| **Documents to be submitted**  **(fastened in a folder according to the number)**  *(Mga dokumentong dapat ipasa na nakapaloob sa folder batay sa numero)* | **Remarks** |
| --- | --- |
| 1. Duly notarized **Application for Authority to Operate a Pawnshop Business**, FSS Licensing Form No. 01-001 accompanied by copy of acknowledgement e-mail from FSD9Licensing@bsp.gov.ph. |  |
| 1. Notarized **Deed of Undertaking,** FSS Licensing Form No. 01-003. |  |
| 1. Compliance with fitness and propriety requirements by the proprietor, partners, directors, president or officer of equivalent rank and function, and over-all head of the pawnshop operation and the head of the compliance unit, as the case may be: |  |
| * 1. **Personal Data and Authorization Form**, FSS Licensing Form No. 01-004. |  |
| * 1. NBI Clearance, or its equivalent, if issued in foreign jurisdictions.   *With validity of at least 3 months from the date of application.* |  |
| * 1. Proof of attendance to the mandatory training on anti-money laundering/combating the financing of terrorism. |  |
| 1. Copy of the business license/permit from the city/municipality concerned for the current period.   ***The entity name, business address and activity(ies) indicated therein should be consistent with the business registration with the DTI/SEC, as applicable. The details in said business permit shall be used as basis in the issuance of Certificate of Authority.*** |  |
| 1. Proof of provisional registration with the Anti-Money Laundering Council Secretariat (AMLCS). |  |
| 1. Payment or proof of payment of non-refundable filing fee. |  |

**INCOMPLETE DOCUMENTS WILL NOT BE ACCEPTED**

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

**NOTE(S)** *(to be filled-up by BSP personnel only):*

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| Submitted by: |  | Received and checked by: Returned by: |
|  |  |  |
| (Signature Over Printed Name of the Applicant) |  | (Signature Over Printed Name) |
| Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Date : \_\_\_\_\_\_\_\_\_\_\_  Time : \_\_\_\_\_\_\_\_\_\_\_ |

***Received applications shall be subject to further evaluation to verify compliance with BSP rules and regulations.***