

REQUIREMENTS FOR REGISTRATION & LICENSING OF OPTICAL MEDIA BUSINESS

FOR ALL APPLICANTS

- 1) Letter of Intent addressed to the Chair
- 2) Duly filled up and notarized Application Form (triplicate copy)
- 3) Four (4) pieces latest 2x2 signed photo of the applicant
- 4) Picture of the establishments façade
- 5) Comprehensive Location Sketch of establishment/office
- 6) Floor Layout of the establishment
- 7) Latest ITR with stamp receipt of BIR
- 8) Certification of NO Pending Administrative Case from BIR
- 9) Two (2) pieces proof of billing (Electric or Water Bill, Credit card, etc.)
- 10) Two (2) pieces official identification (Passport, SSS, Driver's License, SSS/GSIS ID)
- 11) TCT or Lease Agreement, if Land is not Owned by applicant
- 12) Latest Financial Statement
- 13) Bank Statements (not more than 15 days)
- 14) TIN Number of establishment
- 15) Special Power of Attorney (optional)

FOR SINGLE PROPRIETORSHIP

- 1) NBI Clearance
- 2) Certificate of Business Name from Department of Trade & Industry (DTI)
- 3) Table of organization & List of Officers with addresses

FOR PARTNERSHIPS & CORPORATIONS

- 1) Articles of Incorporation and By-Laws or Articles of Partnership
- 2) Latest GIS stamp receipt of SEC
- 3) Board Resolution with Secretary's Certificate for authorizing the President or authorized applicant to represent the Corporation
- 4) List of Officers and members of the Board and their addresses

FOR FOREIGN NATIONALS

- 1) Passport (photocopy & original)
- 2) Alien Certificate of registration
- 3) VISA