



Republic of the Philippines  
OFFICE OF THE PRESIDENT

## **OPTICAL MEDIA BOARD**

No. 35 Scout Limbaga Street, Bgy. Laging Handa, Quezon City Zip Code 1103  
Tel. Nos. 373-6830 • 374-1393 • Fax: 374-0217

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### **REQUIREMENTS FOR REGISTRATION AND LICENSING OF OPTICAL MEDIA BUSINESS (Per MC 2012-001 effective October 4, 2012)**

#### **FOR ALL APPLICANTS**

1. Letter of Application addressed to the Chairman;
2. Duly filled up and notarized application form;
3. Two (2) pieces latest 2x2 signed photo of the applicant
4. Picture of the establishment's façade with permanent signboard
5. Comprehensive Location Sketch of Establishment
6. Floor plan of establishment
7. Tax Identification Number (T.I.N.) of business establishment
8. Contract from Source of Rights and/or Suppliers
9. Special Power of Attorney, if needed

#### **FOR SINGLE PROPRIETOR**

1. Certificate of Business Name from DTI
2. NBI Clearance

#### **FOR PARTNERSHIPS AND CORPORATIONS**

1. Articles of Incorporation and By-Laws or Articles of Partnership
2. Latest GIS with stamp receipt of SEC
3. Board Resolution with Secretary's Certificate authorizing the applicant to sign in behalf of the Corporation
4. List of officers and members of the Board and their Addresses/Contact Details

#### **FOR FOREIGN NATIONALS**

- Alien Certificate of Registration
- Passport (Photocopy, Present Original)
- Visa

#### **NOTE:**

**OMB RESERVES THE RIGHT TO  
ASK FOR ADDITIONAL REQUIREMENTS AS NEEDED  
(As per MC 2005-001 dated My 9, 2005)**