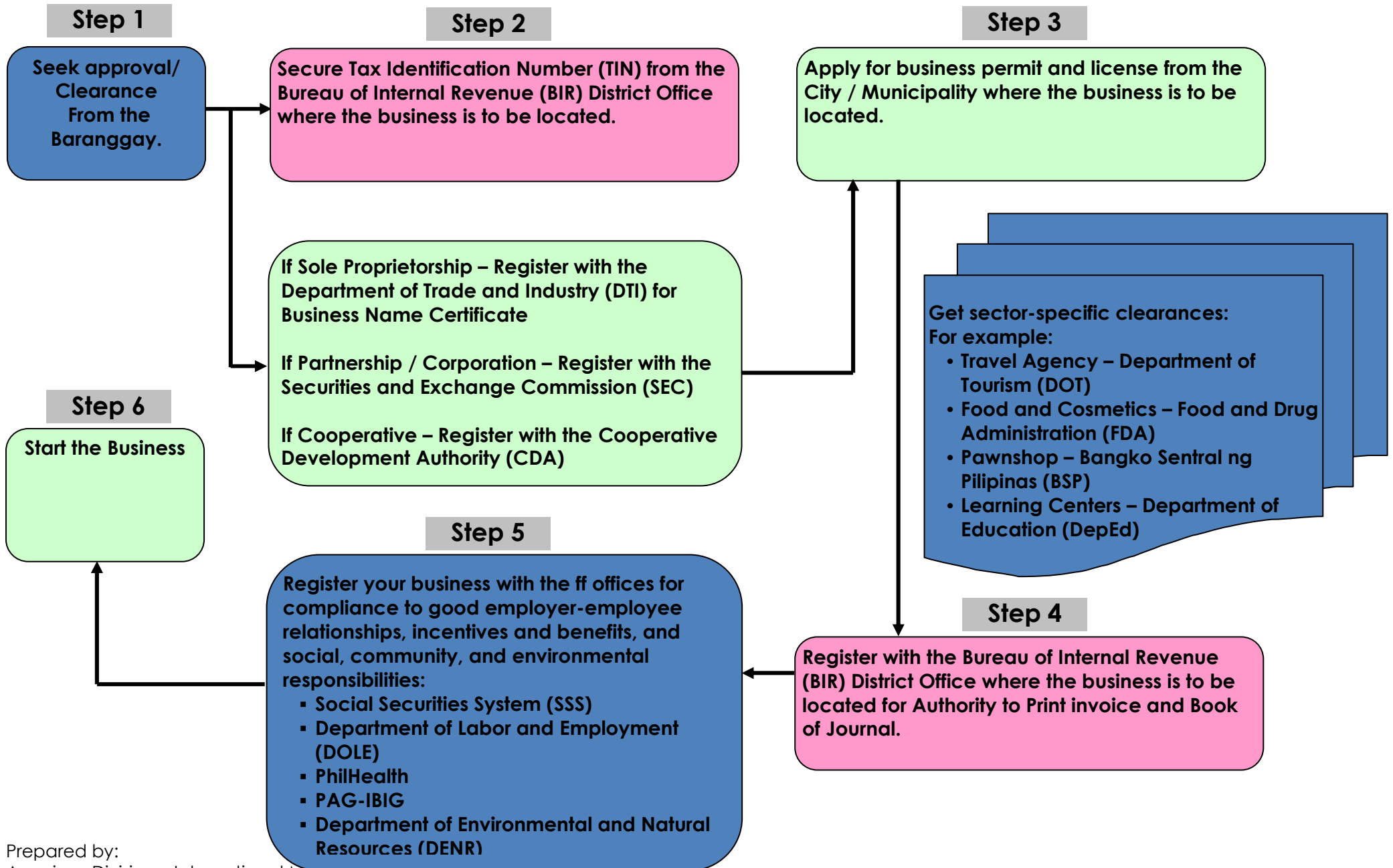


## Process Flow of Registering A Business in the Philippines



Registration / Certification	Where to Register	Requirements	Filing Fee	Timetable
<b>Mayor's Permit (License to Operate) and Baranggay Clearance</b> Validity: 1 year	Municipality or City where the business is to be located	DTI or SEC Registration Certificate Community Tax Certificate Baranggay Clearance Location Clearance Certificate of Occupancy Building Permit Fire Safety/Inspection Permit Electrical Inspection Certificate Contract of Lease Picture / Sketch of the Site	Initial Fee – depending on the business activity Garbage Fee – based on land/floor area License Fee – Php.25 for every Php1, 000 of company's capital <i>* Details may vary depending on the LGU requirements</i>	Within 2 weeks
<b>SEC Registration Certificate</b> Validity: 50 years  T: (632) 584-9225 / 726-0931 to 39 E: <a href="mailto:mis@sec.gov.ph">mis@sec.gov.ph</a> <a href="http://www.sec.gov.ph">www.sec.gov.ph</a> <a href="http://iregister.sec.gov.ph/MainServlet">http://iregister.sec.gov.ph/MainServlet</a> (for online registration)	Corporate Registration and Monitoring Department SEC Building, EDSA, Greenhills, Mandaluyong	<u>For Partnership:</u> Verification Slip Form (Re: Proposed Name) Accomplished Registration Data Sheet Articles of Partnership Written Undertaking to Change Corporate Name Deed of Assignment executed by the stockholder who is the owner <i>(if the contributed capital is in the form of real property)</i> <u>For Corporation:</u> 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 real property, submit the following additional requirements Statement of Assets and Liabilities Deed of Assignment executed by the stockholder who is the owner in favor of the corporation.	Registration fee of Php360.00 Domestic Company – 1/5 of 1% of the authorized capital stock	Within 1 week assuming all document are complete

		If the property contributed is a building or a parcel of land, the deed must be presented to the Register of Deeds for registration or submit detailed list of the parcel of land showing the Transfer Certificate Title (TCT) numbers, registered owner, lot and block numbers, area, location, and encumbrances, if there is any.		
<b>Tax Identification Number (TIN)</b> <b>Authority to Print Invoice and Book of Journal</b>  T: (632) 981-7000 / 981-888 <a href="http://www.bir.gov.ph">www.bir.gov.ph</a>	National Office, Agham Road, Diliman, Quezon City or the nearest BIR Revenue District Office	Application for Registration for Corporations / Partnerships (Taxable / Non-Taxable) Documentary Stamp Tax for Articles of Incorporation Registration fee of Php500.00 SEC 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	Yearly payment of Php500.00 Registration fee Php15.00 Certification Fee Php15.00 Documentary Stamp Fee	Within the day
<b>Employer/Employee Social Security Office (SSS) Number / Certificate</b>  T: (632) 920-6401 / 920-6446 E: <a href="mailto:member_relations@sss.gov.ph">member_relations@sss.gov.ph</a> <a href="http://www.sss.gov.ph">www.sss.gov.ph</a>	SSS Branch where the business is to be located	Employers Data Record Initial list of employees (if new Employer-member) or subsequent list of employees Photocopy of the Articles of Incorporation	None	Within the day
<b>Pag-Ibig Fund Membership</b>  T: (632) 812-8186 / 813-6615 E: <a href="mailto:publicaffairs@pagibigfund.gov.ph">publicaffairs@pagibigfund.gov.ph</a> <a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>	317 Justin Bldg., Sen. Gil Puyat Ave., Makati City	Membership to the Pag-Ibig Fund shall be mandatory for all employees covered by the SSS and or the GSIS and earning at least Php4, 000 monthly. This mandatory coverage extends to expatriates whose age is up to 60 years old and who are compulsorily covered by the SSS. (RA7742)	None	Within the day
<b>Philippine Health Insurance Corp. (PhilHealth)</b>  T: (632) 637-9999 E: <a href="mailto:info@philhealth.gov.ph">info@philhealth.gov.ph</a>	City State Center, 709 Shaw Blvd. Pasig city	M1a - Member Data Record for Employed Members	None	Within the day

Prepared by:  
Americas Division – International Marketing Department  
DTI-Board of Investments

<a href="http://www.philhealth.gov.ph">www.philhealth.gov.ph</a> <b>Department of Labor and Employment (DOLE)</b>  <a href="http://www.dole.gov.ph">www.dole.gov.ph</a>	DOLE Regional Office where the business is to be located		Rule 1020 (Occupational Safety & Health Standards) – no fee D.O.1082 (Contractor/Subcontractor Employee-Employer relationship) – Php100.00	1 day or more
<b>Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC)</b>  T: (632) 929-6626 E: <a href="mailto:web@denr.gov.ph">web@denr.gov.ph</a> <a href="http://www.denr.gov.ph">www.denr.gov.ph</a>	Visayas Ave., Diliman, Quezon City		ECC Non Critical – Php4, 015.00 ECC Critical – Php6, 000.00 CNC – Php115.00	ECC Non Critical – 20 working days ECC Critical – 40 working days CNC – 1 day or more than a week
<b>Visas</b> (Treaty traders; & Retiree's Visa)  T: (632) 527 3248 E: <a href="http://www.immigration.gov.ph">www.immigration.gov.ph</a>	Bureau of Immigration Intramuros, Manila		Treaty traders visa- P2, 010.00  SRRV (Retiree's Visa) USD1, 400.00	2 to 3 months  5 to even 7 days
<b>Incentives Availment (OPTIONAL)</b>	Board of Investments (BOI) T: 895 8322/897 6682 E: <a href="http://www.boi.gov.ph">www.boi.gov.ph</a>  Philippine Economic Zone Authority (PEZA) T: 551 3436/7/8 E: <a href="http://www.peza.gov.ph">www.peza.gov.ph</a>  Clark Development Corporation (CDC) T: (6345) 599 2043/3035 E: <a href="http://www.clark.com.ph">www.clark.com.ph</a>  Subic Bay Metropolitan Authority (SBMA)		Depends on company's project cost  P3, 600.00  2,000.00  US\$50.00	BOI – within 20 working days  PEZA – within the day or 2 weeks  CDC – 2 to 3 weeks  SBMA – 3 weeks to 1 month

	T: (6347) 252 7262/4004 E: <a href="http://www.sbma.com">www.sbma.com</a>			
<b>Single/Sole Proprietorship</b> (Ownership by and individual who has full control or authority of its own and owns all the assets, personally owes and answers all liabilities or suffers all losses but enjoys all the profits to the exclusion of others)	Department of Trade and Industry (DTI)-NCR Website: <a href="http://www.dti.gov.ph">www.dti.gov.ph</a> T: 751 0384 loc. 2124/ 811 8232/32 loc. 205/217/218 Hotline: 751 3330		Depends on territorial jurisdiction:  Barangay/City – P200.00 Municipality – P500.00 Regional – P1000.00 National – P2000.00  For foreign applicants, below are the additional fees for the Certificates of Authority to engage in business under the Foreign Investments Act (RA 7024) -Filing fee – P500.00 -Registration Fee – P5, 000.00	Within the day