BANGKO SENTRAL NG PILIPINAS

INTEGRATED SUPERVISION DEPARTMENT I

Business Name : _____
Business Address: _____ ZIP Code : _____
Proprietor/Managing Partner/President: _____ Tel. No. : _____
Name of vendee/new owner : _____

Note: If the vendee continues the operation of the pawnshop that is the subject of change of ownership, the pawnshop shall be subject to the non-refundable processing fee of ₱1,000.00 upon completion of the documentary requirements for the establishment of a new pawnshop pursuant to Subsection 4142P.2 of the revised Manual of Regulations for Non-Bank Financial Institutions – Pawnshops, in relation to Subsection 4101P.6.

In addition to the processing fee, a registration fee of ₱3,000.00 which shall be valid for a period of 3 years shall be collected for every pawnshop unit prior to the release of the approved Acknowledgement of Registration/Authority to Operate.

CHECKLIST OF BSP REQUIREMENTS FOR TRANSFER OF OWNERSHIP OF PAWNSHOPS

Type of Organization			DOCUMENTARY REQUIREMENTS
Single Prop.	Part-nership	Corp.	
			For the Vendor :
[ ]	[ ]	[ ]	1. Notarized statement by owner/managing partner/president or its equivalent rank stating that:
			a. The pawnshop's books of accounts, records and documents shall be preserved for five (5) years from date of last entries before the transfer of ownership;
			b. All unused accountable forms such as official receipts and pawn tickets have been destroyed to prevent their unauthorized use;
			c. The owner/managing partner/president shall be held accountable for present and future claims arising from transactions of the pawnshop before transfer of ownership (new owner may assume this liability, in which case he/she shall submit a notarized statement to that effect)
			d. All outstanding pawns have been redeemed or sold at public auction, or otherwise disposed of in accordance with law; or the owners of outstanding pawns have been notified by registered mail on the transfer of ownership
[ ]	[ ]	[ ]	2. Copy of pawnshop's notice of retirement of business[1] acknowledged by the licensing authority where the pawnshop operated
[ ]	[ ]	[ ]	3. Original BSP Acknowledgement of Registration and/or Authority to Operate issued to the pawnshop, or an affidavit in case of loss
[ ]	[ ]	[ ]	4. Payment of Bangko Sentral ng Pilipinas assessment on the pawnshop, if any, such as for non-submission or delayed submission of required reports
			For the vendee :
			If the vendee continues the operation of the pawnshop, he shall comply with the provisions of Subsections 4101P.3 on organizational requirements for establishment of new pawnshop and 4142P.2 on general qualifications of a proprietor/partner/incorporator/director, officer including branch manager or officer-in-charge. The vendee shall also submit a copy of the duly executed contract affecting the transfer of ownership.

[1] - Original shall be presented to BSP for authentication.

Registration Documents :
Submitted by : _____ Tel. No. : _____

Checked by : _____ Date : _____

NOT FOR SALE

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