BANGKO SENTRAL NG PILIPINAS

INTEGRATED SUPERVISION DEPARTMENT I

Business Name : _____

Present Business Address: _____ ZIP Code : _____

Proposed 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 ₱300.00 shall be collected from each pawnshop that requests for a replacement of Acknowledgement of Registration and/or Authority to Operate, as the case may be, due to transfer of location or address.***

CHEKLIST OF BSP REQUIREMENTS FOR TRANSFER OF LOCATION WITHIN THE SAME CITY OR MUNICIPALITY OF A PAWNSHOP

Type of Organization			DOCUMENTARY REQUIREMENTS
Single Prop.	Part-nership	Corp.	
[ ]	[ ]	[ ]	1. Certification signed by the proprietor/managing partner/president informing the appropriate supervising and examining department of the BSP of the intended transfer and that the requirements prescribed under Section 4182P have been complied with.
[ ]	[ ]	[ ]	2. Copy of notice of transfer[2/] duly acknowledged by the DTI and by the licensing authority of the locality where the pawnshop is operating
[ ]	[ ]	[ ]	3. Sample copy of the pawn ticket bearing the new address[2/]
[ ]	[ ]	[ ]	4. Sketch of pawnshop new location
[ ]	[ ]	[ ]	5. Original BSP Acknowledgment of Registration and/or Authority to Operate issued to the pawnshop or an affidavit in case of loss
		[ ]	6. Board resolution authorizing the transfer of the pawnshop (in case of corporations)
[ ]	[ ]	[ ]	7. For applications submitted through BSP Regional Offices or Branches, photocopy of Official Receipt as proof of payment of processing fee

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

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

Registration Documents:

Submitted by : _____ Tel. No. : _____

Checked by : _____ Date : _____

NOT FOR SALE