



# **NEGOSYO CENTER**

## **Business Permits & Licensing Office**

### **External Services**



## BUSINESS NAME REGISTRATION

The office renders Business Name Registration for Walk in Clients.

<b>Office or Division:</b>	Negosyo Center	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Client	
<b>Who may avail:</b>	Business people/entrepreneurs	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Original Application by a Filipino Citizen		
➤ One (1) Application must be at least 18 years old		Applicant
➤ One (1) copy of Duly filled-out Application Form		Negosyo Center Office
➤ One (1) Presentation of proof of owner's identity/one government issued ID.		Owner
Additional requirements for those whose Filipino Citizenship is acquired by naturalization, elections or any other means as provided by law:		
1. Present original and submit photocopy of any of the following:		
➤ One (1) Naturalization certificate or Oath of Allegiance issued by the Bureau of Immigration (BI).		Bureau of Immigration
➤ One (1) Affidavit of Election.		Commission on Election
➤ One (1) valid identification cards issued by the Bureau of Immigration (BI).		Bureau of Immigration



Additional requirements for a Foreign National				
1. Present original and submit clear certified copy of the following, if applicable: <ul style="list-style-type: none"> <li>➤ One (1) Certificate of authority to Engage Business in the Philippines pursuant to Foreign Investment Act.</li> </ul>		Department of Foreign Affairs		
<ul style="list-style-type: none"> <li>➤ One (1) Certificate of Authority to Engage in Retail Trade (Retail Trade Liberalization Law). Or such other applicable laws, as the case maybe.</li> </ul>		Securities and Exchange Commission		
Additional requirement if filer is other than the applicant				
- One (1) Authorization letter from the owner.		Owner		
- One (1) Valid ID of the authorized representative.		Owner		
For renewal of Application				
<ul style="list-style-type: none"> <li>➤ One (1) Same requirements as that for new application</li> </ul>		Owner		
<ul style="list-style-type: none"> <li>➤ One (1) Submission of original copy Business Name Registration or affidavit of Loss.</li> </ul>		Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure application form (Applicant can also download application form from <a href="http://www.bnrs.dti.gov.ph">www.bnrs.dti.gov.ph</a> )	Provide application form	None	1 minute	Administrative Aide 1/ Negosyo Center Counselor Negosyo Center - Santol
2. Fill out application form and proceed to Business Name	Call applicant on First Come-First Serve basis after	None	1 minute	Administrative Aide 1/ Negosyo Center Counselor



waiting area	checking the client's logbook			Negosyo Center - Santol
3.Submit duly accomplished form together with the supporting documents	3.1Receive and check the completeness of the application form and submitted requirements and verify proposed business name	None	2 minutes	<i>Administrative Aide 1/</i> Negosyo Center - Santol
	3.2Encode information in the database and generate transaction reference number (TRN)	None	3 minutes	<i>Negosyo Center Counselor</i> Negosyo Center - Santol
	3.3Encode the TRN to effect the documents submitted in the database	None	2 minutes	<i>Negosyo Center Counselor</i> Negosyo Center - Santol
4.Receive the application form with TRN	Return application form with TRN	None	1 minute	<i>Negosyo Center Counselor</i> Negosyo Center - Santol
5.Present application form with TRN	5.1Receive payment	1.Registra tion fee per Territorial Scheme a. Barangay – 200 b. City/Muni- cipality- 500	2 minutes	<i>Negosyo Center Counselor</i> Negosyo Center – Santol



		c. Regional -1,000 d. National - 2,000		
	5.2 Encode the TRN to effect the payment in the database	None	3 minutes	<i>Negosyo Center Counselor Negosyo Center – Santol</i>
	5.3 Print business name certificate of registration and print official receipt	None	2 minutes	<i>Negosyo Center Counselor Negosyo Center – Santol</i>
	5.4 Record approved business name in the logbook	None	1 minute	<i>Administrative Aide 1/ Negosyo Center Counselor Negosyo Center - Santol</i>
6.Claim business name registration	6.1 Released approve business name certificate of registration (after releasing of BN Certificate ask client to fill-out the feedback form)	None	2 minutes	<i>Administrative Aide 1/ Negosyo Center Counselor</i>
	<b>TOTAL</b>		<b>20 minutes</b>	