



BANGKO SENTRAL NG PILIPINAS

OFFICE OF THE DEPUTY GOVERNOR
FINANCIAL SUPERVISION SECTOR

MEMORANDUM NO. M-2019-019

To : ALL PAWNSHOP OPERATORS

Subject : GUIDELINES ON THE SUBMISSION OF APPLICATION FOR LICENSE/AUTHORITY TO OPERATE A PAWNSHOP AND ACTIVITIES REQUIRING PRIOR BSP APPROVAL OR NOTIFICATION

Pursuant to the approval under Monetary Board Resolution No. 514 dated 28 March 2019 of the amendments to P Regulations of the Manual of Regulations for Non-Bank Financial Institutions (MORNBFi) as issued under Circular No. 1039 dated 03 May 2019, the following operational guidelines shall be observed in the application for license/authority to operate a pawnshop and activities requiring prior BSP approval or notification. The foregoing supersedes the provisions under Memoranda Nos. M-2017-006 and M-2017-007, both dated 22 February 2017.

I. General Guidelines

A. **Minimum Requirements.** Pawnshop operators shall adhere to the following minimum requirements for the application for license/authority to operate a pawnshop and activities requiring prior BSP approval or notification. Otherwise, the application or notification shall not be accepted.

1. **Documentation.** Complete, valid and accurate documentary requirements, i.e., BSP-prescribed forms and supporting documents, shall be submitted. The BSP-prescribed forms, Data Entry Template (DET) user's guide, checklists of requirements and relevant BSP issuances are downloadable from the BSP website¹.
2. **Authorized Signatory.** The prescribed forms shall be signed by the authorized signatory, i.e., the proprietor/managing partner/president or officer of equivalent rank and function, or as otherwise indicated in the form.
3. **Fees.** Proof of payment of non-refundable filing fee of P1,000 per office and per business activity (i.e., RTC, MC/FXD) shall be included in the application or notification². Payment may be made through any of the following:
 - a. Cash Department at the BSP Head Office, A. Mabini Street, Malate, Manila from 9:00 am to 2:00 pm (*secure an Order of Payment at the Sectoral*

¹ http://www.bsp.gov.ph/regulations/reg_others_pawnshop.asp

² Except for Additional/Terminated Remittance Tie-up Partners, Closure of Branch/Remittance Sub-agent and Closure of Business

Operations Management Department before proceeding to the Cash Department);

- b. Cash Department at any BSP Regional Office/Branch from 9:00 am to 2:00 pm; or
- c. Manager's Check (MC) or Postal Money Order (PMO) payable to the Bangko Sentral ng Pilipinas.

B. Mode of Submission. All applications and notifications shall be addressed to the *Director of Financial Supervision Department IX, Bangko Sentral ng Pilipinas, BSP Complex, A. Mabini Street, Malate, Manila* and submitted via personal filing or postal/courier services to Sectoral Operations Management Department.

II. Procedural Guidelines

The detailed/step-by-step procedure in accomplishing and submitting the DET is listed in the User's Guide downloadable from the BSP website.

A. Application for License/Authority to Operate

Entity shall submit to BSP an application for license/authority to operate a pawnshop using the DET Generated Form No. 01-001, together with the documentary requirements listed in FSS Licensing Form No. 01-002, for evaluation. Upon receipt of notice of approval, entity shall pay the corresponding fees i.e., licensing fee and metal plate for the release of Authority to Operate.

B. Activities Requiring Prior BSP Approval

Pawnshop operators shall seek prior BSP approval on the activities enumerated below:

Form No.	Activity	Documentary Requirements
a. 2P	Transfer of Ownership	DET-Generated Form No. 2P, together with the documentary requirements listed in Forms No. 2P-1, 2P-2, 2P-3, as applicable.
b. 3P	Change of Registered/Business Name	DET-Generated Form No. 3P, together with the documentary requirements listed in Form No. 3P
c. 01-001	Reclassification of Pawnshop License	Refer to the documentary requirements on: a. application for license/authority to operate; and/or b. application for registration as RTC and MC/FXD covered by a separate memorandum, as applicable.
d. 4P	Surrender of Pawnshop Operator License Due to Closure of Business	DET-Generated Form No. 4P, together with the documentary requirements listed in Form No. 4P

C. Activities Requiring Notification

Pawnshop operators shall notify BSP on the activities enumerated below.

Form No.	Activity	Documentary Requirements	Deadline
a. 5P	Establishment of Additional Branch	DET Generated-Form No. 5P, together with the documentary requirements listed in Form No. 5P	within five (5) business days from end of month of start of operations of new branch/es
b. 6P	Transfer of Business Location/ Change of Branch Name	DET Generated Form No. 6P, together with the documentary requirements listed in Form No. 6P	within five (5) business days after the effectivity of transfer
c. 7P	Voluntary Closure of Pawnshop Office/Branch	DET Generated Form No. 7P, together with the documentary requirements listed in Form No. 7P	within five (5) business days after the effectivity of closure

For compliance.


CHUCHI G. FONACIER
Deputy Governor

2 July 2019