



**BUSINESS NAME APPLICATION FORM
FOR SOLE PROPRIETOR**

NEW RENEWAL

TERRITORIAL SCOPE OF BUSINESS NAME REGISTRATION and FEES (Please tick only one.):

BARANGAY ₱200.00 CITY/MUNICIPALITY ₱500.00 REGIONAL ₱1,000.00 NATIONAL ₱2,000.00

(Plus ₱15 Documentary Stamp Tax pursuant to BIR Rev. Memorandum Order 13-2008 – March 13, 2008)

UNDERTAKING

Per Department Administrative Order (DAO) No. 10-01 as amended, I hereby declare that:

1. All information supplied in this application are true and correct to the best of my belief and knowledge;
2. Any false or misleading information supplied, or production of materially false or misleading document to support the application shall be a ground for the appropriate criminal, civil and or administrative action against me;
3. I shall voluntarily cancel or change my registered Business Name (BN) upon conclusive determination that a prior registrant and lawful user of an identical or confusingly similar BN exists. Confusingly similar business names may refer to those enumerated in item 6 (b) hereof.
4. I am fully aware of and shall strictly comply with the provision of Act No. 3883, as amended, and its implementing rules and regulations and other related laws and rules;
5. I should use my BN to operate a business within six (6) months from its registration with DTI and as such, I shall present LGU business permit or BIR Certificate of Registration within the said period. If I am an online applicant, I shall also present my ID within that period.
6. It is my responsibility to ensure that my proposed business name is -
 - a) not and will not be used for business that is illegal, offensive, scandalous, or contrary to propriety (e.g. *Popoy's Jueteng Betting Place, Boobs Massage and Spa*);
 - b) not the same or nearly the same as an existing registered business, company, partnership, corporation, cooperative name; nor it infringes on any trademark, service mark and tradename (e.g. *Anne Dok's Lechon, Jolibee, Starbax Cafe*);
 - c) not composed purely of generic or geographic words (e.g. *The Laundry Shop, Bacolod*);
 - d) not a name which by law or regulation cannot be appropriated (e.g. *OTOP, Intelligence, State College, CALABARZON*);
 - e) not used to designate or distinguish, or not suggestive of quality of any class of goods, articles, merchandise, or service (e.g. *Best Taho Factory, A-1 Auto Repair Shop*);
 - f) not a name or abbreviation of a name used by the government in its governmental functions (e.g. *NBI Private Investigation Services, DTI Trading*);
 - g) not a name or abbreviation of a name of any nation, inter-governmental or international organization (e.g. *Philippine Manpower Pooling Agency, UNESCO Marketing, WHO Health Services*); and
 - h) not deceptive, misleading or which misrepresent the nature of business (e.g. *"ABC Construction Services" where nature of business is recruitment, a business name carrying another person's name*).

NOTE: Any violation of the above laws and rules will automatically be subject to CANCELLATION/REVOCAION OF THE BUSINESS NAME.

OWNER'S Signature over Printed Name

Date

A. Business Details	
1. For RENEWAL Application only Previous Certificate No. : _____ Business Name : _____ Date of Registration : _____ Owner's Name : _____	
2. For NEW Application Proposed Business Names (in order of priority)	1 st - _____
	2 nd - _____
	3 rd - _____
3. Business Location: Barangay _____ City/Municipality _____ Region _____	4. TIN _____
B. Owner's Details	
5. First Name _____	6. Middle Name _____
7. Last Name _____	8. Suffix (e.g. Jr., Sr., I, II) _____
9. Date of Birth _____	10. Citizenship _____
11. Email address _____	12. Phone no. : (____) _____ Mobile no. : _____
C. Owner's Address	
13. House/Building No. & Building name _____	14. Street _____
15. Barangay _____	16. Town/City _____
17. Province _____	18. Zip Code _____
For DTI Use Only	
TRN/PBN _____	Date Registered _____
Certificate No. _____	Processed by _____
Office _____	Office _____
Fee: _____	Rec'd by: _____
OR Number: _____	Date Paid: _____
Approved BUSINESS NAME _____	

GENERAL INSTRUCTIONS IN ACCOMPLISHING AND FILING the BUSINESS NAME APPLICATION FORM

- Accomplish the application form by typing/printing (upper case/capital letter); completely and clearly. All required fields/information are printed in ***italics***. For online application form, these are marked with red asterisk (*).
- Do not abbreviate the information supplied in this application form particularly the business name, owner's name and address. Post Office Box number is not acceptable as owner's address.
- Only the applicant/registrant is allowed to sign the application form except in cases where the court authorized or appointed executor, or an appointed heir is authorized to be the signatory pursuant to Section 8.2 of *DAO No. 10-01, series of 2010, as amended*.
- Submit to the any DTI Field Office this application form and present any of the prescribed identification documents.

A. Business Details

1. For RENEWAL Application only
2. *For NEW Application (proposed Business Names)*
3. Business Location. Indicate the Barangay, City/Municipality, and Region where business is/will be located. If Barangay, include also City/Municipality and Region; if City/Municipality, include Region.
4. Tax Identification Number (TIN). Indicate TIN duly issued by BIR to you as individual taxpayer.

B. Owner's Details

5. First Name, 6. Middle Name, 7. Last Name, 8. Suffix (if applicable). Write these information legibly and correctly as these would appear in the Certificate of BN Registration.
9. Date of Birth. Owner must be of legal age (at least eighteen [18] years old).
10. Citizenship. For Filipino applicants, present one (1) valid ID that is nationally-issued or as listed in the DAO 10-08, s. 2010. Foreign Nationals must present the original and submit clear certified copy of the following, if applicable, namely: Certificate of Authority to Engage Business in the Philippines pursuant to Foreign Investment Act (*Rep. Act No. 7042 as amended*); Certificate of Authority to Engage in Retail Trade per *Rep. Act No. 8762* (Retail Trade Liberalization Law), or such other applicable laws, as the case may be.
11. Email address – yahoo or hotmail or gmail or any active email account.
12. Contact nos. – active landline and/or mobile no.

C. Owner's Address

13. House/Building No. This information include building name and floor number, Lot, Phase and Block numbers, and Subdivision, among others. This information will be printed in the Certificate of BN Registration.
14. Street, 15. Barangay, 16. Town/City and 17. Province. These information will be printed in the Certificate of BN Registration.
18. Zip Code. Check the Philippine Postal Service Web site for proper Zip Code.

APPLICABLE FEES

BN Registration Fee (New and Renewal) (Depending on Territorial Scope)	<u>Amount</u> ₱ 200.00 ₱ 500.00 ₱1,000.00 ₱2,000.00	<u>Territorial Scope</u> Barangay City/Municipality Regional National
Documentary Stamp Tax (BIR Revenue Memorandum Order 13-2008 – March 13, 2008)	₱ 15.00	
Surcharge for late Renewal Application (If application is filed on the <u>4th, 5th or 6th month</u> after expiration)		50% of BN Registration Fee