

INFORMATION SHEET

BSP 7-26-01C

(Name of Entity)

(Address)

1. Taxpayer's Identification No. : _____ 2. Tel. No. : _____
3. Form of Business Organization: Single Proprietorship Partnership Corporation
4. Paid-in Capital : _____

5. Citizenship: (Proprietor/Partners/Corporation)					
Name and Address	Citizenship			Capital Contribution	
	Filipino	Foreign	No. of Shares	Amount	%

(Continue on separate sheet if necessary)

6. List of Directors/Officers: Attach Personal Data Sheet		
Name	Address	Position

(Continue on separate sheet if necessary)

7. Premises/Facilities				
	Purchased	Rented/Leased	Cost of Purchase	Rental: Monthly/Yearly
1. Land				
2. Building				
3. Vault				

(Continue on separate sheet if necessary)

8. Checklist of Requirements to Accompany Information Sheet for the Registration of New Pawnshop with BSP

Type of Organization			DOCUMENTARY REQUIREMENTS
Single Prop.	Partnership	Corp.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Copy of Certificate of Registration of Business Name ^{1/ 2/} with the Department of Trade and Industry (DTI), in case of a sole proprietorship or Articles of Partnership/Incorporation ^{1/ 2/} and By-Laws ^{1/ 2/} duly registered with the Securities and Exchange Commission (SEC), in the case of a partnership or a corporation, which Article shall indicate that the primary purpose of the partnership/corporation is to engage in the business of a pawnshop or a pawnbroker
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Copy of City/municipal license/business license/mayor's permit ^{1/ 2/} for the current period
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Simplified Personal data sheet ^{3/} with passport size picture duly accomplished by the proprietor or partners or directors, president and proposed manager or officer-in-charge
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Duly notarized authorization to conduct background investigation ^{3/} from the proprietor or partners or directors, president and proposed manager or officer-in-charge
<input type="checkbox"/>	<input type="checkbox"/>		5. Certification ^{3/} from any banking institution on the amount deposited for pawnshop capitalization indicating the outstanding balance and owner of the account
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Sample pawn ticket. ^{2/ 3/ 4/ 5/}
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Copy of NBI Clearance ^{1/} of proprietor or partner or incorporators, directors, president and proposed manager or officer-in-charge
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Reproduction of signage ^{2/} to be used by the pawnshop
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Notarized special power of attorney authorizing a person/entity to apply for registration in behalf of the proprietor/partnership/corporation. In the case of a corporate applicant, a certified true copy of the board resolution authorizing the person or entity shall likewise be submitted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Certification from the president/managing partner/proprietor that the proprietor or partners or incorporators, director, president and proposed manager or officer-in-charge have attended the Anti-Money Laundering Act seminar and pawnshop regulation briefing conducted by the Anti-Money Laundering Council Secretariat and the BSP, respectively
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Corporate pawnshops with total resources of at least P50 million shall submit to the BSP a notarized certification that it has complied with the relevant requirements of the SEC on corporate governance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. For applications submitted through BSP Regional Offices or Branches, photocopy of Official Receipt as proof of payment of P1,000 processing fee

^{1/} - Original shall be presented to BSP for authentication.

^{2/} - The business name of a pawnshop that is registered with the DTI or the SEC, as the case may be, shall include the word "pawnshop" to reflect the nature of business it is engaged in.

As a general rule, the business name appearing in the Certificate of Registration of DTI or SEC, as the case may be, shall be used consistently in the pawnshop's signage and in all documents including pawn tickets, official receipts, stationery, etc. of the pawnshop.

A pawnshop that uses or will use a name that is different from its registered name with the DTI or SEC or that uses or will use a name already registered and being used by another pawnshop shall indicate parenthetically such name, the registered name of the pawnshop with the DTI or SEC, as the case may be, with the words "owned and operated by" before the registered name in the pawn tickets, official receipts, stationery, etc. of the pawnshop.

A pawnshop that is a subsidiary or affiliate of another pawnshop shall likewise indicate such relationship in the signage, pawn tickets, official receipts, stationery, etc.

A subsidiary is a corporation more than fifty percent (50%) of the voting stock of which is owned by another corporation; while an affiliate is corporation less than fifty percent (50%) of the voting stock of which is owned by another corporation.

^{3/} - BSP prescribed form for pawnshops

^{4/} - The business address to be used uniformly in all pawnshop documents shall be exactly that appearing in the Mayor's Permit.

^{5/} - The pawn ticket shall conform with the standard features prescribed in Section 4322P of the BSP Manual of Regulations for Non-Bank Financial Institutions (Pawnshop). Final printing of pawn tickets shall be done only after BSP approval.

9. Operations shall start on : _____

Note: Pursuant to Subsection 4101P.6 of the revised Manual of Regulations for Non-Bank Financial Institutions - Pawnshops, a non-refundable processing fee of ₱1,000.00 shall be collected from a person or entity applying to register a pawnshop upon completion of the documentary requirements listed above.

In addition to the processing fee, an annual fee of ₱500.00 shall be collected prior to the release of the approved Acknowledgement of Registration.

CERTIFICATION

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

I, _____, solemnly swear that all matters set forth on these statements are true and correct to the best of my knowledge and belief.

Proprietor / Managing Partner /President

TIN _____

SUBSCRIBED AND SWORN to before me in the City/Municipality of _____, this ____ day of _____, 20__ , personally known to me to be the person who executed and signed the foregoing before me and acknowledged that he executed the same.

NOTARY PUBLIC
Until December 31, _____
PTR No. _____/(*place/date issued*)
Roll of Attorney No. _____
IBP No. _____
(address of Notary Public)

Doc. No. _____
Page No. _____
Book No. _____
Series of 20 _____