# **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

## <u>Note</u>

<sup>1</sup> Succeeding re-opening of the DET shall not require the enabling of Macros

<sup>&</sup>lt;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.



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



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.

## <u>Note</u>

Sheets not applicable for a particular type of application shall not be displayed. Sample sheets are shown in Annex A.1  Click on the Enter/Edit Data button, to start the input of data on the <u>Head Office Sheet</u>



Click on the arrow head icon, to start the input of data on the <u>other</u> <u>sheets</u>



## **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.



## <u>Notes</u>

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

😰 🗐 🛫 🔍 🕫 🕰 🗐 🖛 🕹 Licensing - MSBs - Microsoft Excel	
File Home Insert Page Layout Formulas Data Review View	۵ 🚱
<sup>1</sup> / <sub>2</sub> Coy <sup>+</sup> <sup>1</sup> / <sub>2</sub> A <sup>+</sup> <sup>1</sup> / <sub>2</sub> A <sup>+</sup> <sup>1</sup> / <sub>2</sub> M <sup>+</sup> <td>Impert     Delete Format       Cells     Cells</td>	Impert     Delete Format       Cells     Cells
C5 • fr From Action From Action Pawnshon(PS)	×
A B Bangko Sentral ng Pilipinas	G H I J K
3 4 PANAMALAPINO MATATAR, BANSANO PANATAG DATA ENTRY TEMPLATE	
5 6 Lipdate Data Enter your Full Company Name Acc Partnershop	
7 8 Generate Application Form	
Describe the purpose of your celected application (for personal r	ates)
12 13	=
14	
16 17	
18 Cancel and Exit	
22	
23 24	
25 K ( + ) // Pawnshop //92 //	Click on the
Ready	
🛞 🤌 🧕 🖺 🔚 🗐 🔀	► • 🕸 🗊 538 PM

- **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



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

Alai       *8       X       = = **********************************	K J J + (≌ + A) I = File Home Insert	Page Layout Form	ulas Dati	DET4.stam - Microsoft Excel
Clipboard       Fort       Control No:       DO-1       Exting         122       Image: Control No:       Image: Control No:	Paste	rial × 8 • B I U •   🗵 •   3	• A • A •	Interfected back billing - Update     Interfected back billing - Update
A       B       H       Salutation Last name       First name       Middle name       Ext       M       N         1       PARTY, LIST OF OFFICES       Address 1       (No./Lint/Floor/Bidg.)       Address 2       (Street/Village/Subdivision)       Ext.       M       N         3       Control 8 of parent       Seque.       Address 1       (No./Lint/Floor/Bidg.)       Address 2       (Street/Village/Subdivision)       Ext.       Cutrenative       Ext.       Cutrenative         12       Control 8 of parent       Seque.       FLONOMOKO BLDG.       Region       Ext.       Cutrenative       Ext.       Cutrenative         13	Clipboard G	Font fx MANGG	AGANCHO	Parent Control No: H0-1   Control No: L0-1  Cells Editing
PART N. UST OF OFFICES       Im       <	٨	R	н	Solutation Last appendix Section 2010 Middle appendix Section 2010
8       Control # of parent Branch or Need Office       Seq No.         12       Lo1       ho-1       1         13	1 PART IV. LIST OF OFFICER	5		Mangagancho Maliksi Dimaculangan III
Province         Region         FLENO         2FLENONOKO BLD           13	8 Control #	Control # of parent Branch or Head Office	Seq No.	Address 1 (Wa/Unit/Floor/Bidg.) Address 2 (Street/Villoge/Subdivision) 2/F.LOKOMOKO BLDG. HABOL COR. TAKBO ST. Citizenship
13     IST DIST M.M. (CITY OF MANILA)     INATIONAL CAPITAL REGION       14     Town/City/Municipality     Barangay       15     Town/City/Municipality     Barangay       16     Zip Code Citizenship     Postion       18     Zip Code Citizenship     Postion       19     Town/City/Municipality     Barangay       20     Town/City/Municipality     Barangay       21     Town/City/Municipality     Baranch Manager       22     Tel. No.     Mobile No.     Fax No.       23     Citz dos 7026     0917-805-9345       24     Tel. No.     Mobile No.     Fax No.       25     Citz dos 705 Briefing & AMLA Seminar     01/19/2017       26     Citz dos 75 Briefing & City/19/2017     Date of AMLA Seminar:       27     Cancel     Save	2 12 L0-1	H0-1	1	Province Region FLPNO 2FLOKOMOKO BLD
18     Zip Code     Citizenship     Position     T IN       19     1004     FILIPINO     Branch Manager     123-456-679       20     Tel. No.     Mobile No.     Fax No.     Email Address       23     (02) 400-7026     0917-805-9345     mail Managagancho@gmail.com       24     Attendance to P5 Briefing:     01/19/2017     Date of AMLA Seminar:     01/20/2017       26     27     Clack I     Save     Cancel     Save	14 15 16 17			IST DIST M.M. (CITY OF MANILA)     ANTIONAL CAPITAL REGION     Town/City/Municipality     Barangay     MALATE (CITY DIST.)     BARANGAY 688
21     Tel. No.     Mobile No.     Fax No.     Email Address       22     (02) 400-7026     0917-805-9345     mdmanggagancho@gmail.com       23     Attendance to PS Briefing & AMLA Seminar       24     Fax No.     Email Address       25     O     Date of PS Briefing:       26     Click on the SA	18 19 20			Zip Code         Citizenship         Position         T IN           1004         FLUPINO         Branch Manager         122-456-679         =
24 24 24 25 26 26 27 26 26 26 27 26 26 26 26 26 26 26 26 26 26 26 26 26	21 22 23			Tel. No. Mobile No. Fax No. Email Address Click on the SAVE
	24 25 26			G Ves C No Date of PS Briefing: 01/19/2017 Date of AMLA Seminar: 01/20/2017 Completion of edits
	27 28 29			
	30 31			
Ited Office       List of Officers / OwnersPathers800s       / Beneficial Owner       >         Ready       □       □       □       □	Ready	ist of Officers Owne	ers-Partners-B	8005 / Beneficial Owner / 12 / 0 / 0 / 0 / 0 / 0 / 0 / 0 / 0 / 0 /

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

## <u>Note</u>

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 Generate Application button

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

Image: Second	Documenti - Microsoft Word Page Layout References Maillings Review View Format Don Boogh - 山 - 木 本 An 一 例 臣 - 臣 - 臣 - 臣 - 臣 # 律 2 4 『 AaBbCcDt AaBbCc AbbCc AaBbCc AbbCc AaBbCc AbbCc AaBbCc AbbCc	Aasbecchi Aasbeck
Paste ∗ ∳ Format Painter Clipboard 5	I     I </th <th>Subtle Em   Change by Select *  Styles by Select *  Styles Editing</th>	Subtle Em   Change by Select *  Styles by Select *  Styles Editing
· · · · · · · · · · · · · · · · · · ·		
- - - - - - - -	A     B     C     X     I      Instructed datage     former finance     former finan	Location of application form in the PC
N - - - - - - - - - - -		
- - - - -		0 <u>v</u> 0 z
Page: 1 of 1 Words: 0 🚿		· □ □ □ □ 130% ○ □ • • • • • • • • • • • • • • • • • •

## Close the excel file

Custom Toolbars	f Incr namesion			
C10 +	JX DEP PAWNSHOP		u I	
AT L HEAD OFFICE	5			
Enter/Edit Data for H	lead Office			to close the
Control #	Full Company Name	Company Name	Seq No Registered Busine	worksheet
HO-1 DEF	PAWNSHOP	DEF PAWNSHOP		
		1	-	
				=

Save the excel file



## Generation of application form thru the main menu

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



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:

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

#### PAWNSHOP

#### **MONEY SERVICE BUSINESS**

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

Illustration: 01-001DET – ABC Pawnshop



## 10. Send the DET to the prescribed email address at

<u>fsd9licensing@bsp.gov.ph</u> using the applicable subject below:

#### PAWNSHOP

Application (Activity) Type	Form No.	Subject
Authority to Operate a Pawnshop	01-	01-001 - <mode of="" submission*="">, <province,< td=""></province,<></mode>
Business	001	City/Municipality**of Head Office>, <name of="" pawnshop=""></name>
Transfer of Ownership	2P	Form 2P - <mode of="" submission*="">, <province, City/Municipality**of Head Office&gt;, <name of="" pawnshop=""></name></province, </mode>
Change of Registered/Business		Form 3P - <mode of="" submission*="">, <province,< td=""></province,<></mode>
Name	3P	City/Municipality**of Head Office>, <name of="" pawnshop=""></name>
Surrender of Pawnshop Operator		
License Due to Closure of		Form 4P - <mode of="" submission*="">, <province,< td=""></province,<></mode>
Business	4P	City/Municipality**of Head Office>, <name of="" pawnshop=""></name>
Establishment of Additional		Form 5P - <mode of="" submission*="">, <province,< td=""></province,<></mode>
Branch	5P	City/Municipality**of Head Office>, <name of="" pawnshop=""></name>
Transfer of Business Location /		Form 6P - <mode of="" submission*="">, <province,< td=""></province,<></mode>
Change of Branch Name	6P	City/Municipality**of Head Office>, <name of="" pawnshop=""></name>
Voluntary Closure of Pawnshop		Form 7P - <mode of="" submission*="">, <province,< td=""></province,<></mode>
Office/ Branch	7P	City/Municipality**of Head Office>, <name of="" pawnshop=""></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

#### <u>Illustration</u>

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

#### MONEY SERVICE BUSINESS

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

\* 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

						Sheets			
Type of Application	Registration Number	Head Office	Branches	Corollary (if with corollary)	List of Officers	Owners- Partners- BOD	Shareholders	Shareholders of Shareholders	Beneficial Owners
Issuance of Authority to Operate a Pawns	shop								
New pawnshop operator/ Reclassification of Pawnshop License									
Sole Proprietorship		✓		✓	✓	✓			✓
Partnership		✓		✓	✓	✓			✓
Corporation		✓		✓	✓	✓	✓	✓	✓
Transfer of Ownership	-			-	-	-			
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	✓	√		√	✓	✓			√
Change of Registered/Business Name	✓	~		~					
Surrender of Pawnshop Operator									
License Due to Closure of Business	$\checkmark$	$\checkmark$		$\checkmark$					
Establishment of Additional Branch	✓		✓	✓	✓				
Transfer of Business Location/Change of									
Branch Name	$\checkmark$	$\checkmark$	✓	$\checkmark$					
Voluntary Closure of Pawnshop									
Office/Branch	✓		✓	✓					

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

							Shee	ets			
Type of Application	Registration Number	Head Office	Branches	MSB Type	RSA*	List of Officers	Owners- Partners- BOD	Shareholders	Shareholders of Shareholders	Beneficial Owners	Tie-up*
Issuance of Certificate of Registration		-				-					•
New operator/											
<b>Reclassification of Registration</b>											
Category											
Sole Proprietorship		✓		✓		✓	✓			~	✓
Partnership		✓		✓		✓	✓			~	✓
Corporation		✓		✓	✓	✓	✓	✓	✓	✓	✓
Cooperative		✓		✓		✓	✓	✓	✓	✓	✓
Change of Registered/Business Name	~	~									
Change in Ownership or Control	•							•			
Full transfer of Ownership											
Sole Proprietorship	✓	✓				√	√			✓	
Partnership	✓	✓				✓	✓			$\checkmark$	
Corporation	✓	✓				✓	✓	✓	✓	$\checkmark$	
Partial transfer of ownership											
Sole Proprietorship										✓	
Partnership										✓	
Corporation	✓	✓						✓		✓	
Transfer of Ownership from a											
deceased person to heirs											
Sole Proprietorship	✓	✓				~	✓			√	
Establishment of New Branches and/or Newly-accredited Remittance Sub-agents	✓		✓	~	✓	~					
Additional/Terminated Remittance Tie-											
up Partners											✓
Transfer of Location of Office/Remittance	•										
Sub-agent	✓	✓	✓		✓						
Additional (Terminated Rusiness Astivity											
Change of Branch / Remittance Sub agent				•							v
Name	./										
	•		v								
Closure of Branch / Pomittance Sub agent	1		1								
Closure of Business	•	1	-								
		1 .	1			1	1	1	1		1

\*Applicable to Remittance Transfer Companies only

## Sample excel file showing the applicable sheets

## Application for Re-registration

= 2 - 17 - 12 =	_		DETadsm - Microsoft Excel	Carlo and a second	-	and the second se	- C - X
File Home Inser	ert Page Layout Formulas Data Review	View Developer A	dd-Ins				🖶 🗆 🚱 ۵
Aste Service Clipboard	$ \begin{array}{c c c c c c c c c c c c c c c c c c c $	Wrap Text	• • • • • • • • • • • • • •	Conditional Format Cell Formatting - as Table - Styles Styles	Insert Deleta Cells	∑ AutoSum * Format Clear * Find & Editing	
110 -	fx fx						
A	В		С		н	1	
PART I. HEAD OFFICE							
Enter/Edit Dat	ta for Head Office						
Control #	Full Company Name		Company Nam	,	Seq No	Registered Business / Trade Nam	e
HO-1							
1							
1							
5							
Head Office	Branches / List of Officers / Owners-Partners-BOD	/ Beneficial Owner /	2	1			•
tady					_	100% -	0
😰 🥭 📋	🔋 🖸 😫 🕆 🖳						8:58 AM

## Application for transfer of Location

X . " - C - A -		DETulsm - Microsoft Excel	-		- 0 - X
File Home Insert	Page Layout Formulas Data Review View D	veloper Add-Ins			۵ 🕜 🗖 🗗 ۵
↓ Cut     Arial       ↓ Copy *     Paste       ↓     ✓ Format Painter	*8 * A* X*     = = = ※·     副       I U · □ · □ · ○ · A ·     臣 善 三 律律     国	ap Text rge & Center - 97 % > 126 450 Conditional Format Formatting - as Table - 50	Cell Insert I	Delete Format → → → ∑ AutoSum → ∑ AutoS	
Clipboard 12	Font G Alignment	Number 🖓 Styles		Cells Editing	
AF10 • (*	k		0		
A A	В	C	Н		
Enter/Edit Data for P	Head Office				
8 Control #	Full Company Name	Company Name	Seq No	Registered Business / Trade Na	me
10 HO-1					
11					
12					
13					
14					
16					
17					
18					
19					
20					
2					
22					
24					
25					
26					
27					
Head Office Bran	ches / 2				
Ready				🔟 🛄 100% 🕞	0 0
📀 ၉ 📋	🔰 🔒 🛞 📑 🐘 📔			• 0	3:11 PM

Application for Change of Business Name

X 🔒	ii) - (i - [ <u>]</u>  ∓			DET.x	Ism + Microsoft Excel	-		-		- 6 ×
File	Home Insert	Page Layout Formulas Data	Review View De	veloper Add-Ins						ت 🖬 🗆 🜔 ه
Paste	<ul> <li>Kut</li> <li>Ariz</li> <li>Copy ≠</li> <li>Format Painter</li> <li>Clipboard ≤</li> </ul>	H <b>* 8 * A</b> <sup>*</sup> λ <sup>*</sup> <b>Ξ</b> <i>I</i> <sup>*</sup> <u>U</u> +   <u>U</u> +   <u>Δ</u> + <b>A</b> + Font 5	■ =   参·   副 Wr ■ ■ ■   定住   国 Me Alignment	ap Text rge & Center न म्यु ्य	• • % • <sup>+</sup> .0 ÷.0 Number ○	Conditional Format Formatting as Table Styles	t Cell + Styles -	Delete Format Cells	∑ AutoSum * A Fill * ZI Pill Clear * Sort & Find & Filter * Select * Editing	
	AF10 - (*	f <sub>x</sub>						-200		~
A	A	В			С		н		1	-
1 PA	RT I. HEAD OFFICE									î
2	Enter/Edit Data fo	r Head Office								
8	Control #	Full Company I	Name		Company Name		Seq No		Registered Business / Trade Na	me
10	HO-1									
11										
12										
14										
15										
16										
17										
18										
19										
20										
22										
23										
24										
25										
20										
-										*
4.4.3	Head Office						18			→ []
Keady					_	-	-			250.014
1	e 📄	0 🥹 🖤				01		-	- 0	2/16/2017

## Application for New Registration



## Sample prompts

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

🗶   🖌 11) - (u - 🛕   <del>-</del>	DET/utsm - Microsoft Excel		. 0
File Home Insert Page Layout	Formulas Data Review View Developer Add-Ins HEAD OFFICE DATA ENTRY	DutoSum * A	3 🗟 🗆 🚯 ۵
Paste J Format Painter Clipboard G Form	Control No: H0-1 PS Registration No. 27-0005-00-000 Full Company Name	II * Zu <sup>a</sup> Sort & Find & Filter * Select * Editing	
110 • (* fx	ABC PAWNSHOP	I	
1 PART I. HEAD OFFICE	Company Name (as appearing in SEC/DTI) Clasification: Has Corollary? Company Name (as appearing in SEC/DTI)		
Enter/Edit Data for Head Office	ABC PAWNSHOP A ? ? "Yes U No Business Trade Name (if diff. fm CN) Ownership Type		
8 Control #		tered Business / Trade Nam	e
10 HO-1 11	Address 1 (No./Unit/Floor/A 144 APITALREGION		
12	Province Date of Issuance of Registration is in Invalid Format. Date must be in format of TRD DISTRICT METRO MAN		
14 15 16	Zip Code St 1470 OK		15
17 18	SEC Registration No. Da		
19 20	Business Permit No. Date Issued: Valid Until:		
21 22 23	TIN Telephone No. Mobile No. Fax No. Email Address		
24 25			
26 27	CANCEL SAVE		
28 H + → H Head Office / Branches / List o Ready	f Officers / Owners-Partners-BODs / Benefical Owner / 2 / [] 4 [ == ]	<b>III</b> I 100% —	• • • •
🕘 🙆 📜 🛛	0 🕀 🚉 🕎 🔀 📳	- 0	1:38 PM 2/16/2017

## prompt when embedded validation failed

X Cut	HEAD OFFICE DATA ENTRY	22	utoSum • A
Copy +	Control No: HO-1 PS Registration No. 27-0005-00-000		II * ZI II II Sort & Find & lear * Filter - Select * Editing
110 • (* f*	ABC PAWNSHOP		
A NRT I. HEAD OFFICE	Company Name (as appearing in SEC/DTI)	Clasiification: Has Corollary?	
Enter/Edit Data for Head Office	ABC PAWNSHOP	A ? ? Yes C No	
	Business Trade Name (if diff. frm CN)	Ownership Type	
Control #			tered Business / Trade Name
H0-1	Address 1 (No./Unit/Floor) Microsoft Excel	APITAL REGION	
	Province Year of Issuance of Business Permit must not be less than 1900 or great	ater than the	
	3RD DISTRICT METRO MA		
	Zip Code 5		
	1470		
	139534 02/11/2017 02/11/2020		
	Devices Reserve Valid Listile		
	1216546 02/20/2018		
	TIN Telephone Nor Mobile No. Fax No.	Email Address	
		CANCEL SAVE	
			]
Head Office Branches List of	Officers / Owners-Partners-BODs / Beneficial Owner / 😒 /	(	

## prompt when required data was not provided

(x) = (u - ( <u>)</u> ) =	DETaism - Microsoft Excel	
Cut Arial	HEAD OFFICE DATA ENTRY	utoSum * A
Paste Format Painter Clipboard G Form	Control No: HO-1 PS Registration No. 27-0005-00-000	ll * Sort & Find & lear * Filter * Select * Editing
110 • fx	ABC PAWNSHOP	
1 PART I. HEAD OFFICE	Company Name (as appearing in SEC/DTI) Clasification: Has Corollary?	
Enter/Edit Data for Head Office	ABC PAWNSHOP A ? Ortes to NO Business Trade Name (if diff. frm CN) Ownership Type	
8 Control # 9 H0-1	Address 1 (No./Unit/Floor/Bidg.)	tered Business / Trade Name
11 12 13	Arrow Province To Ownership Type is a required field. Barangay BARANILA Concerning Type is a required field.	
14 15 16	Zip Code Short Address: 2470 144 GENERAL LUNA OK	
17 18 19	SEC Registration No.         Date issued:         Valid Until:           128534         02/11/2017         02/11/2020	
20 21 22	Business Permit No.         Date issued:         Valid Until:           1216546         02/12/2017         02/12/2020	
23 24	IIN         Telephone No.         Mobile No.         Fax No.         Email Address           139-123-123         (032) 958-9587         0908-814-4218         bralcala@bsp.gov.ph	
25 26 27	CANCEL SAVE	
28 Head Office / Branches / List Ready Sale	of Officers / Owners-Partners-800s / Beneficial Owner / 🖓 / 🗍 📢 👘 👘	
📀 🥭 📋 D	🥹 🌐 🔜 💹 🛃	▲ 🕕 🔛 2:28 PM 2/16/2017

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

	t PageLayout Form	ulas Data	Review View	Developer Add-Ins					۵ 🕜 🗖
<ul> <li>Cut</li> <li>Copy *</li> <li>Format Painter</li> </ul>	Calibri         ▼         11         ▼           B         I <u>U</u> • <u>U</u> • <u>D</u>	$A^{*} A^{*} \equiv$ $P \cdot A \cdot \equiv$	== ≫· 副 == ≫· 副	Wrap Text Merge & Center = 🏢 • 1	* * * * * * * * * * * * * * * * * * *	tional Format Cell tting * as Table * Styles *	Insert Delete Format	E AutoSum * Z AutoSum * Fill * Clear * Sort & Find & Filter * Select *	
Tipboard 14	Font	12	Alignment	15 N	lumber 🖓	Styles	Cells	Editing	-
A27 *	×1,	u	1		V	1	м	N	
RT IV. LIST OF OFFICE	BS	n		,	ĸ		(VI	TN	
Control #	Control # of parent	Seallo	Salutation	l set name	Firet name	Middle name	Ext	Citizanshin	
contore	Branch or Head Office	ord no.	Januarion	Lustinine	That mille	induc harns		Citechamp	
			Microsoft Fa	wel		× )			
				and look a successive and the second second second					
			informatio	on	oefore moving on to data e	entry of other			
			informatio	ice Information is required t on	efore moving on to data e	entry of other			
			Head Utili	ice Information is required t	efore moving on to data e	entry of other			
			informati	ice information is required t	efore moving on to data e	OK			
			informati	ice information is required t	efore moving on to data e	OK			
			informatio	information is required t	efore moving on to data e	OK			
			informatio	information is required t	efore moving on to data e	OK			
			informati	ce Information is required t	efore moving on to data e	OK			
			informati	ce information is required t	efore moving on to data e	OK			
	_		informati	ce information is required t	efore moving on to date e	OK			
	1		infermati	ce information is required t	efore moving on to data e	OK			
			informatio	ce internation is required to	efore moving on to data e	<u>OK</u>			
			Information	ce internation is required I	efore moving on to data e				
			Information	ce intermation is required I	efore moving on to data e				

#### **GENERATED FORMS**

#### PAWNSHOP

	Form
Application (Activity) Type	No.
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

	Form
Application (Activity) Type	No.
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