

ANNEX A

LIST OF GOVERNMENT-ISSUED IDs

The following are government-issued identification documents that may be presented for business name registration and other business name related transactions:

- 1) Passport
- 2) Driver's License
- 3) Professional Regulation Commission (PRC) ID
- 4) National Bureau of Investigation (NBI) CLEARANCE
- 5) Police Clearance (ID form)
- 6) Postal ID
- 7) Voter's ID
- 8) Unified Multi-Purpose ID
- 9) Overseas Workers Welfare Administration (OWWA) ID
- 10) Seaman's BOOK
- 11) Integrated Bar of the Philippines (IBP) ID
- 12) Senior Citizen's ID
- 13) Persons with Disability (PWD) ID
- 14) Government Office ID
- 15) Validated State College/University ID

Any of the valid IDs presented by the BN applicant/owner or an authorized representative must bear his/her printed full name, signature and photograph and must be valid and active at the time of application.

CERTIFIED TRUE PHOTOCOPY

MA. CARLA VETTE L. ILARDE

Head, Records Section

Department of Trade & Industry

- d) not a name that is inimical to the security of the State;
 - e) not composed purely of generic word or words (e.g. The Drugstore, Health Care Clinic);
 - f) not a name which by law or regulation is restricted or cannot be appropriated (e.g. Red Cross, Red Crescent, ISIS);
 - g) not officially used by the government in its non-proprietary functions (e.g. NBI Private Investigation Services, PNP Security Agency);
 - h) not a name or abbreviation of any nation, inter-governmental or international organization unless authorized by competent authority of that nation, inter-government and international organization;
 - i) not ordered or declared by administrative agencies/bodies or regular courts not to be registered;
 - j) not a name of other persons; and
 - k) not deceptive, misleading or misrepresent the nature of my business.
9. I fully understand and hereby agree without any reservation that my failure to comply with or observe any of the foregoing undertakings or any of pertinent rules and regulations shall be sufficient ground for the denial of my application or cancellation/revocation of my registration of business name.

CONSENT

By applying for a business name, I hereby agree and consent to the processing of my personal information, specifically business information for the purpose of Business Name registration. I understand that my personal information will be shared with other government agencies; the use of which shall be governed by the Data Privacy Act of 2012 and Act No. 3883. I promise to notify the DTI should there be any amendment in my personal information.

Owner's Signature Over Printed Name

Date

CERTIFIED TRUE COPY

MA. CARLA YVETTE L. ILARDE
Head, Records Section
Department of Trade & Industry

GENERAL INSTRUCTIONS IN ACCOMPLISHING AND SUBMITTING APPLICATION AND REQUIREMENTS

- Accomplish the application form and fill out completely and clearly all the mandatory fields.
- Do not abbreviate the information, in business name, business and owner's address and name of owner as it will appear in the Certificate of Business Name Registration.
- **Only the owner of the business name is authorized to sign the application form.**
- Present one (1) valid government-issued ID together with the application form to any DTI Regional/ Provincial/ Satellite/ Field Offices/Negosyo Center.

A. Type of Registration

1. DTI Registration Type. Tick the appropriate box for your business.
 - **New** – Registration Type to be selected if applicant wishes to register a New BN.
 - **Renewal** - Registration Type to be selected if applicant wishes to renew an expiring/expired BN.

B. Tax identification Number (TIN)

2. TIN. This is required information to be able to transact with any government office per E.O.98.

C. Owner's Information

3. First Name; 4. Middle Name; 5. Last Name; 6. Suffix (if applicable). Indicate correct name as these would appear in the Certificate of BN Registration.
7. Date of Birth. Owner must be of majority age (at least 18 years old) unless otherwise indicated.
8. Civil Status. Tick the appropriate box. 9. Gender. Tick the appropriate box.
10. Refugee/Stateless Person. Tick the appropriate box of your answer whether you are a refugee or a stateless person.
11. Citizenship. Indicate your citizenship.

D. Business Name Territorial Scope

12. Territorial Scope of Business Name. Tick the appropriate box of the scope of your proposed business. Business scope refers to the registrability of a BN within a specific territory without prejudice to engaging in business elsewhere or to the geographical limit within which the business may locate using the registered BN.

E. Proposed Business Name

- 13-15. Proposed Business Name. Business Name (BN) must be comprised of the dominant portion (word, group of words or a combination of letters and numerals) and a descriptor (word or group of words describing the nature of business). E.g. Alberto's Garment Manufacturing, Marita's Carinderia. Use of dominant or generic business names are not allowed (e.g. Automotive Enterprise).

F. Business Details

16. House/Building No. Includes building name and floor number, Lot, Block and Phase numbers, and Subdivision name, among others.
17. Street; 18. Barangay; 19. City/Municipality; 20. Province; and 21. Region. Exact business address.
22. Phone No. 23. Mobile No. Both landline and mobile numbers with area code are required.

G. Philippine Standard Industrial Classification (PSIC)

24. Main Business Activity. Tick appropriate box.
25. PSIC Indicate Main Product Handled/Service Rendered. Identify only one (1) main product/service.

H. Owner Details

26. House/Building No. This information includes building name and floor number, Lot, Phase and Block numbers, and Subdivision, among others.
27. Street; 28. Barangay; 29. City/Municipality; 30. Province; and 31. Region. Exact residence address.
- 32 & 33. Phone and Mobile Nos. Either landline or mobile numbers with area code is required.
34. E-mail Address. This is where e-mail notifications regarding your registration will be sent.

I. Partner Agencies

35. Core Agencies Registration. Tick the appropriate box of the agencies where you want to register and get your Employer Registration No.

J. Other Details

36. Asset. This includes cash and cash equivalents; accounts receivable; inventory; prepaid expenses; and property and equipment.
37. Capitalization. The initial investment or money used to start a business, whether for office space, permits, licenses, inventory, product development and manufacturing, marketing or any other expense.
38. Gross Sale/Receipt. The grand total of all sale transactions within a given period without deductions.
39. Planned No. of Employees. Indicate the number of planned employees to be hired and their gender (male or female).

MA. CARLA YVETTE L. ILARDE
Head, Records Section
Department of Trade and Industry