| **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 3 processing |  |
| 1. Duly notarized Application for Authority to Establish and Operate a Money Service Business, accompanied by copy of acknowledgement e-mail from [FSD9Licensing@bsp.gov.ph](mailto:FSD9Licensing@bsp.gov.ph).   It shall also indicate the BSP reference number assigned to the application during Stage 1 (for tracking purposes). |  |
| 1. Certified true copy of AOI/AOP/AOC[[2]](#footnote-2) and By-Laws (For Partnership/Corporation/Cooperative only) |  |
| 1. Copy of the business license/permit from the city/municipality concerned for the current period, which should indicate the line of business of the entity |  |
| 1. Notarized Deed of Undertaking |  |
| 1. Proof of attendance to the mandatory training on anti-money laundering/combating the financing of terrorism conducted by the Anti-Money Laundering Council (AMLC) or AMLC-accredited training providers of the proprietor, partners, directors, president or officer of equivalent rank and function, and over-all head of the money service business operation and the head of the compliance unit, as the case may be |  |
| 1. Updated proof of financial capacity showing continuing existence and compliance with minimum capital requirements since Stage 1 approval: 2. For New Entity: Treasurer's Affidavit supported by proof of payment of subscribed capital (for partnerships, corporations, and cooperatives) or Bank Certification showing as of balance and average daily balance for the last six months (for sole proprietorships) 3. For Existing Entity: Latest Audited Financial Statement and Latest[[3]](#footnote-3) Interim Balance Sheet signed by the Owner/Managing Partner/President |  |
| 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 (for sole proprietorships)/Stage 2 (for partnerships/corporations/cooperatives that passed thru Stages 1 and 2)/Stage 1 (for partnerships/corporations/cooperatives that passed thru Stage 1 and not required to pass thru Stage 2) |  |
| 1. Proof of payment of licensing fee (net of filing fee) and metal plate fee   *Note: To be submitted upon receipt of notification letter advising the applicant to pay the licensing fee and metal plate fee* |  |

**INCOMPLETE DOCUMENTS WILL NOT BE ACCEPTED**

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

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

***Received applications shall be subject to preliminary assessment[[4]](#footnote-4)***

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. Indicating as primary/secondary purpose to engage in money service business [↑](#footnote-ref-2)
3. As of month-end immediately preceding the month of application [↑](#footnote-ref-3)
4. 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-4)