| **DOCUMENTARY REQUIREMENTS[[1]](#footnote-1)** | **Remarks** |
| --- | --- |
| 1. Print-out of e-mail notification from [FSD9@bsp.gov.ph](mailto:FSD9@bsp.gov.ph) advising the applicant to proceed to Stage 2 processing |  |
| 1. Application letter for issuance of Letter of No Objection to register Articles of Partnership (AOP)/Articles of Incorporation (AOI) or Articles of Cooperation (AOC) and By-Laws with the Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA), respectively, signed by the incorporators/directors or the president or officer of equivalent rank, in connection with the application for authority to establish and operate as money service business.   It shall also indicate the BSP reference number assigned to the application during Stage 1 (for tracking purposes). |  |
| 1. Proof of compliance with the conditions for approval, if any, set forth in the notification letter for BSP approval to establish and operate as MSB under Stage 1. |  |

**INCOMPLETE DOCUMENTS WILL NOT BE ACCEPTED**

***(HINDI TATANGGAPIN ANG MGA DOKUMENTONG KULANG)***

|  |  |
| --- | --- |
| Submitted by: |  |
|  |  |
| (Signature Over Printed Name of the Applicant) |  |
| Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Date : \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

***Received applications shall be subject to preliminary assessment[[2]](#footnote-2)***

1. Submission may be by electronic form, personal filing at FSS Counter or mail/courier. Original copy of the documentary requirements shall be made available upon request [↑](#footnote-ref-1)
2. Preliminary assessment covers initial receipt of the application up to applicant’s submission of complete documentary requirements in substance and in form, presentation of business model (if applicable) and submission of proof of payment of filing fee. The time spent in determining whether or not all the requirements have been complied with shall not be included in the determination of processing time. Accordingly, the steps under preliminary assessment are for applicant’s reference only and not part of the processing time of the application [↑](#footnote-ref-2)