



OTHER BUSINESS NAME (BN)-RELATED APPLICATION FORM

To Applicant: Place a ✓ in the box pertaining to the transaction/process being applied for, and accomplish the **Application Letter**.

To BN Processor: Application should be accepted/received only when the requirements are complete.

See back hereof for the list of requirements and schedule of fees.

BN CERTIFICATION (State purpose: _____)

AUTHENTICATION / CERTIFIED TRUE COPY (CTC) OF BN CERTIFICATE OF REGISTRATION

(No. of copies: _____)

CHANGE IN TERRITORIAL SCOPE

From : _____

To : _____

CHANGE OF BUSINESS INFORMATION

OWNER'S NAME (By virtue of marriage or judicial decree)

From : _____

To : _____

Proof/Basis submitted (Duplicate or Clear Certified Copy): _____

BUSINESS ADDRESS

From : _____

To : _____

OWNER'S ADDRESS

From : _____

To : _____

CANCELLATION OF BUSINESS NAME REGISTRATION

Basis/Reason for cancellation: _____

BN DETAILS

Business Name : _____

Certificate no. : _____ Date registered: _____ TRN/REFERENCE CODE : _____

Signature over Printed Name

VALID IDs PRESENTED:

For Registered BN Owner/Informant: _____ For Authorized Representative: _____
Together with the Authorization Letter, both IDs shall be presented in cases where application is filed by an authorized representative.

NOTE: AUTHORIZATION OF A REPRESENTATIVE IS NOT APPLICABLE FOR REQUESTS FOR AUTHENTICATION/CERTIFIED TRUE COPY OF BN CERTIFICATE OF REGISTRATION PER SECTION 5, RULE VIII OF THE REVISED RULES AND REGULATIONS IMPLEMENTING THE BUSINESS NAME LAW. ONLY THE REGISTERED OWNER MAY BE ISSUED A CERTIFIED TRUE COPY OR AUTHENTICATED COPY OF HIS/HER BN CERTIFICATE OF REGISTRATION.

For DTI Use:

TRN/Reference Code:		FEES PAID		
Date received:	Date processed :	Amount Paid: ₱	+ ₱30 DST	
Received by :	Processed by :	OR No.:	OR Date:	Issued by:

OTHER BUSINESS NAME (BN)-RELATED APPLICATION FORM

(Applications for: BN Certification; Authentication/Certified True Copy of Certificate of BN Registration; Change in Territorial Scope; Change of Business Information and BNR Cancellation)

INSTRUCTIONS / GUIDELINES:

- **OTHER BN-RELATED APPLICATION FORM** is to be used for applications for BN-related transactions or process/es other than “New” and “Renewal” BN Applications.
- Valid IDs to be presented must bear the printed full name, signature and photo and must be valid and active at the time of application.
- Upon submission of the accomplished Form, the BN Processor shall determine the applicable fee/s using the table below.

REQUIREMENTS:

For BN Certification:

1. Accomplished OTHER BN-RELATED APPLICATION FORM
2. Presentation of valid ID

For Authentication/Certified True Copy of BN Certificate of Registration:

Same as items 1 and 2 above.

NOTE: ONLY THE REGISTERED BN OWNER MAY REQUEST FOR AUTHENTICATION/CTC OF HIS/HER BN CERTIFICATE OF REGISTRATION PER SECTION 5, RULE VIII OF THE REVISED RULES AND REGULATIONS IMPLEMENTING THE BUSINESS NAME LAW.

For Change in Territorial Scope:

Same as items 1 and 2 above.

3. Submission of authorization letter of authorized representative and presentation authorized representative’s valid ID
4. Payment of applicable fee

For Change of Business Information:

If change in registered BN owner’s name –

Same as items 1 to 4 above.

5. Submission of a clear certified copy of the marriage certificate or appropriate judicial decree or presentation of the original marriage certificate and submission of a duplicate copy thereof.

If change in registered BN owner’s address and/or business address –

Same as items 1 to 4 above.

For Cancellation of BN Registration:

If voluntary cancellation –

Same as items 1 to 4 above.

5. Submission of a declaration under oath that the cancellation is not intended to defraud creditors and that registered BN owner has no outstanding and pending financial obligation in connection with his/her business or that he/she has notified all the creditors of such cancellation, as the case may be.

In case of death of registered BN owner –

Informant (registered BN owner’s relative) shall accomplish and submit this Form together with a clear certified copy of the Certificate of Death of the registered BN owner and present his/her valid ID.

APPLICABLE FEE/S:

Transaction/Process Applied For	DTI Fee	DST*	Total
<input type="checkbox"/> BN CERTIFICATION	₱ 50	₱ 30	
<input type="checkbox"/> AUTHENTICATION/CERTIFIED TRUE COPY (PER COPY)	₱ 50	₱ 30	
<input type="checkbox"/> CHANGE IN TERRITORIAL SCOPE <i>Applicable Fee based on the New Territorial Scope</i>		₱ 30	
<input type="checkbox"/> CANCELLATION OF BUSINESS NAME REGISTRATION		₱ 30	
<input type="checkbox"/> CHANGE OF BUSINESS INFORMATION <ul style="list-style-type: none"> • ₱50 is charged for EACH change in business information. • If two or more changes in business name information are applied for simultaneously, only one DST is charged. 		₱ 30	
<input type="checkbox"/> BUSINESS ADDRESS	₱ 50		
<input type="checkbox"/> OWNER’S NAME	₱ 50		
<input type="checkbox"/> OWNER’S ADDRESS	₱ 50		
TOTAL			

* DST (Documentary Stamp Tax) – pursuant to BIR Revenue Memorandum Order 13-2008 - March 13, 2008.