| **Documents to be submitted**  **(fastened in a folder according to the number)**  *(Mga dokumentong dapat ipasa na nakapaloob sa folder batay sa numero)* | **Remarks** |
| --- | --- |
| **For the Vendor/Transferor:**   1. Letter informing BSP of the change/transfer of ownership signed by the proprietor. |  |
| 1. Notarized statement by authorized signatory stating that:    1. The entity’s books of accounts, records and documents shall be preserved for five (5) years from date of last entries before the transfer of ownership;    2. All unused accountable forms have been properly disposed of to prevent their unauthorized use; and    3. The transferor money service business (MSB) operator shall be liable for all claims arising from transactions of the entity prior to the effective date of transfer, unless the transferee MSB operator assumes such liability, in which case, such transferee MSB operator shall submit a notarized statement to that effect. |  |
| 1. Original BSP Certificate of Registration issued to the transferor MSB operator (in case of change in Company Name and/or Address) or an affidavit in case of loss. |  |
| 1. BSP Registration Metal Plate of head office, if any, in case of change in Company Name and/or Address. |  |
| 1. Payment of BSP assessment on the entity, if any, such as for delayed/non‑submission of required reports and/or non-payment of annual service fees. |  |
| **For the Vendee/Transferee:**  If the transferee shall continue the operation of the MSB:   1. Duly notarized DET-generated Form 3M together with copy of acknowledgement email from FSD9Licensing@bsp.gov.ph. |  |
| 1. Compliance with the requirements of Issuance of Certificate of Registration[[1]](#footnote-1) |  |
| 1. Copy of the duly executed contract on the change/transfer of ownership. |  |
| 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.***

1. Refer to FSS Licensing Form No. 03-002 [↑](#footnote-ref-1)