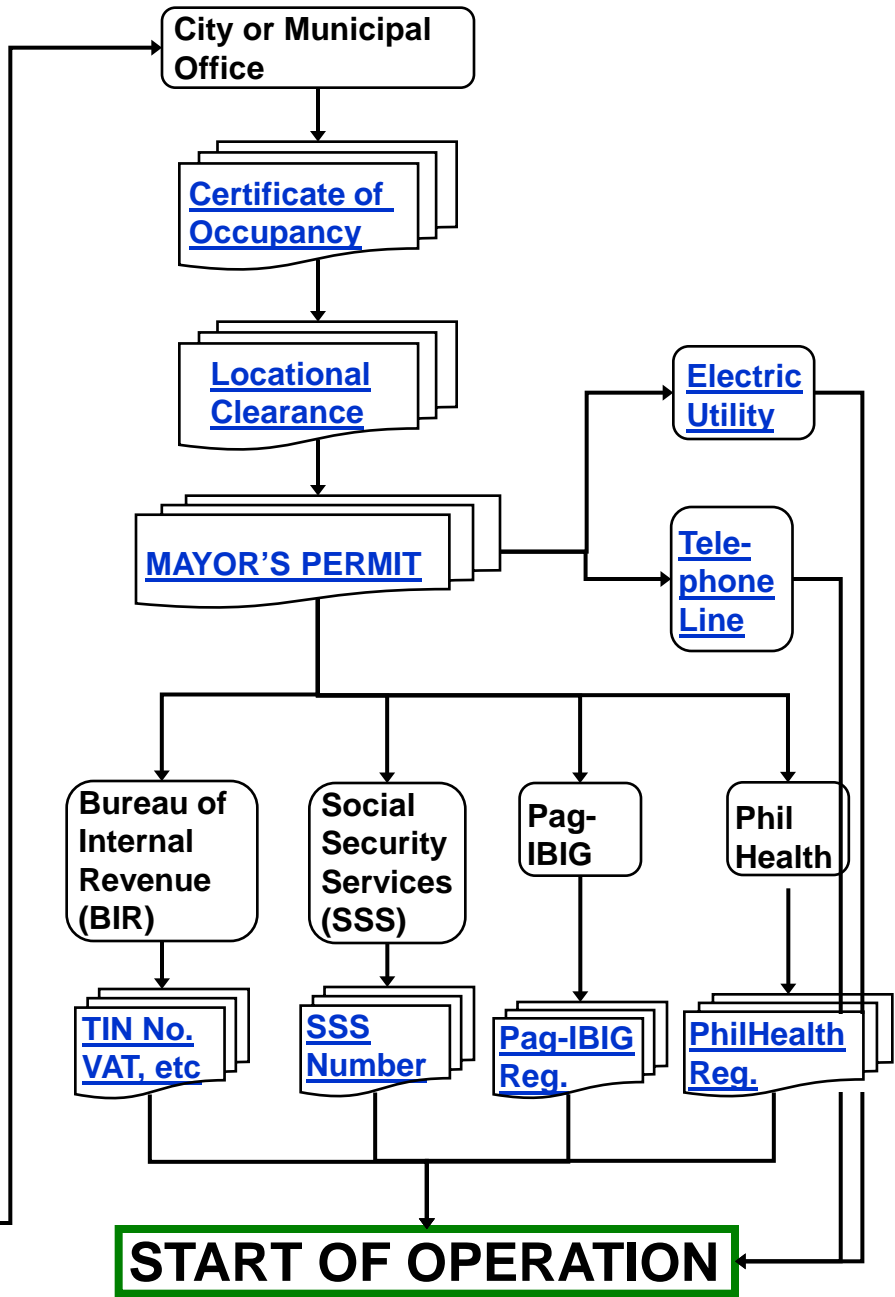
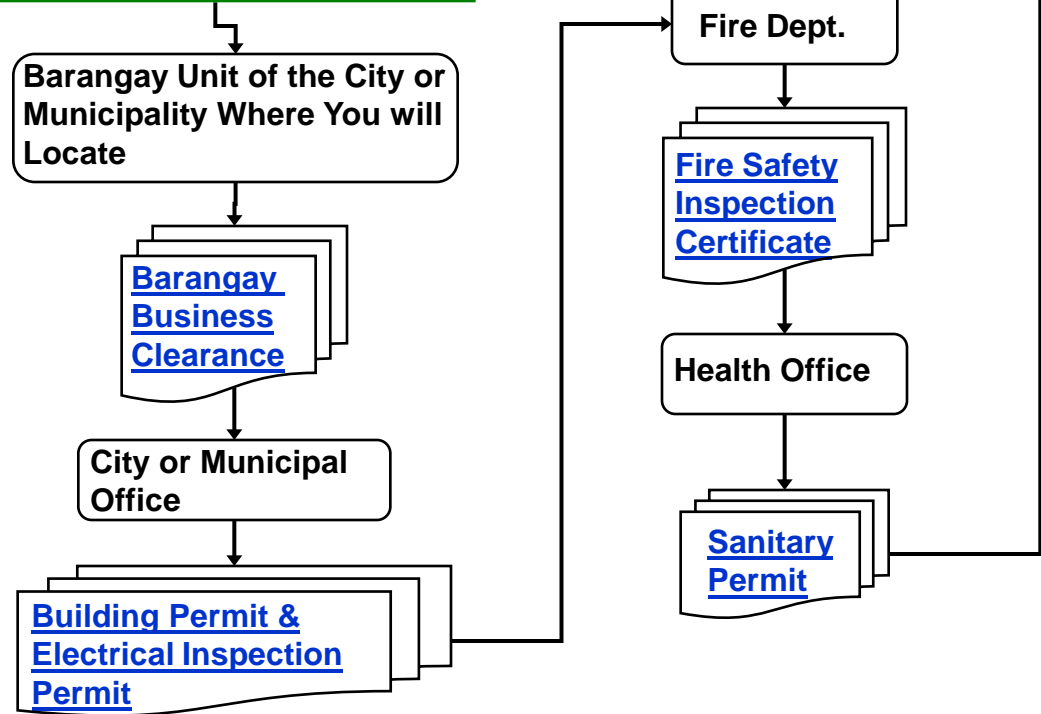
[Click here to start](#)



# INVESTOR



## APPLY FOR BUSINESS PERMIT



# To Apply for Business Name (BN)

**Location: Dept. Trade and Industry (DTI)**

**For Single Proprietor**

**Requirements:**

- Accomplished Application Form 16
- 2x2 ID Picture taken w/ In 1 year immediately preceding the filing of application
- Documentary stamps

**For Corporations, Partnership, Cooperatives**

**Requirements:**

- Certified photocopy of SEC and Articles of Incorporation, Partnership

***Contact Details***

Website: [www.dti.gov.ph](http://www.dti.gov.ph)

Tel. No.: 751-0384 loc. 2124/ 811-8231/32 loc. 205/217/218

Hotline: 751-3330

# To Apply for SEC Registration

**Location : Security and Exchange Commission (SEC)**

## **Requirements:**

- Name verification slip
- Articles of Incorporation and By-laws or Articles of Partnership
- Treasurer's Affidavit/Authority to Verify Bank Account
- Registration Data Sheet
- Written undertaking to change corporate name by any Incorporator or Director, Trustee, Partner
- Bank Certificates of Deposit (notarized in place where bank is located)
- Other Additional Requirements

## **Contact Details**

Website: [www.sec.gov.ph](http://www.sec.gov.ph) (Register online for the corporate name)

Tel. No.: 584-9225/584-0921 (Corporate Registration and Monitoring Department)

# How to Organize a Cooperative?

**There are six steps suggested in setting up a cooperative.**

**FIRST.** Get organized. You must have at least 15 members to do that

**SECOND.** Prepare a general statement called an economic survey

**THIRD.** Draft the cooperative's by-laws.

**FOURTH.** Draft the articles of cooperation.

**FIFTH.** Secure bond for accountable officer(s).

**SIXTH.** Register your cooperative with the Cooperative Development Authority (CDA).

## Submit the following required documents:

- Four (4) copies each of the Economic Survey, Articles of Cooperation and By-Laws duly notarized;
- Bonds of accountable officer(s) (any directors, officers and employees) handling funds, securities, of properties in behalf of the cooperative;
- Sworn statement of the treasurer duly notarized showing that at least 25% of the authorized share capital has been subscribed, and at least 25% of the total subscription has been paid. The paid-up capital must not be less than Php 2,000.00.

**It must be noted that no member may own more than 20% of the subscribed share capital and each share must not be less than Php 1.00**

# To Apply for Barangay Business Clearance

**Location: Barangay Unit of the City or Municipality  
where you will locate.**

## **Requirements :**

- **Community Tax Certificate and**
- **Barangay Clearance Fee**

# To Apply for Building Permit and Electrical Inspection Certificate

**Location: City or Municipal Hall Where you will locate**

## **Requirements:**

- Building plans (including fencing, signboard, etc.)
- Lot plan
- Clearances (locational, home owners, barangay, MMDA, etc.)
- Fire safety requirements
- Contract of lease and authorization of owner (if rented)
- Title, tax declaration, tax receipt (if owned)
- Contractor's business permit
- Sketch
- Old building permit
- Bill of materials, specifications, structural computation
- PRC/PTF of the Engineer

# To Apply for Fire Safety Inspection Certificate

**Location: Fire Department of the City or Municipality  
where you will locate**

## **Requirements:**

- **Building plans**
- **Building permit**
- **Barangay Business clearance**
- **Fire insurance coverage**
- **Compliance to requirements and recommendations from fire safety inspectors**



# To Apply for Sanitary Permit

**Location: Health Office of the City or Municipality  
where you will locate**

## **Requirements:**

- Chest X-Ray
- 1x1 picture
- Inspection of said establishment
- Sanitary Permit Fee
- Payment of sanitary permit and sanitation inspection fees
- Medical Certificate / Health Card issued by the City Health Officer or duly authorized representative

# To Apply for Certificate of Occupancy

**Location: City or Municipal Hall Where you will locate**

## **Requirements:**

- **Pictures of the site**
- **Fire Inspection Certificate**

# To Apply for Locational Clearance

**Location: City or Municipal Hall Where you will locate**

## **Requirements:**

- Pictures of the site
- Fire Inspection Certificate
- Building Permit
- Authorization from the owner (if rented)
- Electrical Permit
- Sanitary Permit
- Certification of Non-Improvement
- PRC/PTC of the Engineer

# To Apply for Mayor's Permit

**Location: City or Municipal Hall Where you will locate**

## **Requirements:**

- **DTI / SEC Registration Certificate / CDA Registration**
- **Community Tax Certificate**
- **Barangay Business Clearance**
- **Locational Clearance**
- **Certificate of Occupancy**
- **Building Permit**
- **Fire Safety Inspection Permit**
- **Electrical Inspection Certificate**
- **Contract of Lease or TCT**
- **Pictures of the site**

# To Apply for Business TIN Number and Certificate of Registration

**Location: Bureau of Internal Revenue (BIR)**

## **Requirements:**

- Tax Form BIR Form 1903 - Application for Registration for Corporations/Partnerships (Taxable/Non Taxable), including GAls and LGUs
- SEC “Certificate of Registration (Certificate of Incorporation/Certificate of Co-Partnership)” or “License To Do Business in the Philippines” in case of resident foreign corporation
- Mayor’s Permit or application for Mayor’s Permit – to be submitted prior to the issuance of the BIR Certificate of Registration
- BIR Form 0605 – Registration Fee
- BIR Form 2000 Documentary Stamp Tax (for Articles of Incorporation)

## ***Contact Details***

Website: [www.bir.gov.ph](http://www.bir.gov.ph)

# To Apply for SSS Number

**Location: Social Security System (SSS)**

## **Requirements:**

**Employers (Single Proprietorship, Partnership, Corporation)**

- **SSS Form R-1 (Employer's Data Record)**
- **SSS Form R-1A (Initial or Subsequent List of Employees)**
- **Photocopy of the Articles of Partnership/Incorporation**

## ***Contact Details***

Website: [www.sss.gov.ph](http://www.sss.gov.ph)

# To Apply for Pag-IBIG Employer-Member Registration

**Location: Pag-IBIG Office**

## **Requirements:**

- Two (2) copies of the Membership Registration/Remittance Form (M1-1)
- Two (2) photocopies of the following documents:
  - SEC registration or the company's DTI and SSS registration
  - R3 and R1A forms (SSS registration and remittance forms)
- Secure referral slip from Marketing staff after presenting documents.

## ***Contact Details***

Website: [www.pagibigfund.gov.ph](http://www.pagibigfund.gov.ph)

# To Apply for PhilHealth Employer-Member Registration

**Location: Philippine Health Insurance Corporation**

## **Requirements:**

- Accomplish ER1 (Employer Data Record)
- Accomplish ER2 (Report of Employee-members) – attach to ER1 as Initial List of Employee-members

## ***Contact Details***

Website: [www.philhealth.gov.ph](http://www.philhealth.gov.ph)



# To Apply for Electric Utility Connection

**Location: Electric Utility Office Where you will locate**

## **Requirements:**

- **Formal request letter from the owner**
- **Electrical plan**
- **Copy of SEC Registration with Articles of Incorporation or DTI Registration**
- **Copy of Lease Contract or Transfer of Certificate Title (TCT) or Deed of Sale**
- **Company SSS No. or Tax Identification No. (If SEC/DTI Registration is not available)**

# To Apply for Phone Direct Business Line

**Location: Telephone Utility Office Where you will locate**

## **Requirements:**

- **Accomplished Customer Information Sheet (CIS)**
- **Accomplished Signature Card for Subscriber Investment Plan (SIP)**
- **Valid Identification Cards (i.e. Company I.D. / Drivers License/ SSS/TIN card, etc)**