| **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 DET-generated Form 3M together with copy of acknowledgement email from FSD9Licensing@bsp.gov.ph. |  |
| 1. Copy of the contract/agreement/arrangements shall be submitted if such transaction, in itself or in relation with other/previous transactions, will:    1. Result in change in ownership or control in a MSB organized as a partnership or at least twenty percent (20%) of the voting shares of stock of MSBs organized as a corporation by any person, whether natural or juridical, or which will enable such person to elect, or be elected as, a director of such MSB; or    2. Effect a change in the majority ownership or control of the voting shares of stock of the MSB organized as a corporation from one (1) group of persons to another group. |  |
| 1. New partners and newly elected/appointed directors shall submit:    1. Personal Data and Authorization Form (SES Licensing Form No. 03‑005); |  |
| * 1. NBI Clearance, or its equivalent, if issued in foreign jurisdictions   (*With validity of at least 3 months from the date of application)*; and |  |
| * 1. Proof of attendance to the mandatory training on anti-money laundering/combating the financing of terrorism. |  |
| 1. Schedule of Ownership/Stockholdings Before and After the Change/Transfer of Ownership/Shares. |  |
| 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.***