

## Application for Authority to Operate a Branch

\_\_\_\_\_ Date

Proposed Branch Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Head Office : \_\_\_\_\_ Tel. No. : \_\_\_\_\_  
Address : \_\_\_\_\_  
Date of start of Operations : \_\_\_\_\_ No. of Existing Branches : \_\_\_\_\_  
Address of Latest Branch Registered with BSP : \_\_\_\_\_

Integrated Supervision Department I  
Bangko Sentral ng Pilipinas  
A.Mabini St., Malate  
1004 Manila

Gentlemen:

We hereby request that an Authority to Operate a branch in the city/municipality of \_\_\_\_\_ as stated above be issued.

In support of this request, I am pleased to submit herewith the attached documents for your evaluation and consideration.

Very truly yours,

\_\_\_\_\_  
(Signature over Printed  
Name of  
Owner/president or officer of  
equivalent rank)

**Note:** Pursuant to Subsection 4151P.5 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 establish a pawnshop branch upon completion of the documentary requirements listed below.

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

## CHECKLIST OF BSP REGISTRATION REQUIREMENTS FOR NEW PAWNSHOP BRANCH

Type of Organization			DOCUMENTARY REQUIREMENTS
Single Prop.	Partnership	Corp.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. In case of a sole proprietorship, the latest/unexpired Certificate of Registration of business name <sup>2/</sup> from the DTI; or in the case of a partnership and corporation, a copy of the Amended Articles of Partnership/Incorporation and By-Laws <sup>2/</sup> , if there is any
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. City/municipal license/business license/mayor's permit <sup>1 2/</sup> from the city or municipality where the pawnshop branch is to be established
		<input type="checkbox"/>	3. Certified true copy of the board resolution authorizing the establishment of the branch, in case of corporation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Simplified Personal data sheet <sup>3/</sup> with passport size picture duly accomplished by the proposed manager or officer-in-charge
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Duly notarized authorization to conduct background investigation <sup>3/</sup> from the proposed manager or officer-in-charge
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Consolidated balance sheet <sup>3/</sup> and income statement <sup>3/</sup> of the pawnshop as of and for the period 1 January to the end of the month immediately preceding the application for branching
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Sample pawn ticket <sup>2/ 3/4/ 5/</sup>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Notarized special power of attorney authorizing a person/entity to apply for authority to operate a branch in behalf of the proprietor/partners/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"/>	9. NBI clearance <sup>1</sup> of proposed manager or officer-in-charge
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Reproduction of signage <sup>2/</sup> to be used by the branch
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Certification from the president/managing partner/proprietor that proposed manager or officer-in-charge have attended the Anti-Money Laundering Act seminar and pawnshop regulations briefing conducted by the Anti-Money Laundering Council Secretariat and the BSP, respectively
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Duly notarized certification from the head office as to its compliance with the minimum amount of capital under Sections 4106P and 4107P of the revised MORNBF1-P;
		<input type="checkbox"/>	13. 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 Securities and Exchange Commission on corporate governance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. For applications submitted through BSP Regional Offices or Branches, photocopy of Official Receipt as proof of payment of P1,000 processing fee

<sup>1/</sup> - Original shall be presented to BSP for authentication.

<sup>2/</sup> - 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.
- 6/ - Required for pawnshops with signatories other than the owner.

Registration Documents:

Submitted by : \_\_\_\_\_

Tel. No. : \_\_\_\_\_

Checked by : \_\_\_\_\_

Date : \_\_\_\_\_

NOT FOR SALE