



BANGKO SENTRAL NG PILIPINAS

INTEGRATED SUPERVISION DEPARTMENT I

Business Name : _____
 Present Business Address : _____ ZIP Code : _____
 Proposed Business Address : _____ ZIP Code : _____
 Proprietor/Partner/President: _____ Tel. No. : _____

Note: Pursuant to Section 4185P of the revised MORNBF-P, a non-refundable processing fee of ₱200 shall be collected from each pawnshop that will request for a replacement Acknowledgment of Registration and/or Authority to Operate due to transfer of location or address.

CHECKLIST OF BSP REQUIREMENTS FOR TRANSFER OF LOCATION OUTSIDE THE CITY OR MUNICIPALITY OF A PAWNSHOP

Type of Organization			DOCUMENTARY REQUIREMENTS
Single Prop.	Partnership	Corp.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Notarized statement stating that: a. The pawnshop's books of accounts, reports, records and documents shall be preserved for at least five (5) years from date of last entry; b. All unused accounts and forms have been destroyed to prevent their unauthorized use; c. Proprietor/partner/president of the pawnshop shall be held liable for present or future claims arising from its pawnbrokering transactions; d. All outstanding pawns have been redeemed/sold at public auction, or otherwise disposed of, in accordance with law.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Copy of the pawnshop's application for retirement of business ^{1/} approved by the licensing authority of the city or municipality where the pawnshop operated.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Original BSP Acknowledgment of Registration and/or Authority to Operate issued to the pawnshop.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Documentary requirements for establishment of pawnshop head office or branch, as the case may be
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. 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