



PROCESS FLOW OF REGISTERING A BUSINESS

Registering your business under
**Barangay Micro Business Enterprises
 (BMBEs) Law, R.A. 9178 Act of 2002**

The BMBEs Act of 2002 encourages the formation and growth of BMBEs by granting them incentives and other benefits.

The Act was signed into law by President Gloria Macapagal-Arroyo on 13 November 2002.

A **BMBE** is defined as any business enterprise engaged in production, processing, or manufacturing of products, including agro-processing, as well as trading and services, with total assets of not more than P3 million. Such assets shall include those arising from loans but not the land on which the plant and equipment are located.

For the purpose of the Act, "services" shall exclude those rendered by any one, who is duly licensed by the government after having passed a government licensure examination, in connection with the exercise of one's profession (e.g., Accountant, Lawyer, Doctor, etc.).

The Department of Finance (DOF) Department Order (DO) No. 17-04 provides that an enterprise can only qualify for registration if it is not a branch, subsidiary, division or office of a large-scale enterprise and its policies and business modus operandi are not determined by a large-scale enterprise or by persons who are not owners or employees of the enterprise (i.e., franchises).

Any person, cooperative, or association owning an enterprise that fits the description of a BMBE may register for the first time or renew its registration with the **Office of the Treasurer** of the city or municipality where the business is located. *This was based on the guidelines under DTI Department Administrative Order (DAO) No. 01-03 and DOF DO No. 17-04 as amended by DO No. 31-05*

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A Guide To Registering Your Business

Prepared by

**BUREAU OF MICRO, SMALL AND MEDIUM
 ENTERPRISE DEVELOPMENT (BMSMED)**

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INSERT (1)

REGISTERING WITH THE DEPARTMENT OF TRADE AND INDUSTRY (DTI)

For Sole Proprietorships

Business Name Registration Certificate

Where: DTI-Provincial Office where
the business is located or log
on to www.bnrs.dti.gov.ph

Validity: 5 years

Requirements:

- Accomplished Business Name Registration form (BTRCP FORM 16)
- Registration fee of P300.00



INSERT (2)

REGISTERING WITH THE SOCIAL SECURITY SYSTEM (SSS)

Follow steps 1 to 4 of the Process Flow
before registering with SSS

Social Security System (SSS) Certificate

Where: SSS Building, East Avenue,
Diliman, Quezon City or any
nearest SSS office

Tel. Nos.: (632) 920.6401 / 920.6446

Email: member_relations@sss.gov.ph

Website: www.sss.gov.ph

Requirements:

- Employers Data Record
- Initial List of Employees (if new Employer-member) or Subsequent List of Employees
- Photocopy of the Articles of Incorporation

INSERT (3)

REGISTERING WITH THE MUNICIPALITY

Follow steps 1 and 2 of the Process Flow
before registering with your Municipality

Mayor's Permit

Where: Municipality or City
where the business is located

Validity: 1 year

Requirements may include the
following:

- DTI or SEC Registration Certificate
- Community Tax Certificate
- Barangay Clearance
- Location Clearance
- Certificate of Occupancy
- Building Permit
- Fire Safety/Inspection Permit
- Electrical Inspection Certificate
- Contract of Lease
- Picture/Sketch of the Site

INSERT (4)

REGISTERING WITH DEPARTMENT OF LABOR AND EMPLOYMENT (DOLE)

Follow steps 1 to 4 of the Process Flow before registering with the DOLE

Every employer, as defined in Rule 1002 of the Occupational Safety and Health Standards, shall register his/her business to the Regional Labor Office or authorized representative having jurisdiction thereof to form part of the databank of all covered establishments.

Where: 2/F Wasmiya Building, Maligaya St.
Malate, Manila or go to the nearest DOLE Regional/ Provincial Office
Hotline: (632) 527.8000
Tel. No.: (632) 339.2013
E-mail: osec@dole.gov.ph
Website: www.dole.gov.ph
Validity: Lifetime

Requirements:

- Registration form DOLE-BWC-IP-3 in three copies to the Regional Labor Office or authorized representatives
- Attach layout plan of the place of work floor by floor, in a scale of 1:100 meters white or blue print showing all the physical features of the workplace including storage, exits, aisles, machinery, clinic, emergency devices, and location

INSERT (5)

REGISTERING WITH THE BUREAU OF INTERNAL REVENUE

Follow steps 1 to 3 of the Process Flow before registering with the BIR

Tax Identification Number (TIN) Authority to Print Invoice and Book of Journal

Where: National Office, Agham Road Diliman, Quezon City or go to the BIR Revenue District Office
Trunklines: (632) 981.7000 / 981.8888
E-mail: contact_us@cctr.bir.gov.ph
Website: www.bir.gov.ph
Validity: 1 year

Requirements:

- Application for Registration for Corporation/Partnerships (Taxable / Non Taxable)
- Documentary Stamp Tax for articles of incorporation
- Registration Fee is P500
- 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

INSERT (6)

REGISTERING WITH THE SECURITIES AND EXCHANGE COMMISSION (SEC)

For Partnerships and Corporations

SEC Registration Certificate

Where: SEC Building, EDSA, Greenhills, Mandaluyong City
Tel. No.: (632) 726.0931 to 39
Email: mis@sec.gov.ph
Website: www.sec.gov.ph or <http://iregister.sec.gov.ph/MainServlet> (for online registration)

Validity: 50 years

Requirements For Partnership:

- Verification Slip Form (Re: Proposed Name)
- Accomplished Registration Data Sheet
- Articles of Partnership
- Written Undertaking to Change Corporate Name
- If the contributed capital is in the form of real property, additional requirement is a Deed of Assignment executed by the stockholder who is the owner.

Requirements For Corporation:

- 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 property, submit the following additional requirements:
 - Statement of Assets and Liabilities
 - Deed of Assignment executed by the stockholder who is the owner of the property in favor of the corporation. If the property contributed is a building or a parcel of land, the deed must be presented to the Register of Deeds for registration
 - If the property being contributed is a parcel of land, 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.
- Registration fee of Php360

INSERT (7)

REGISTERING WITH THE PHILIPPINE HEALTH INSURANCE CORP.

Follow steps 1 to 4 of the Process Flow before registering with PhilHealth

PhilHealth Membership

Where: City State Center, 709 Shaw Boulevard Pasig City

Tel. No. : (632) 637.9999

E-mail: info@philhealth.gov.ph

Website: www.philhealth.gov.ph

With deductions for PhilHealth contributions already mandatory for those in the private and government sectors, this program ensures that medicare benefits are enjoyed by employees.

Requirements:

- M1a - Member Data Record for Employed Members that can be downloaded from the website or can be secured from any PhilHealth office and Information Service Desks in your area

Effective December 1999, PhilHealth implemented a unified benefit package for all PhilHealth members. This package includes the following categories of personal health services:

Inpatient hospital care

- Room and board;
- Services of health care professionals;
- Diagnostic, laboratory, and other medical examination services;
- Use of surgical or medical equipment and facilities;
- Prescription of drugs and biologicals, subject to the limitations stated in Section 37 of the National Health Insurance Law or Republic Act (RA) 7875; and
- Inpatient education packages

Outpatient care:

- Services of health care professionals;
- Diagnostic, laboratory, and other medical examination services;
- Personal preventive services;
- Prescription of drugs and biologicals, subject to the limitations described in Section 37 of RA 7875; and
- Emergency and transfer services

INSERT (8)

REGISTERING WITH THE PAG-IBIG FUND

Follow steps 1 to 4 of the Process Flow before registering with PAG-IBIG Fund

PAG-IBIG Fund Membership

Where: Atrium Building, Makati Avenue, Makati City

Trunkline : (632) 811.4401 to 27

E-mail: publicaffairs@pagibigfund.gov.ph

Website: www.pagibigfund.gov.ph

Per Republic Act 7742 which was fully implemented on 01 January 1995, membership to the Pag-IBIG Fund shall be mandatory for all employees covered by the Social Security System (SSS) and/or the Government Service Insurance System (GSIS) and earning at least P4,000 a month. This mandatory coverage extends to expatriates whose age is up to 60 years old and who are compulsorily covered by the SSS.

Membership for employees who are earning less than P4,000 a month, including those who belong to other working groups, shall be on a voluntary basis.

Requirements For Individual Payors (IP)

Self-Employed

- Latest Income Tax Return (ITR) with Financial Statement of the previous year certified by a Certified Public Accountant (CPA)
- Certificate of Remittance/Employees Statement of Accumulated Value(ESAV) (for old members)
- Two 1x1 ID pictures
- SEC or DTI Registration (should be under the member's name)
- Business Permit or Mayor's Permit

Operators or Franchise Holders

- Franchise Permit (under the member's name)
- Official Receipt or Car Registration (under member's name)
- Latest ITR (previous year)
- Two 1x1 ID pictures

Self-Employed (Commission Basis)

- Latest ITR (previous year) or Commission Voucher
- Certificate of Representation from company (notarized) or Company ID
- Certificate of Remittance or ESAV (for old members)
- Two 1x1 ID pictures

Self-Employed Professionals

- PRC/Bar License
- Latest ITR (previous year)
- Certificate of Remittance or ESAV (for old members)
- Two 1x1 ID pictures

INSET (9)

REGISTERING WITH THE COOPERATIVE DEVELOPMENT AUTHORITY (CDA)

For Cooperatives

Certificate of Registration

Where: 5th and 6th Floors, Ben-Lor Building, 1184 Quezon Avenue

Quezon City / 827 Aurora Blvd., Barangay Immaculate Concepcion, Cubao, Quezon City

Tel. Nos. (632) 372.3808 / 373.6895 to 96

E-mail: webmaster@cda.gov.ph

Website: www.cda.gov.ph

A cooperative is a duly registered association of persons, with a common bond of interest who have voluntarily joined together to achieve a lawful common social or economic end, making equitable contributions to the capital required, and accepting a fair share of the risks and benefits of the undertaking in accordance with universally accepted cooperative principles.

A cooperative is formed by pooling money, human resources, and talent to build capital and working together to produce more goods and raise incomes. Through cooperatives, one can look for other sources of loans at low interest rates instead of borrowing from informal lenders or usurers. The cooperative can also be a mechanism for marketing products.

Extension offices:

Dagupan City; Tuguegarao, Cagayan; Baguio City; San Fernando, Pampanga; NCR-Quezon City; Calamba, Laguna; Naga City; Iloilo City; Cebu City; Kidapawan; Tacloban City; Davao City; Zamboanga City; and Butuan City.

Requirements:

- By-Laws and Articles of Cooperation (available at CDA office)
- At least 15 members
- Capitalization of at least Php 2,000
- Annual report and audited financial statements for them to secure a certificate of good standing

Schedule of fees:

TYPE OF COOPERATIVES	PAID-UP CAPITAL	FEES
Laboratory Cooperatives		NO Registration Fees
Primary Cooperatives	P2,000 – P500,000 P500,001 - up	P500.00 - 1/10 of 1% of the paid-up share capital
Seconday Cooperatives	P2,000 – P 500,000 P500,001 - up	P1,000.00 - 1/10 of 1% of the paid-up share capital
Tertiary Cooperatives		P3,000

INSERT (10)

REGISTERING WITH THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)

For securing an Environmental Compliance Certificate (ECC)

ECC Application for new single project located within Environmental Critical Areas (ECA) or Non- Environmental Critical Projects (Non-ECP)

Where: Visayas Avenue, Diliman, 1100 Quezon
City Tel. No.: (632) 929.6626
E-mail: web@denr.gov.ph
Website: <http://www.denr.gov.ph>

Requirements:

- a. Accomplished Initial Environmental Examination (IEE) checklist (to be provided by RO's for specific type of project or can be downloaded at www.emb.gov.ph)
- b. Proof of Social Acceptability
 - Favorable endorsement from the Barangay or Municipality/City and/or those specific requirements as specified in the IEE Checklists
- c. Proof of Ownership or Right Over the Applied Area (any of the following)
 - Original Certificate Title Number
 - In case of Tax Declaration, provide duly notarized Affidavit of Ownership or No Adverse Claimant
 - Contract of Lease, Operating Agreement, Deed of Assignment
 - Others as deemed appropriate
- d. Zoning Certification and/or Housing and Land-Use Regulatory Board (HLURB) or Locational Viability as deemed appropriate
- e. Project Plans
 - Location/Vicinity Map
 - Site Development Plan