



BANGKO SENTRAL NG PILIPINAS

INTEGRATED SUPERVISION DEPARTMENT I

Present Registered/Business Name : _____
 New Business Name: _____
 Business Address: _____ ZIP Code : _____
 Proprietor/Managing Partner/President: _____ Tel. No. : _____

Note: Pursuant to Section 4185P of the revised Manual of Regulations for Non-Bank Financial Institutions - Pawnshops, a non-refundable processing fee of P300.00 shall be collected from each pawnshop that will request for a replacement of Acknowledgement of Registration or Authority to Operate, in the case may be, due to change of business/registered name.

CHECKLIST OF BSP REQUIREMENTS FOR CHANGE OF BUSINESS/REGISTERED NAME OF PAWNSHOP

Type of Organization			DOCUMENTARY REQUIREMENTS
Single Prop.	Partnership	Corp.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Copy of Certificate of registration from DTI or SEC ^{1/2} , as the case may be, indicating the new business name
	<input type="checkbox"/>	<input type="checkbox"/>	2. Copy of Amended Articles of Partnership/Incorporation ^{1/2} reflecting the new business name for each partnership and corporation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. 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"/>	4. Original BSP Acknowledgment of Registration of Head Office (AOR) and/or Authority to Operate (AO) issued under the old name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Reproduction of signage ² to be used by the pawnshop
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Sample pawn ticket ² and, if applicable, a letter request for additional pawn ticket stipulations ² under Subsection 4323P
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. All applications submitted through BSP Regional Offices or Branches, photocopy of Official Receipt as proof of payment of P300 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.

In general, 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 the same name 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. of the pawnshop.

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.

Registration Documents:

Submitted by: _____ Tel. No. : _____
 Checked by: _____ Date : _____