



Republic of the Philippines
OFFICE OF THE PRESIDENT
OPTICAL MEDIA BOARD
No. 35 Scout Limbaga Street, Barangay Laging Handa, 1103 Quezon City
Tel. No. : 8374-0237
Email Add: omb.centralized@yahoo.com Website: www.omb.gov.ph

LISTS OF REQUIREMENTS FOR REGISTRATION AND LICENSING OF OPTICAL MEDIA BUSINES

FOR ALL APPLICANTS

- Duly filled-up and notarized application form in duplicate copies;
- Two (2) pieces latest photo of the applicant with signature at the back;
- Tax Identification Number (T.I.N.); and
- Notarized affidavit indicating the applicant's source of rights, supplier, and distributor and shall specify whether the items sold are second hand, refurbished, brand new or mixed.

FOR SINGLE PROPRIETORS

- Certificate of Business Name from Department of Trade and Industry (DTI);
- Valid NBI Clearance (photocopy to be compared with original);

FOR PARTNERSHIPS AND CORPORATIONS

- Certificate of Incorporation duly issued by the Securities and Exchange Commission (SEC);
- Latest GIS with stamp receipt of SEC; and
- Board Resolution or Secretary's Certificate authorizing the applicant to sign in behalf of the Corporation;

FOR IMPORTERS, EXPORTER, AND/OR DISTRIBUTORS

- Certificate or Contract from supplier/distributor/dealer;
- Submission of notarized list of clients/customers (upon renewal of license);
- Submission of Summary Report of applied import/export permits, if applicable (upon renewal of license).

FOR DUPLICATORS

- Notarized Affidavit of Undertaking (for Duplicator CD-Burning or copying in storage devices);
- Payment of registration sticker in the amount of Thirty Pesos (Php30.00) each for disk writer/ DVD publisher/CPU/Tray/USB Port; and
- Certificate/Contract from supplier/distributor/dealer of blank disk and storage devices

OMB RESERVES THE RIGHT TO REQUEST FOR ADDITIONAL REQUIREMENTS AS NEEDED