

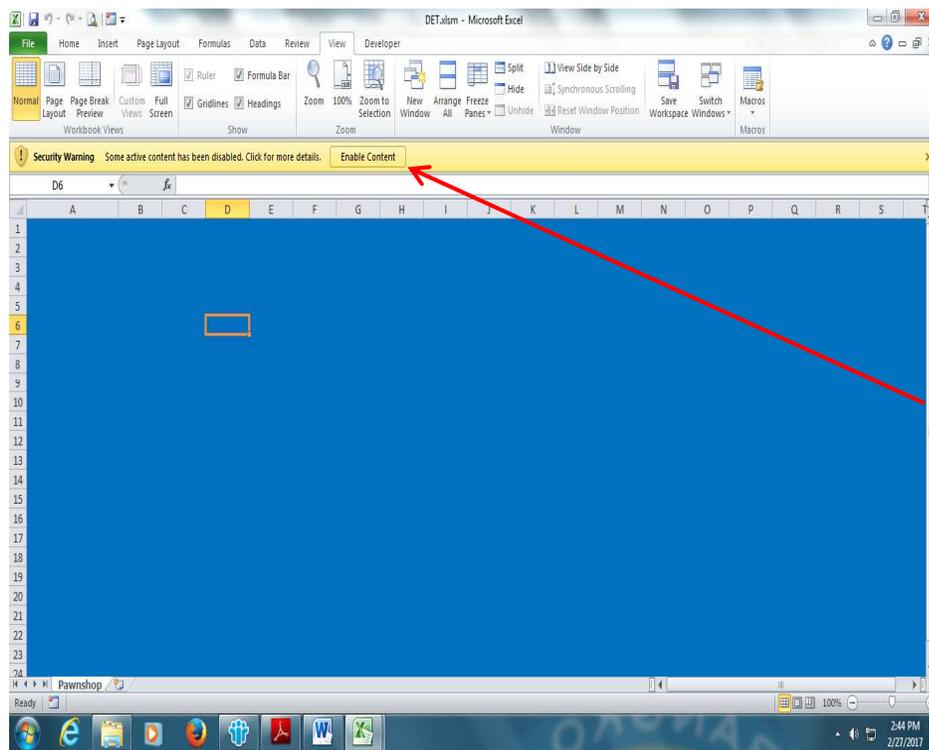
# **USER'S GUIDE**

## **Data Entry Template (DET)**

**For the Registration of Pawnshops,  
Money Service Business and Pawnshops  
with Money Service Business**

The Data Entry Template (DET) is an excel based template required to be submitted, together with other relevant documents, in applications relative to the registration of Pawnshops, Money Service Business and Pawnshops with Money Service Business. The following shall serve as a guide in accomplishing the DET:

1. Save the downloaded DET<sup>1</sup> in your Personal Computer (PC)
2. The recommended excel version for the DET is Microsoft Excel 2010 and up
3. Open the DET file and enable the Macros



Click on the Enable Content button

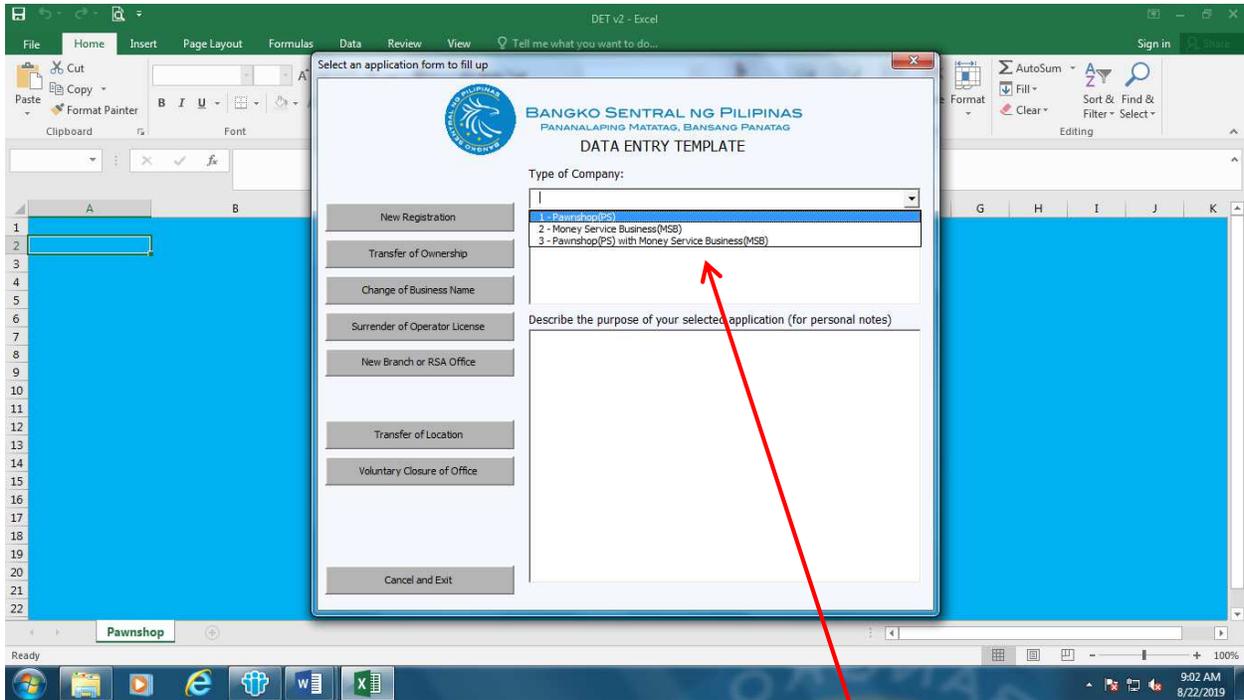
**Note**

☞ Succeeding re-opening of the DET shall not require the enabling of Macros

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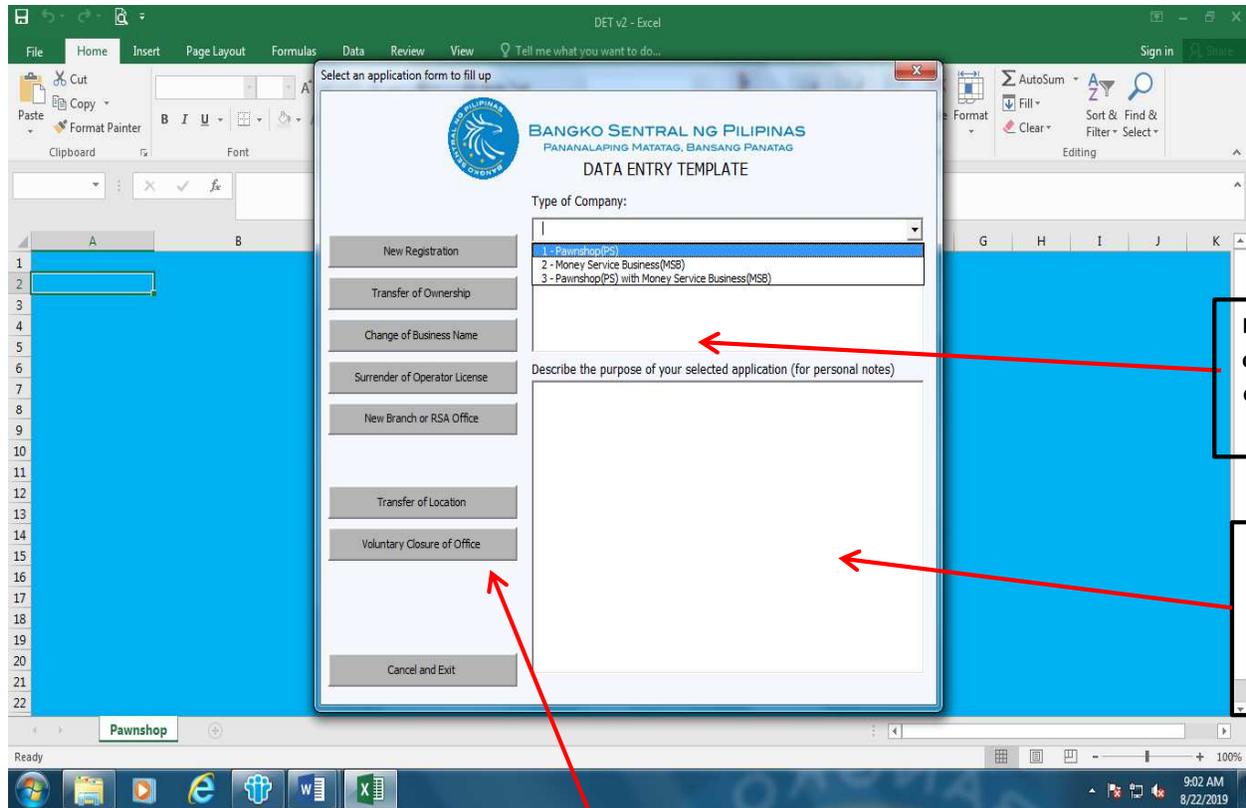
<sup>1</sup> From the website or as requested from the Integrated Supervision Department I

4. The screen below, which is the main menu shall appear once the Macros are enabled. Start the entry of data by choosing the type of company to be registered.



**Click on the type of company to be registered i.e. Pawnshop, Money Service Business, and Pawnshop with Money Service Business**

Once the type of company has been selected, enter the complete company name as shown below.



Enter the complete company name

You may type in notes on this space provided (optional)

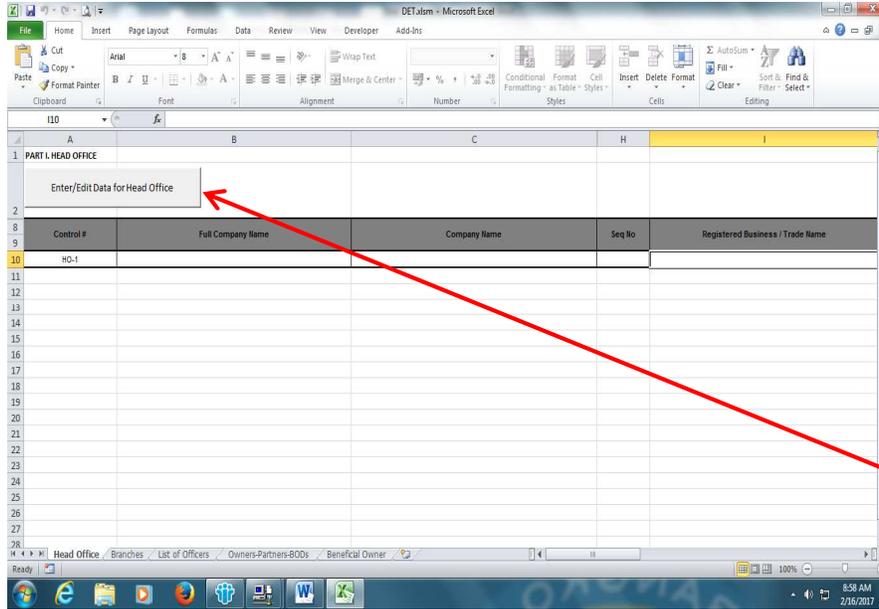
Click on the button of the type of application applied for. The type of application to be displayed will depend on the type of company selected.

5. Upon the selection of a particular type of application, an excel file shall open. Several sheets shall be displayed depending on the type of application selected. Please refer to Annex A for the matrix of applications and the corresponding sheets that should be displayed.

**Note**

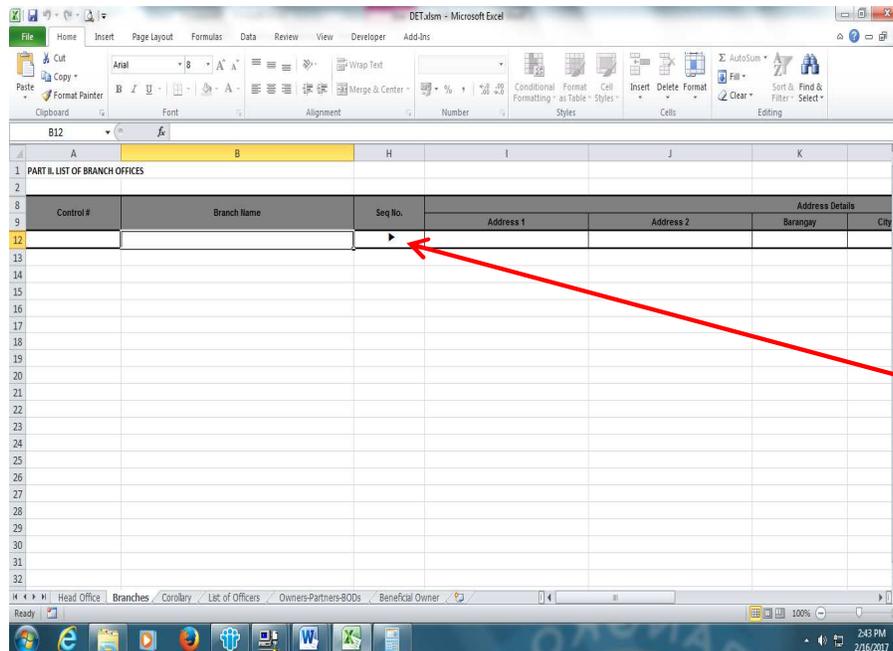
- ☞ Sheets not applicable for a particular type of application shall not be displayed. Sample sheets are shown in Annex A.1

6. Click on the Enter/Edit Data button, to start the input of data on the **Head Office Sheet**



Click on the Enter/Edit Data button

- Click on the arrow head icon, to start the input of data on the other sheets



Click on the arrow head icon

## Notes

☞ Data on the Head Office sheet should be inputted first; all the other sheets may be inputted in a non-sequential order

7. Upon click on of the Enter/Edit Data button for the head office sheet or the arrowhead icon on the other sheets, the Data Entry form, which shall be used in inputting data shall be displayed.

The screenshot shows the 'HEAD OFFICE DATA ENTRY' form with the following fields and callouts:

- Control No.:** HO-1
- PS Registration No.:** [Empty]
- Full Company Name:** [Empty]
- Company Name (as appearing in SEC/DTI):** [Empty]
- Classification:** [Dropdown menu]
- Has Corollary?:** Yes (selected), No
- Ownership Type:** [Dropdown menu]
- Business Trade Name (if diff. frm CN):** [Empty]
- Address 1 (No./Unit/Floor/Bldg.):** [Empty]
- Address 2 (Street/Village/Subdivision):** [Empty]
- Province:** [Dropdown menu]
- Town/City/Municipality:** [Dropdown menu]
- Barangay:** [Dropdown menu]
- Region:** [Dropdown menu]
- Zip Code:** [Empty]
- Short Address:** [Empty]
- SEC Registration No.:** [Empty]
- Date Issued:** [Empty]
- Valid Until:** [Empty]
- Business Permit No.:** [Empty]
- Date Issued:** [Empty]
- Valid Until:** [Empty]
- TIN:** [Empty]
- Telephone No.:** [Empty]
- Mobile No.:** [Empty]
- Fax No.:** [Empty]
- Email Address:** [Empty]
- Buttons:** CANCEL and SAVE

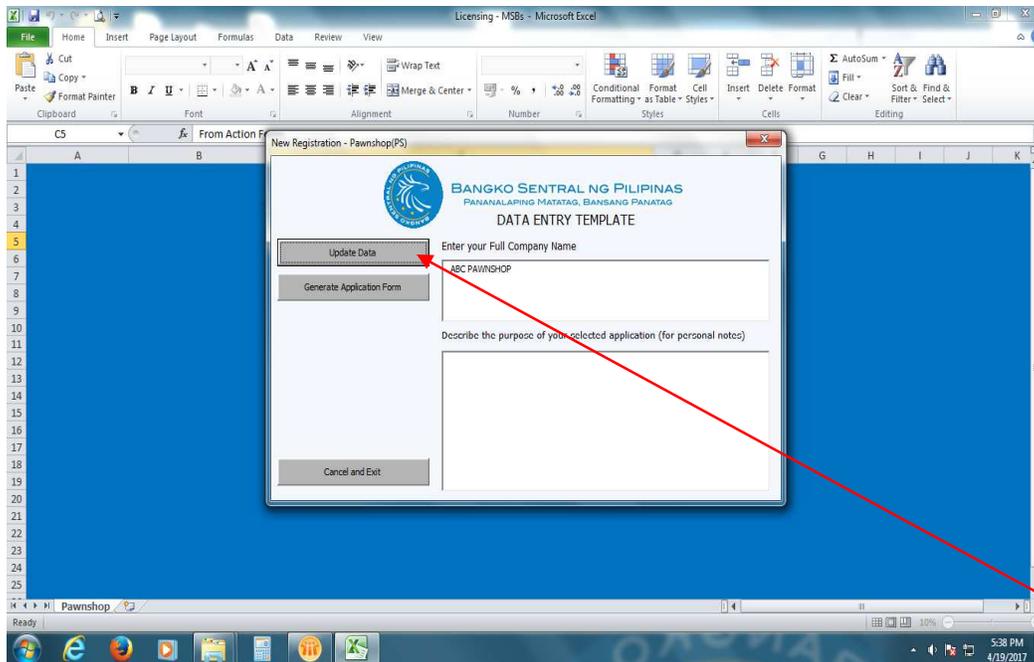
Callout boxes with red arrows:

- Click on the drop down button to select from the list of entries** (points to Classification, Province, Town/City/Municipality, Barangay, Region)
- Click on the Cancel button to go to the previous screen** (points to CANCEL)
- Click on the Save button to save the inputted data** (points to SAVE)

## Notes

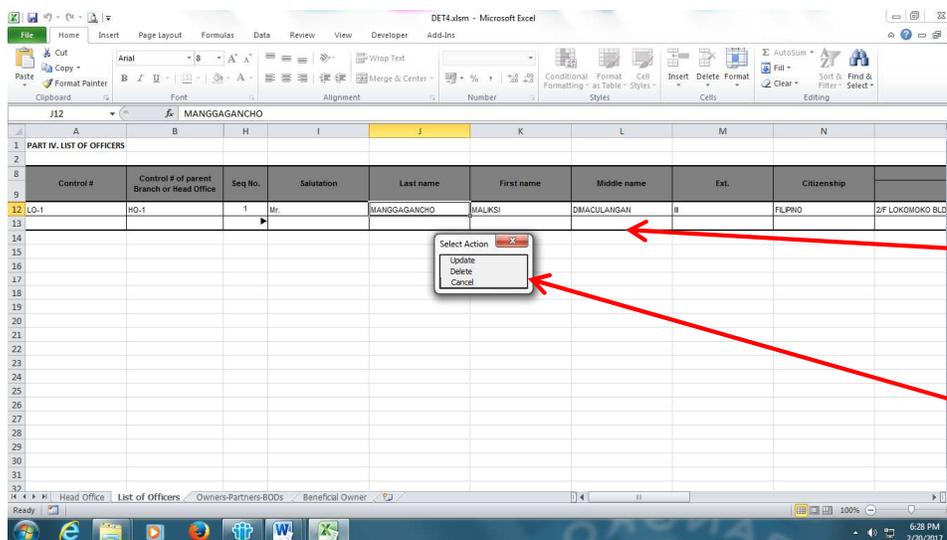
- a. The number of forms to be accomplished corresponds to the number of sheets, i.e. depending on the type of application as stated in item 5 above

- b. There are forms that contain drop down list wherein data encoders are required to select from the list. Selecting data from the drop down list for province, city/town, barangay, should follow this order since once a certain province is selected, the selection of town/cities would be limited to those belonging to that province; same with the barangay, only the barangays belonging to the selected province, city/town would be listed. There is no need to input data on box for region as this shall automatically be displayed once province and city have been selected
- c. The data to be inputted in the short address should be the address identified by the applicant to be appearing in the BSP Certificate of Authority (COA) for Pawnshops and Pawnshops with Money Service Business and BSP Certificate of Registration (COR) for Money Service Business
- d. Data encoders will be prompted whenever there are erroneous entries. These erroneous entries, include, among others:
- Incorrect format (not within the specified format)
  - Blank entries
  - Failing the embedded validation (entries not within the valid values)
- Data entry cannot proceed without correcting the prompted errors. See Annex B for sample prompts.
- e. Inputted data can be save using the SAVE button
- f. To continue data entry on a saved DET file, open the DET and click on the UPDATE button



Click on the UPDATE button

- ☞ To edit data on the head office sheet click on the Enter/Edit Data for Head Office button
- ☞ To edit data on the other sheets, right click on the field to be edited, thereafter a prompt shall be displayed on the type of update/edit to be performed



Right click on the field to be edited

Click on any of the selection for the type of edit

The DET form shall be displayed for inputting of the necessary edits

The screenshot shows a Microsoft Excel spreadsheet with a modal dialog box titled "LIST OF OFFICERS DATA ENTRY - UPDATE". The dialog box contains the following fields and values:

- Parent Control No: HO-1
- Control No: LO-1
- Salutation: Mr.
- Last name: MANGGAGANCHO
- First name: MALIKSI
- Middle name: DIMACULANGAN
- Ext: III
- Address 1 (No./Unit/Floor/Bldg.): 2/F LOKOMOKO BLDG.
- Address 2 (Street/Village/Subdivision): HAROL COR. TAKBO ST.
- Province: 1ST DIST M.M. (CITY OF MANILA)
- Region: NATIONAL CAPITAL REGION
- Town/City/Municipality: MALATE (CITY DIST.)
- Barangay: BARANGAY 688
- Zip Code: 1004
- Citizenship: FILIPINO
- Position: Branch Manager
- TIN: 123-456-679
- Tel. No: (02) 400-7026
- Mobile No: 0917-805-9345
- Fax No: (blank)
- Email Address: mdmanggagancho@gmail.com
- Attendance to PS Briefing & AMLA Seminar:  Yes  No
- Date of PS Briefing: 01/19/2017
- Date of AMLA Seminar: 01/20/2017

At the bottom of the dialog box are two buttons: "CANCEL" and "SAVE". A red arrow points from a text box on the right to the "SAVE" button.

Click on the SAVE button upon completion of edits

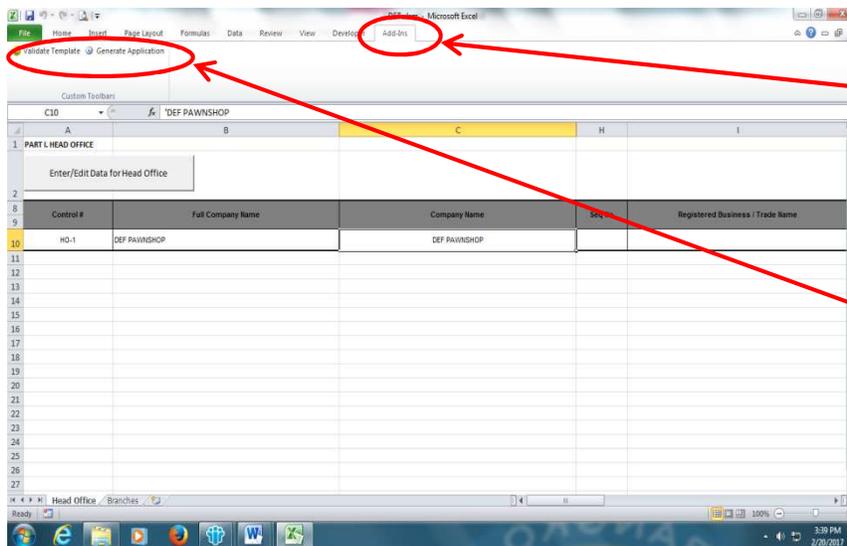
8. Upon completion of data entry in all the applicable sheets, the application form may now be generated. The generated form varies depending on the type of application. For reference, kindly refer to Annex C for the different type of application forms generated.

Generation of application form may be thru:

- a) Add-Ins tab or
- b) Main Menu

## Generation of Form Through Add-In

Go to any of the sheets and click on the Add-Ins tab

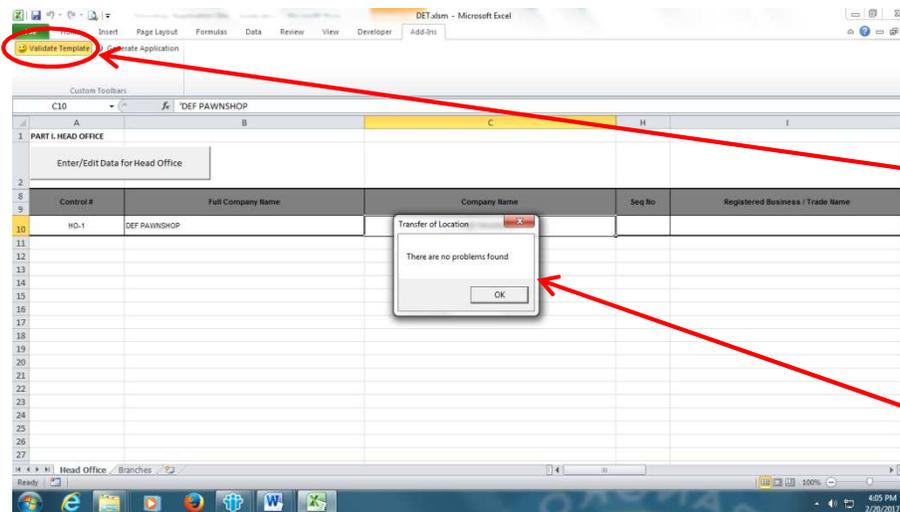


Click on the Add-Ins tab

Once the Add-Ins tab is selected, the Validate Template button and Generate Application button shall be displayed

### Note

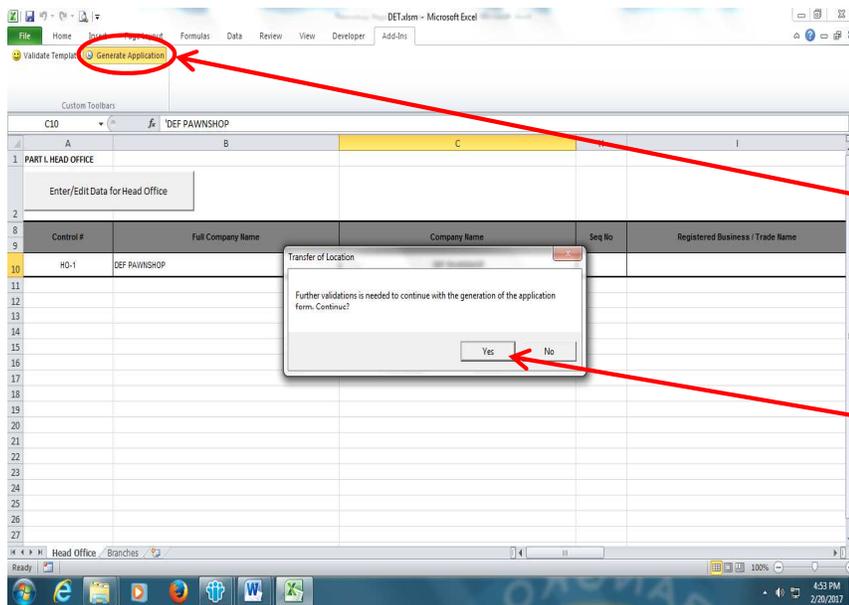
- \* The application form will not be generated if ever there are erroneous entries inputted; hence, to check for errors, click on the Validate Template button



Click on the Validate Template button

If there are no errors in the inputted data, this prompt shall be displayed- click on the OK button otherwise, the errors will be listed

Click on the Generate Application button

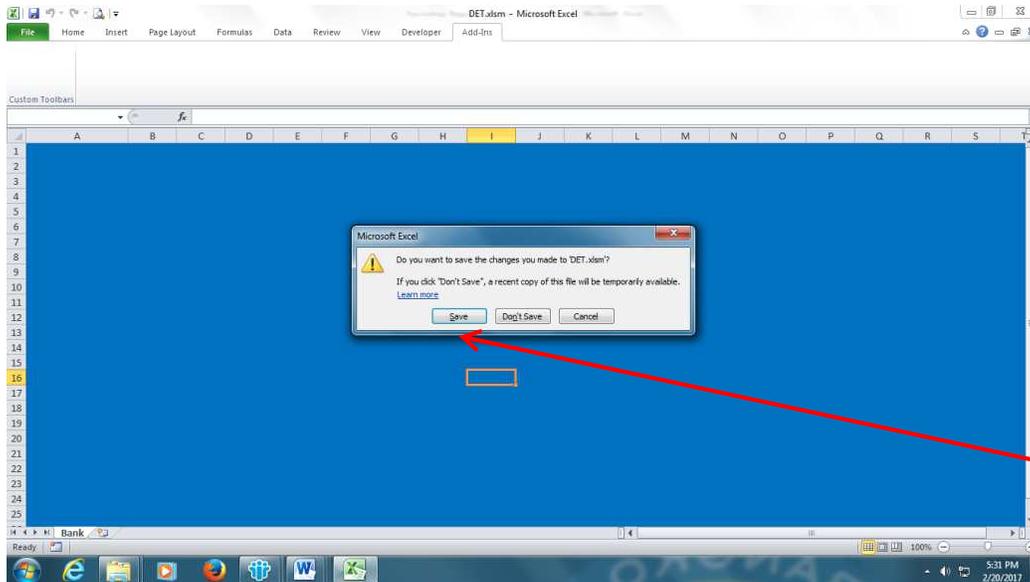


Click on the Generate Application button

This prompt shall be displayed, click on the YES button

Once the YES button is selected, the location of where the application form was saved shall be displayed.

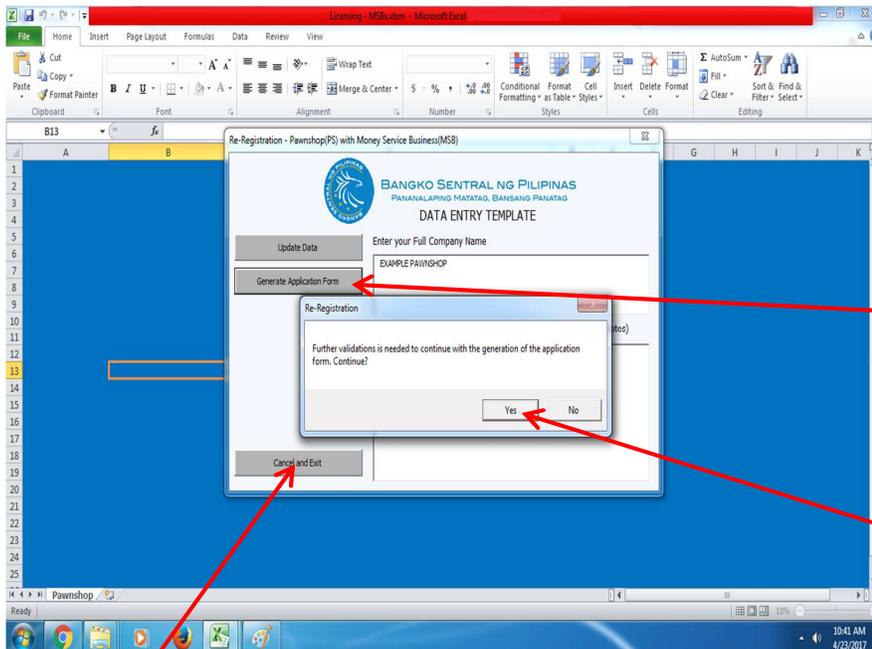




Click on the Save button

## Generation of application form thru the main menu

Click on the Generate Application Form button then click YES once the prompt appears



Click on the Generate Applicatio

Once the prompt appears, click on the YES

Click on the Cancel and Exit button to close the main menu

Similar to the generation of reports thru the Add-Ins tab, the location of the application form shall be displayed. Click on the Cancel and Exit button to close the menu. Click on the SAVE button to save the excel file.

9. Rename the generated application form (file) using the applicable filename as shown in the table below:

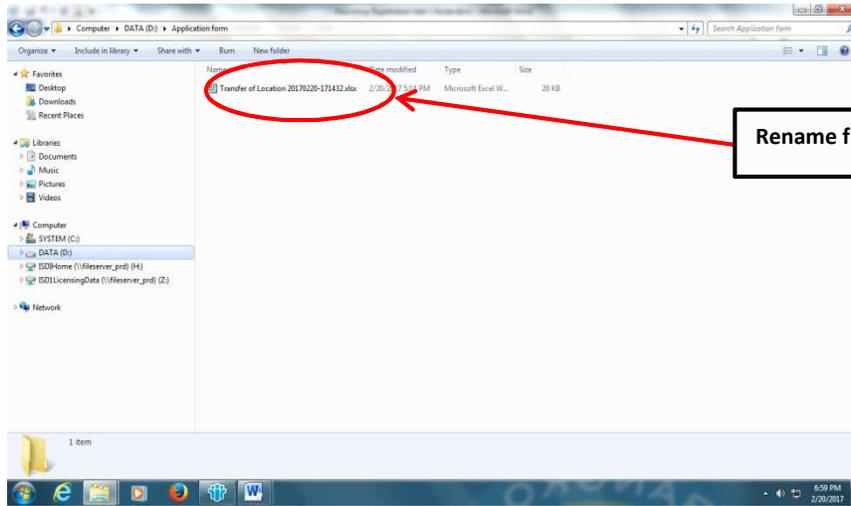
**PAWNSHOP**

<b>Application (Activity) Type</b>	<b>Form No.</b>	<b>File Name</b>
Authority to Operate a Pawnshop Business	01-001	01-001DET - <Pawnshop Name>
Transfer of Ownership	2P	2PDET - <Pawnshop Name>
Change of Registered/Business Name	3P	3PDET - <Pawnshop Name>
Surrender of Pawnshop Operator License Due to Closure of Business	4P	4PDET - <Pawnshop Name>
Establishment of Additional Branch	5P	5PDET - <Pawnshop Name>
Transfer of Business Location / Change of Branch Name	6P	6PDET - <Pawnshop Name>
Voluntary Closure of Pawnshop Office/ Branch	7P	7PDET - <Pawnshop Name>

**MONEY SERVICE BUSINESS**

<b>Application (Activity) Type</b>	<b>Form No.</b>	<b>File Name</b>
Registration to Operate a Money Service Business	03-001	03-001DET - <MSB Entity Name>
Change of Registered/Business Name	2M	2MDET - <MSB Entity Name>
Change in Ownership or Control	3M	3MDET - <MSB Entity Name>
Establishment of New Branches and/or Newly-accredited Remittance Sub-agents	4M	4MDET - <MSB Entity Name>
Additional/Terminated Remittance Tie-up Partners	5M	5MDET - <MSB Entity Name>
Transfer of Location of Office / Remittance Sub-agent	6M	6MDET - <MSB Entity Name>
Additional/Terminated Business Activity	7M	7MDET - <MSB Entity Name>
Change of Branch/ Remittance Sub-agent Name	8M	8MDET - <MSB Entity Name>
Closure of Branch / Remittance Sub-agent	9M	9MDET - <MSB Entity Name>
Closure of Business	10M	10MDET - <MSB Entity Name>

Illustration : 01-001DET – ABC Pawnshop



10. Send the DET to the prescribed email address at [fsd9licensing@bsp.gov.ph](mailto:fsd9licensing@bsp.gov.ph) using the applicable subject below:

### PAWNSHOP

Application (Activity) Type	Form No.	Subject
Authority to Operate a Pawnshop Business	01-001	01-001 - <Mode of Submission*>, <Province, City/Municipality**of Head Office>, <Name of Pawnshop>
Transfer of Ownership	2P	Form 2P - <Mode of Submission*>, <Province, City/Municipality**of Head Office>, <Name of Pawnshop>
Change of Registered/Business Name	3P	Form 3P - <Mode of Submission*>, <Province, City/Municipality**of Head Office>, <Name of Pawnshop>
Surrender of Pawnshop Operator License Due to Closure of Business	4P	Form 4P - <Mode of Submission*>, <Province, City/Municipality**of Head Office>, <Name of Pawnshop>
Establishment of Additional Branch	5P	Form 5P - <Mode of Submission*>, <Province, City/Municipality**of Head Office>, <Name of Pawnshop>
Transfer of Business Location / Change of Branch Name	6P	Form 6P - <Mode of Submission*>, <Province, City/Municipality**of Head Office>, <Name of Pawnshop>
Voluntary Closure of Pawnshop Office/ Branch	7P	Form 7P - <Mode of Submission*>, <Province, City/Municipality**of Head Office>, <Name of Pawnshop>

\* Mode of submission of documents is **Personal** if through Personal filing or **Mail** if through Postal/Courier services

\*\* The city/municipality in the subject refers to the location of the head office

### Illustration

Subject : 01-001 - Personal, Metro Manila, Manila, ABC Pawnshop

## MONEY SERVICE BUSINESS

Application (Activity) Type	Form No.	Subject
Registration to Operate a Money Service Business	03-001	03-001 - <Mode of Submission*>, <Province, City/Municipality**of Head Office>, <MSB Entity Name>
Change of Registered/Business Name	2M	Form 2M - <Mode of Submission*>, <Province, City/Municipality**of Head Office>, <MSB Entity Name>
Change in Ownership or Control	3M	Form 3M - <Mode of Submission*>, <Province, City/Municipality**of Head Office>, <MSB Entity Name>
Establishment of New Branches and/or Newly-accredited Remittance Sub-agents	4M	Form 4M - <Mode of Submission*>, <Province, City/Municipality**of Head Office>, <MSB Entity Name>
Additional/Terminated Remittance Tie-up Partners	5M	Form 5M - <Mode of Submission*>, <Province, City/Municipality**of Head Office>, <MSB Entity Name>
Transfer of Location of Office / Remittance Sub-agent	6M	Form 6M - <Mode of Submission*>, <Province, City/Municipality**of Head Office>, <MSB Entity Name>
Additional/Terminated Business Activity	7M	Form 7M - <Mode of Submission*>, <Province, City/Municipality**of Head Office>, <MSB Entity Name>
Change of Branch/ Remittance Sub-agent Name	8M	Form 8M - <Mode of Submission*>, <Province, City/Municipality**of Head Office>, <MSB Entity Name>
Closure of Branch / Remittance Sub-agent	9M	Form 9M - <Mode of Submission*>, <Province, City/Municipality**of Head Office>, <MSB Entity Name>
Closure of Business	10M	Form 10M - <Mode of Submission*>, <Province, City/Municipality**of Head Office>, <MSB Entity Name>

\* Mode of submission of documents is **Personal** if through Personal filing or **Mail** if through Postal/Courier services

\*\* The city/municipality in the subject refers to the location of the head office

### Illustration

Subject : 03-001 - Mail, Cebu, Cebu City, CDE MONEY CHANGER

11. Print the DET generated application form and submit together with the other documents via courier or thru the ISD I counter

## A. Matrix of Types of Application and the Sheets to be Accomplished for Pawnshops without Money Service Business

Type of Application	Registration Number	Sheets							
		Head Office	Branches	Corollary (if with corollary)	List of Officers	Owners-Partners-BOD	Shareholders	Shareholders of Shareholders	Beneficial Owners
<b>Issuance of Authority to Operate a Pawnshop</b>									
New pawnshop operator/ Reclassification of Pawnshop License									
Sole Proprietorship		✓		✓	✓	✓			✓
Partnership		✓		✓	✓	✓			✓
Corporation		✓		✓	✓	✓	✓	✓	✓
<b>Transfer of Ownership</b>									
Full transfer of Ownership									
Sole Proprietorship	✓	✓		✓	✓	✓			✓
Partnership	✓	✓		✓	✓	✓			✓
Corporation	✓	✓		✓	✓	✓	✓	✓	✓
Partial transfer of ownership									
Sole Proprietorship									✓
Partnership									✓
Corporation	✓	✓		✓			✓		✓
Transfer of Ownership from a deceased person to heirs									
Sole Proprietorship	✓	✓		✓	✓	✓			✓
<b>Change of Registered/Business Name</b>	✓	✓		✓					
<b>Surrender of Pawnshop Operator License Due to Closure of Business</b>	✓	✓		✓					
<b>Establishment of Additional Branch</b>	✓		✓	✓	✓				
<b>Transfer of Business Location/Change of Branch Name</b>	✓	✓	✓	✓					
<b>Voluntary Closure of Pawnshop Office/Branch</b>	✓		✓	✓					

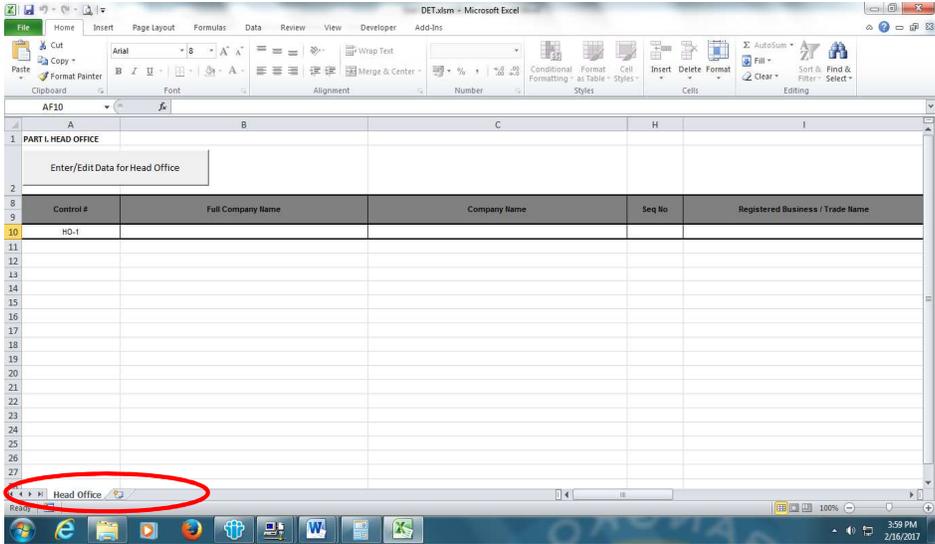
## B. Matrix of Types of Application and the Sheets to be Accomplished for Money Service Business (MSB) and Pawnshops with MSB

Type of Application	Registration Number	Sheets									
		Head Office	Branches	MSB Type	RSA*	List of Officers	Owners-Partners-BOD	Shareholders	Shareholders of Shareholders	Beneficial Owners	Tie-up*
<b>Issuance of Certificate of Registration</b>											
New operator/ Reclassification of Registration Category											
Sole Proprietorship		✓		✓		✓	✓			✓	✓
Partnership		✓		✓		✓	✓			✓	✓
Corporation		✓		✓	✓	✓	✓	✓	✓	✓	✓
Cooperative		✓		✓		✓	✓	✓	✓	✓	✓
<b>Change of Registered/Business Name</b>	✓	✓									
<b>Change in Ownership or Control</b>											
Full transfer of Ownership											
Sole Proprietorship	✓	✓				✓	✓			✓	
Partnership	✓	✓				✓	✓			✓	
Corporation	✓	✓				✓	✓	✓	✓	✓	
Partial transfer of ownership											
Sole Proprietorship										✓	
Partnership										✓	
Corporation	✓	✓						✓		✓	
Transfer of Ownership from a deceased person to heirs											
Sole Proprietorship	✓	✓				✓	✓			✓	
<b>Establishment of New Branches and/or Newly-accredited Remittance Sub-agents</b>	✓		✓	✓	✓	✓					
<b>Additional/Terminated Remittance Tie- up Partners</b>											✓
<b>Transfer of Location of Office/Remittance Sub-agent</b>	✓	✓	✓		✓						
<b>Additional/Terminated Business Activity</b>				✓							✓
<b>Change of Branch/Remittance Sub-agent Name</b>	✓		✓								
<b>Closure of Branch/Remittance Sub-agent</b>	✓		✓								
<b>Closure of Business</b>	✓	✓									

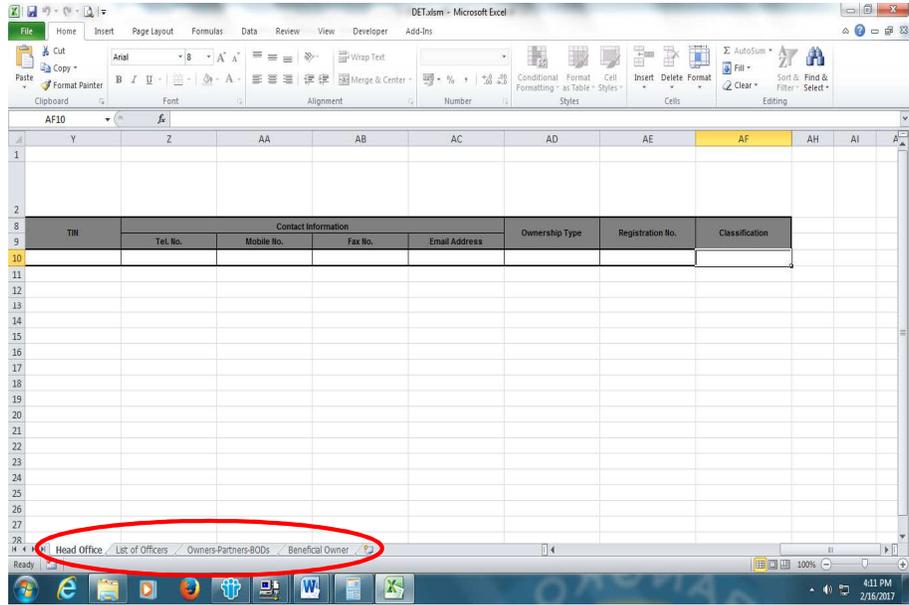
\*Applicable to Remittance Transfer Companies only



# Application for Change of Business Name



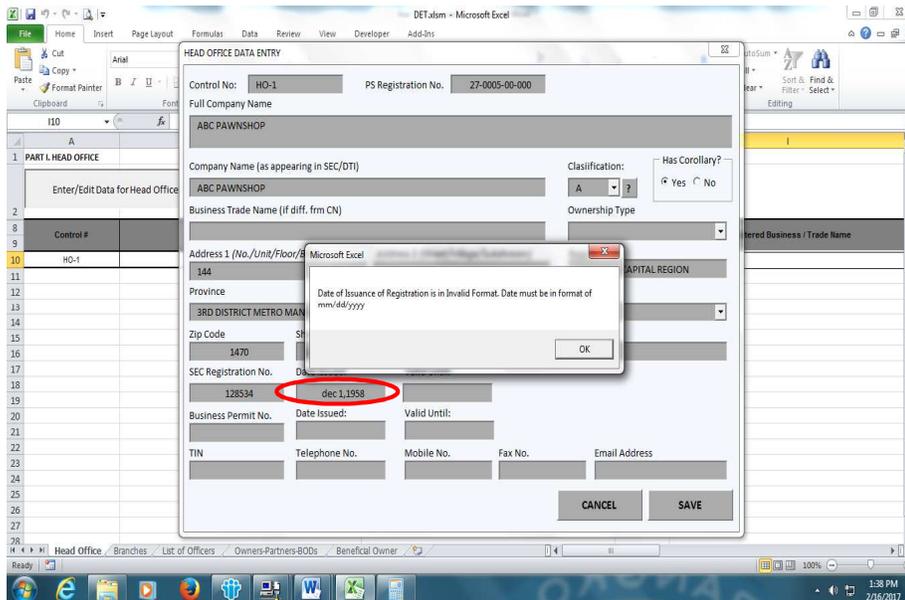
# Application for New Registration



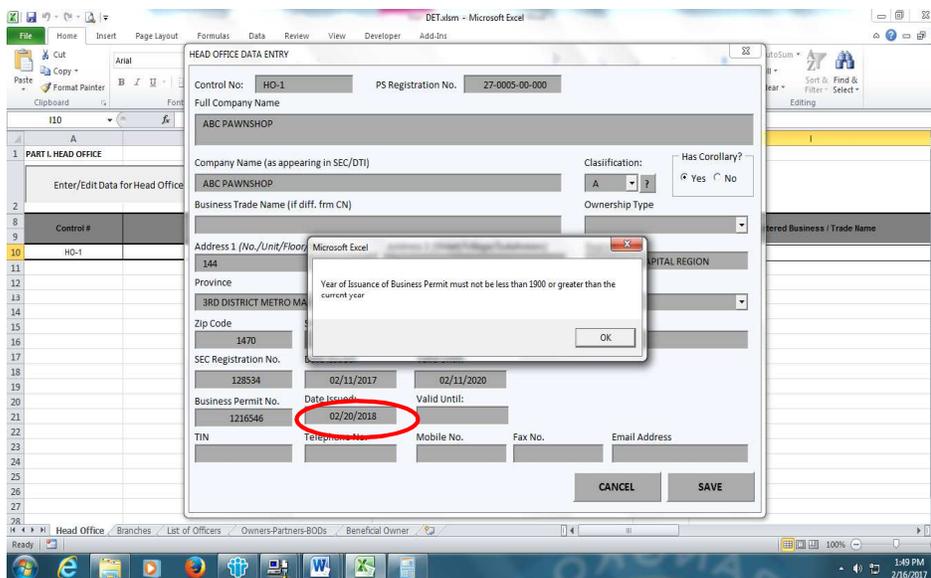
## Annex B

### Sample prompts

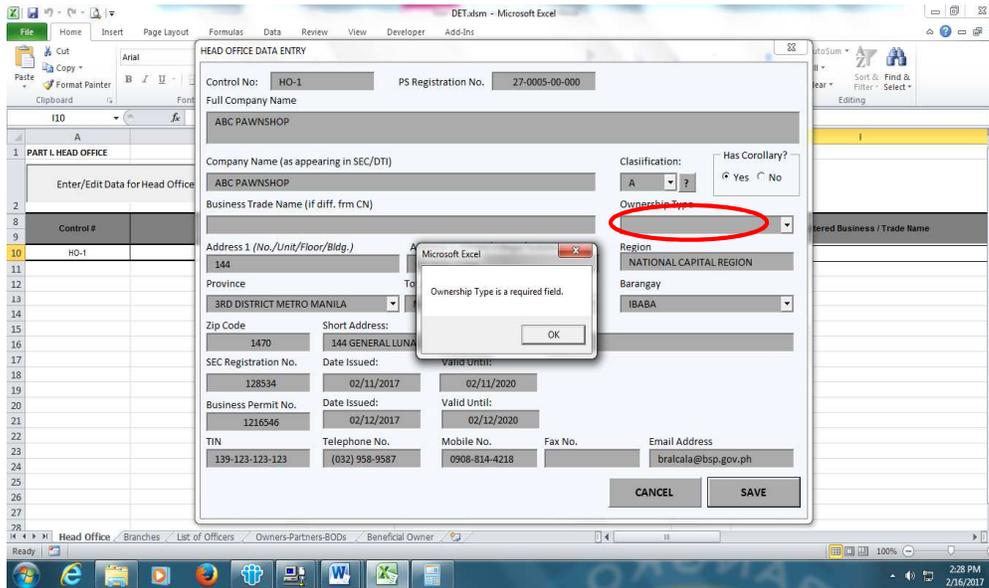
- prompt when data entered does not conform with the prescribed format



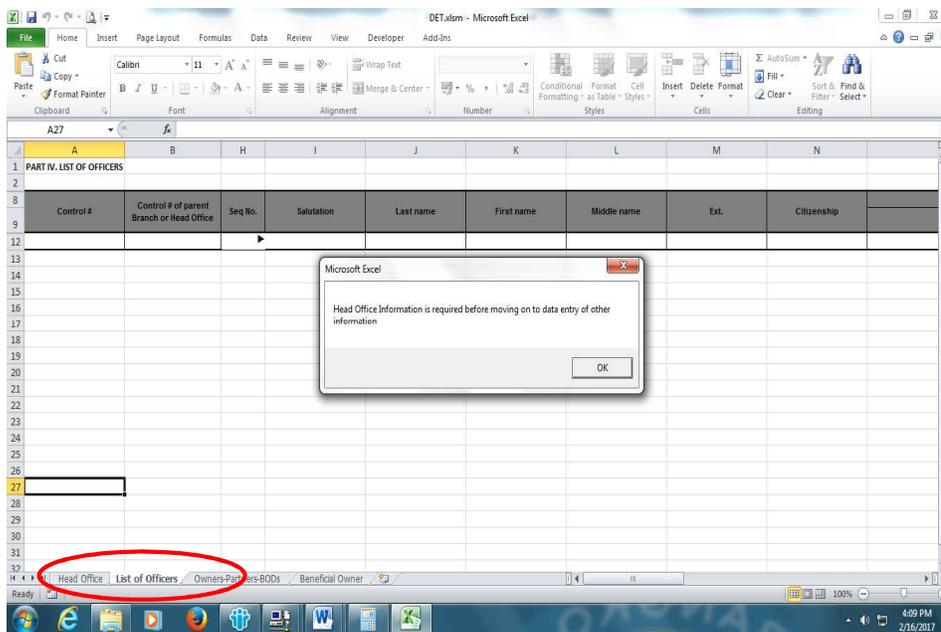
prompt when embedded validation failed



prompt when required data was not provided



prompt when input of data in the head office has been skipped



**GENERATED FORMS****PAWNSHOP**

<b>Application (Activity) Type</b>	<b>Form No.</b>
Authority to Operate a Pawnshop Business	01-001
Transfer of Ownership	2P
Change of Registered/Business Name	3P
Surrender of Pawnshop Operator License Due to Closure of Business	4P
Establishment of Additional Branch	5P
Transfer of Business Location / Change of Branch Name	6P
Voluntary Closure of Pawnshop Office/ Branch	7P

**MONEY SERVICE BUSINESS**

<b>Application (Activity) Type</b>	<b>Form No.</b>
Registration to Operate a Money Service Business	03-001
Change of Registered/Business Name	2M
Change in Ownership or Control	3M
Establishment of New Branches and/or Newly-accredited Remittance Sub-agents	4M
Additional/Terminated Remittance Tie-up Partners	5M
Transfer of Location of Office / Remittance Sub-agent	6M
Additional/Terminated Business Activity	7M
Change of Branch/ Remittance Sub-agent Name	8M
Closure of Branch / Remittance Sub-agent	9M
Closure of Business	10M