

**Application for Renewal of BSP Registration
of Pawnshop Head Office and Branches**

Date

Head Office : _____
Address : _____ ZIP Code : _____
Office whose registration is to be renewed :
Name : _____
Address : _____ ZIP Code : _____
Registration number : _____ Date registered : _____
Branch Manager/Officer-in-charge : _____
Proprietor/Managing Partner/President : _____

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

Gentlemen:

We hereby request for renewal of BSP Acknowledgment of Registration/Authority to Operate of the above-said office.

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
Proprietor/Managing Partner/
President or officer of equivalent rank)

NOT FOR SALE



Bangko Sentral ng Pilipinas

INTEGRATED SUPERVISION DEPARTMENT I

Note: Pursuant to Subsection 4101P.7 of the revised Manual of Regulations for Non-Bank Financial Institutions - Pawnshops, every pawnshop shall renew its Acknowledgement of Registration and/or Authority to Operate, as the case may be, after three (3) years on the anniversary month when it was originally registered and a renewal fee of ₱3,000.00 shall be collected for each pawnshop office.

CHECKLIST OF BSP REQUIREMENTS FOR RENEWAL OF BSP ACKNOWLEDGMENT OF REGISTRATION/AUTHORITY TO OPERATE

Type of Organization			DOCUMENTARY REQUIREMENTS
Single Prop.	Partnership	Corp.	
[]	[]	[]	1. City/municipal license/business license/mayor's permit ^{1/} ^{2/} ^{4/} for the current period
[]	[]	[]	2. Unexpired registration of business name ^{2/} with DTI, in the case of a sole proprietorship
[]	[]	[]	3. Updated Personal data sheet ^{3/} (BSP- _____) with passport size picture duly accomplished by the proprietor or partners or incorporators, directors, officers, individual stockholders owning 10% or more of voting stock, branch manager or officer-in-charge, cashier, appraiser, vault custodian and other accountable employees
[]	[]	[]	4. Duly notarized authorization to conduct background investigation from the proprietor or partners or incorporators, directors, officers, individual stockholders owning 10% or more of voting stock, branch managers or officer-in-charge, cashier, appraiser, vault custodian and other accountable employees
[]	[]	[]	5. NBI clearance of newly elected/appointed directors, officers, manager, cashier, appraiser, vault custodian and other accountable employees from the time of registration/last renewal
[]	[]	[]	6. In the case of corporations with assets of at least P50 million, directors must have attended a special seminar on corporate governance conducted by a service provider accredited by the SEC or BSP
[]	[]	[]	7. Attendance on pawnshop regulation briefing conducted by the BSP or any accredited service provider of the pawnshop's proprietor/partner/incorporators/directors, officers, proposed manager, cashier, appraiser, vault custodian and other accountable employees
[]	[]	[]	8. Sample pawn ticket ^{2/} ^{3/} ^{5/} and, if applicable, a letter request for additional pawn ticket stipulations ^{5/} under Subsection 4323P
[]	[]	[]	9. For applications submitted through BSP Regional Offices or Branches, check or postal money order payable to Bangko Sentral ng Pilipinas as payment of P3,000 registration 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 signage, 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/} - In BSP prescribed form.

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

- ² - 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). Additional features/stipulations to be incorporated in the pawn ticket shall be covered by a written request for BSP approval. Final printing of pawn tickets shall be done only after BSP approval.

Registration Documents:

Submitted by : _____

Tel. No. : _____

Checked by : _____

Date : _____

NOT FOR SALE