OTHER BUSINESS NAME (BN)-RELATED APPLICATION FORM

To Applicant: *Place a ✓ in the box pertaining to the transaction/process being applied for, and accomplish the **Application Form**.*

To BN Processor: *Application should be accepted/received only when the requirements are complete.*

See back hereof for the list of requirements and schedule of fees.

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☐ **BN CERTIFICATION** *Kindly state the purpose:*	☐ **AUTHENTICATION / CERTIFIED TRUE COPY (CTC) OF BN CERTIFICATE OF REGISTRATION** (No. of copies: _____) *Kindly state the purpose:*
☐ **CHANGE IN TERRITORIAL SCOPE** From: _____ To: _____	☐ **CANCELLATION OF BUSINESS NAME REGISTRATION** Basis/Reason for cancellation:

CHANGE OF BUSINESS/PERSONAL INFORMATION	
☐ OWNER'S NAME *(By virtue of marriage or judicial decree)* From: _____ To: _____	☐ BUSINESS ADDRESS From: _____ To: _____ ☐ OWNER'S ADDRESS From: _____ To: _____
☐ CONTACT DETAILS Mobile/Telephone No.:	Email Address:

BUSINESS NAME DETAILS	
Registered Business Name :	Certificate/Business Name No.:
Date registered:	TRN/Reference Code:

BN CERTIFICATION REQUESTOR'S DETAILS	
Name:	Email Address:
Residence/Business Address:	

CONSENT

I hereby agree and consent to the processing **of my personal information for the purpose of Other Business Name (BN)-Related Application. I understand that my personal information will be shared with other government agencies; the use of which shall be governed by the Data Privacy Act of 2012 and Act No. 3883. The requested information shall only be used for the stated purpose and that I will not misuse any information obtained from this Office. And I promise to notify the DTI should there be any amendment in my personal information.**

_____   _____
Applicant's/Informant's Signature over Printed Name   Date

Applicant's/Informant's ID Presented: _____   ID No. : _____

To be filled out if application will be filed by authorized representative. **AUTHORIZATION** I hereby authorize Mr./Ms. _____ to file my application for other BN-related transaction with the DTI.   Applicant's Signature : _____ Authorized Representative's ID Presented: _____   ID No. : _____

For DTI Use:

Reference Code:		**FEES PAID**		
Date received:	Date processed :	Amount Paid: ₱ + **₱30** DST		
Received by :	Processed by :	OR Number:	Date Paid:	Received by:

OTHER BUSINESS NAME (BN)-RELATED APPLICATION FORM

(Applications for: BN Certification; Authentication/Certified True Copy of Certificate of BN Registration; Change in Territorial Scope; Change of Business/Personal Information and BNR Cancellation)

INSTRUCTIONS / GUIDELINES:
- **OTHER BN-RELATED APPLICATION FORM** is to be used for applications for BN-related transactions or process/es other than "New" and "Renewal" BN Applications.
- Valid IDs to be presented must bear the printed full name, signature and photo and must be valid and active at the time of application.
- Upon submission of the accomplished Form, the BN Processor shall determine the applicable fee/s using the table below.

REQUIREMENTS:

For BN Certification / Authentication/Certified True Copy of BN Certificate of Registration / Change in Territorial Scope:

1. Accomplished OTHER BN-RELATED APPLICATION FORM
2. Presentation of valid ID
3. Payment of prescribed fee
4. Submission of authorization letter if filed by an authorized representative and presentation of authorized representative's valid ID

For Change of Business Information:
If change in registered BN owner's name –
Same as items 1 to 4 above.
5. Submission of a clear certified copy of the marriage certificate or appropriate judicial decree or presentation of the original marriage certificate/appropriate judicial decree and submission of a duplicate copy thereof.

If change in registered BN owner's residence/business address and/or contact details –
Same as items 1 to 4 above.

For Cancellation of BN Registration:
If voluntary cancellation –
Same as items 1 to 4 above.
5. Submission of a declaration under oath that the cancellation is not intended to defraud creditors and that registered BN owner has no outstanding and pending financial obligation in connection with his/her business or that he/she has notified all the creditors of such cancellation, as the case may be.

In case of death of registered BN owner –

Informant (registered BN owner's relative) shall accomplish and submit this Form together with a clear certified copy of the Certificate of Death of the registered BN owner and present his/her valid ID.

APPLICABLE FEE/S:

Transaction/Process Applied For	DTI Fee	DST*	Total
☐ BN CERTIFICATION	₱ 50	₱ 30	
☐ AUTHENTICATION/CERTIFIED TRUE COPY (PER COPY)	₱ 50	₱ 30	
☐ CHANGE IN TERRITORIAL SCOPE *Applicable Fee based on the New Territorial Scope*	Barangay – PHP 200 City/Municipality – PHP 500 Regional – PHP 1,000 National – PHP 2,000	₱ 30	
☐ CANCELLATION OF BUSINESS NAME REGISTRATION		₱ 30	
☐ CHANGE OF BUSINESS INFORMATION • *₱50 is charged for EACH change in business information.* • *If two or more changes in business name information are applied for simultaneously, only one DST is charged.*		₱ 30	
☐ BUSINESS ADDRESS	₱ 50		
☐ OWNER'S NAME	₱ 50		
☐ OWNER'S ADDRESS	₱ 50		
☐ CONTACT DETAILS	₱ 50		
T O T A L			

* DST (Documentary Stamp Tax) – pursuant to BIR Revenue Memorandum Order 13-2008 - March 13, 2008.

INSTRUCTIONS TO BN PROCESSOR
*Please specify in the remarks the particular condition/cause in which BN processing does not meet the 15-minute Processing Time from the list below. (If not in the list, please specify the reason of the delay):
1) System slowdown (state also the time the system slows down)
2) Disruption of internet connection (mention also the specific time the internet connection is disrupted)