



**BANGKO SENTRAL NG PILIPINAS**

**INTEGRATED SUPERVISION DEPARTMENT I**

**CHECKLIST OF BSP REQUIREMENTS FOR VOLUNTARY CLOSURE OF PAWNSHOP**

Business Name : \_\_\_\_\_  
 Business Address : \_\_\_\_\_ ZIP Code : \_\_\_\_\_  
 Proprietor/Managing Partner/President : \_\_\_\_\_ Tel. No. : \_\_\_\_\_

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 accountable forms have been destroyed to prevent their unauthorized use; c. Proprietor/Partners/President of the pawnshop shall be held liable for present or future claims arising from its pawnbroking transactions; and 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 <sup>1/</sup> 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. Forfeiture of penalties or BSP assessments on the pawnshop, if any, such as for non-submission/delayed submission of required reports, if any.

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

**Registration Documents**

Submitted by : \_\_\_\_\_ Tel. No. : \_\_\_\_\_

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

NOT FOR SALE