

Application Processing Reminders

Pre-processing:

- § All documents executed abroad must be authenticated by the proper Philippine embassy or consulate. All applications are considered officially acted only upon submission of complete documents to the appropriate government agency.

Approval:

- Should be made within 15 days from official acceptance of said documents. Else, application deemed automatically approved within that period if not acted EXCEPT if cause of delay is attributable to the applicant.

Checklist of Requirements

1. Interview sheet with interviewer's findings & recommendation
2. Duly Accomplished Forms:
Form # 16A - Business Name Application for sole proprietorship
Form # 17 - Application for Certificate of Authority
3. ID Pictures (Passport Size)
Foreign Investor - 7 copies
Filipino resident agent - 5 copies
4. ACR/ICR, SIRV (Spl Investors Resident Visa)
5. Notarized Appointment of Filipino Resident Agent
6. For Non-resident alien: Proof of Inward Remittance of Foreign Currency with Peso Conversion
For Resident Alien: Bank Certificate of Deposit
7. Authority to Verify Bank Accounts/Bank Certificate of Deposit
8. Certification from Resident Alien not seeking Remittance of Profits and Dividends Abroad
9. If Investment includes assets other than forex, copy of Valuation Report from Bangko Sentral ng Pilipina
10. Clearance/Certification from other involved agencies
* PNP/DND – if defense related activities
* DOST – if involves advanced technology
11. FEES/CHARGES - In CASH :
BN Registration
Certificate of Authority to Engage in Business under FIA
Filing Fee - P 500.00
Registration Fee - P5,000.00