



# BANGKO SENTRAL NG PILIPINAS

## Asset Management Department

### INFORMATION SHEET FOR REAL ESTATE BROKER (Partnership or Corporation)

*paste photo of  
authorized representative  
here*

Business Name			
Business Address			
Name of Authorized Representative			
Telephone No.			
Cellphone No.		REB License No. of Authorized Representative	
E-mail Address		Expiry Date	
Date of Incorporation		Company T I N	

Affiliation with brokers association

#### Documentary Requirements (INITIAL APPLICATION)

Put check mark for items submitted:

- ☐ SEC Certificate of Registration (*certified photocopy by company officer*)
- ☐ Articles of Partnership/Incorporation/By-Laws (*certified photocopy by company officer*)
- ☐ Certificate of Registration with HLURB (*certified true copy by HLURB*)
- ☐ Business License/Permit from local government (*photocopy*)
- ☐ Real Estate Broker's License of authorized representative(s) (*issued and certified by PRC*)
- ☐ Secretary's Certificate on name of authorized representative(s) - (*notarized copy*)
- ☐ List of Brokers employed and respective REBL Number (*original copy*)
- ☐ VAT or Non-VAT Certificate with BIR (*photocopy*)
- ☐ Notarized Secretary's Certificate of No Pending Case (*original copy*)
- ☐ Certificate of Good Standing of principal officer from broker's association (*original copy*)
- ☐ Tax Identification Number (TIN) Card of the Firm (*photocopy*)
- ☐ Two (2) recent "2x2" pictures of authorized representative (s)

#### Documentary Requirements (FOR RENEWAL)

Put check mark for items submitted:

- ☐ Updated Business License/Permit from local government (*photocopy*)
- ☐ Real Estate Broker's License of authorized representative(s) (*issued and certified by PRC*)
- ☐ List of Brokers employed and respective REBL Number (*original copy*)
- ☐ Notarized Secretary's Certificate of No Pending Case (*original copy*)
- ☐ Certificate of Good Standing of principal officer from broker's association (*original copy*)

NOTE: The submission of this application for accreditation as real estate broker of the BSP shall only be processed upon receipt of complete documentary requirements.

### CERTIFICATION

I CERTIFY that the above statements as well as all the information contained herein are true, correct and complete to the best of my knowledge and belief and hereby agree that any misrepresentation or non-disclosure of a material fact shall be a ground for the disapproval of my application. I agree to notify the BSP of any change in my personal circumstances and/or any material change in the data stated herein. I likewise authorize the BSP to undertake whatever investigation or verification to check the validity or information contained herein. I understand that it may be a criminal offense punishable by fine or imprisonment, or both, to knowingly make untruthful statements or related falsehoods upon any material matter concerning any of the above statements under the criminal laws of the Philippines.

I further CERTIFY that I did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the BSP in relation to my application as an accredited real estate broker.

In compliance with the requirements of the Data Privacy Act of 2012, I hereby give my full consent to the BSP on the general use and sharing of information obtained in the course of my transaction/s. These data, which include my personal or sensitive personal information may be collected, processed, stored, updated, or disclosed by BSP (i) for legitimate purposes, (ii) to implement transactions which I request, allow, or authorize, and, (iii) to comply with BSP's internal policies and applicable laws and regulations.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Over Printed Name