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Dti business name registration form pdf

GENERAL INSTRUCTIONS IN ACCOMPLISHING AND SUBMITTING APPLICATION AND REQUIREMENTS — Accomplish the application form by typing/printing (upper case/capital letter); completely and clearly. All required fields/information are printed in *italics*. For online application form, these are marked with red asterisk (*). — Do not abbreviate the information, in business name, business and owner's address and name of owner in the Certificate of Business Name Registration. — Only the owner of the business is authorized to sign the application form. — Present 1 valid ID together with the application form to the proper DTI Office, where the business is located. A. Registration Checklist 1. DTI Registration Type. Tick the appropriate button for your business. If With Existing DTI Certificate Number, indicate the Date of Registration and previous Certificate Number.

BTRCF FORM NO. 1
Please read instruction
carefully and fill out
before filing up application

Republic of the Philippines
Department of Trade & Industry

Certificate No. _____
Date Registered _____
Expiry Date _____
TIN No. _____

APPLICATION FOR SOLE PROPRIETORSHIP

☐ NEW ☐ RENEWAL

(PLEASE TICK THE BOX FOR THE APPROPRIATE APPLICATION FOR REGISTRATION OF BUSINESS UNDER ACT NO. 3885, AS AMENDED)
(TO BE ACCOMPANIED BY DUPLICATES)

BUSINESS NAME (To be used up to DTI Examster)		BUSINESS NAME	
1. 1. CONFIRMATION OF NAME		6. DATE OF BIRTH (mm-dd-yyyy)	
a. NAME	b. SURNAME	c. TIN	
2. RESIDENCE ADDRESS		d. EMAIL	
STREET _____ BARANGAY _____		1. RESIDENCE PHONE	
CITY/TOWN/MUN. DIST. _____ PROVINCE _____ ZIP CODE _____		2. Business Code _____ Number _____	
3. BUSINESS ADDRESS		k. FOR RENEWAL ONLY (If Certificate No. _____)	
STREET _____ BARANGAY _____ ZIP CODE _____		a. Business Code _____ Number _____	
4. CITY/TOWN/MUN. DIST. _____ PROVINCE _____		b. Area Code _____ Number _____	
5. Applicable to Franchises or Branch Only (Please check the box for your business name) Learned to use a trademark, trade dress, or service name as that of your applicant's name? ☐ YES ☐ NO		c. TOTAL NO. OF EMPLOYEES	
1. ☐ FRANCHISE (Name of Franchisor) _____ Date of Registration _____		d. DATE OF REGISTRATION (mm-dd-yyyy)	
2. ☐ BRANCH (Name of Main Office) _____		e. NAME OF APPLICANT SURNAME _____ FIRST NAME _____ MI _____	
m. CITIZENSHIP		7. Sex	
1. ☐ Filipino ☐ New Acquired ☐ 1. a. Natural Born ☐ 1. b. Election ☐ 1. c. Naturalization		2. ☐ Male ☐ Female	
2. ☐ Foreigner		3. ☐ 1. a. Single ☐ 1. b. Married ☐ 1. c. Widowed ☐ 1. d. Others (Specify) _____	
n. CAPITALIZATION (in nearest hundred pesos) Php _____		8. MARITAL STATUS	
1. ☐ Male ☐ Female		2. ☐ Single ☐ Married ☐ Widowed ☐ Others (Specify) _____	
o. TYPE OF BUSINESS		9. SOLD CERTIFICATE NO.	
1. ☐ Manufacturer ☐ Supplier ☐ Wholesaler ☐ Manufacturer/Producer ☐ Retailer ☐ Service ☐ Wholesaler		10. DATE OF ACQUISITION (Please check the box where applicable) 1. ☐ Sale ☐ Assignment ☐ Transfer ☐ Net Acquiree	
2. PRIMARY PRODUCT/STANDARD IDENTIFICATION		11. PROPOSED BUSINESS NAMES	
3. FORBIDDEN TYPE OF BUSINESS		a. _____	
4. BUSINESS NAME		b. _____	
5. METHOD OF ACQUISITION (Please check the box where applicable)		c. _____	
1. ☐ Sale ☐ Assignment ☐ Transfer ☐ Net Acquiree		d. _____	

Has the undersigned been convicted of any crime involving moral turpitude or violation of the law in trade, commerce and industry? ☐ YES ☐ NO
If yes, state date _____ Place _____ and Nature of Offense _____
If answer is "yes" of the question of the type of conviction presented for any crime involving moral turpitude or violation of the law, add address or residence _____

UNDERTAKING

I hereby declare that all information furnished in this application are true and correct to the best of my belief and knowledge, and any false or misleading information applied or production of naturally false or misleading document to support this application shall be a ground for the appropriate criminal, civil and/or administrative sanction. I solemnly commit to abide by this declaration.

I further undertake to:

1. Properly carry out the registered business name in the event that there is already another person, firm or entity lawfully using an identical or confusingly similar name.
2. Comply with the provisions of RA 3883, as amended, and its implementing rules and regulations and other related laws and rules; and
3. Recognize and accept the authority and power of the Department of Trade and Industry or any of its duly designated representatives or agents to check and monitor compliance of my business establishment with various trade and industry laws and its implementing rules and regulations, and violations of the same shall be treated a ground for the cancellation of this certificate.

OWNER'S SIGNATURE

Executed by: _____ Verified by: _____
Date: _____ Date: _____
Signature: _____ Signature: _____

2.



dti
DEPARTMENT OF
TRADE AND INDUSTRY
PHILIPPINES

This certifies that

BUSINESS NAME HERE

(National)

is a business name registered in this office pursuant to the provisions of Act 3883, as amended by Act 4147 and Republic Act No. 863, and in compliance with the applicable rules and regulations prescribed by the Department of Trade and Industry.

This certificate issued to

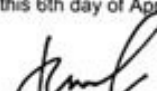
BUSINESS ADDRESS HERE

is valid from 6 April 2018 to 6 April 2023 subject to continuing compliance with the above-mentioned laws and all applicable laws of the Philippines, unless voluntarily cancelled.

In testimony whereof, I hereby sign this

**Certificate of
Business Name Registration**

and issue the same on this 6th day of April 2018 in the Philippines.



RANDY M. LOPEZ
Secretary

Certificate No. [REDACTED]

This certificate is not a license to engage in any kind of business and valid only at the scope indicated herein.

TRADE AND INDUSTRY
PHILIPPINES

[REDACTED]

Core Agencies Registration. Tick the appropriate button of the agencies where you want to register. B. Proposed Business Name 3. Business Scope. Tick the appropriate button of the scope of your proposed business. Business scope refers to the business location and NOT on where the business shall operate. 4. Business Location. Indicate the specific location of your business based on your business scope.

[illegible]

1. Proposed Business Name . Business Name (BN) should be reflective of the nature of business and must have pre fix, infix, and/or suffix (e.g. Alberto's Garment Manufacturing, Marita'sCarinderia). Use of dominant or generic (e.g. Automotive Enterprise, you must add a prefix) business names are not allowed. C. Business Details 6. House/Building No. Includes building name and floor number, Lot, Block and Phase numbers, and Subdivision name, among others, 7. Street , 8. Barangay and 9. Town/City, 10. Province, and 11. Region. Exact address of your business based on the business location. 12. Phone Number . 13. Mobile Number . Both landline and mobile numbers with area code are required by PBR participating agencies. Required information for online applications only. 14. No. of Employees . Indicate number of employees, male/female employees. D. Owner's Details 15. First Name , 16. Middle Name , 17.

Section 1	1. Name of the organization (or individual) that is the sponsor of the project: _____	
	2. Name of the organization (or individual) that is the beneficiary of the project: _____	
	3. Date of completion of the project: _____	4. Name of the organization (or individual) that is the sponsor of the project: _____
	5. Name of the organization (or individual) that is the beneficiary of the project: _____	
Section 2: Project Description 6. Brief description of the project (including the purpose, objectives, and expected outcomes): _____ 7. How will the project be implemented? (including the timeline, budget, and resources): _____ 8. How will the project be evaluated? (including the methods, criteria, and indicators): _____ 9. How will the project be disseminated? (including the methods, channels, and audiences): _____		
Section 3: Project Evaluation 10. How will the project be evaluated? (including the methods, criteria, and indicators): _____ 11. How will the project be disseminated? (including the methods, channels, and audiences): _____ 12. How will the project be implemented? (including the timeline, budget, and resources): _____ 13. How will the project be evaluated? (including the methods, criteria, and indicators): _____ 14. How will the project be disseminated? (including the methods, channels, and audiences): _____		

Last Name , 18Suffix (if applicable). Indicate correct entries as these would appear in the Certificate of BN Registration. 19. Mother's Maiden Name . Only First and Last Names are required. Indicate N/A if mother is unknown. 22. Personal SSS. No. Individual's SSS number. This is different from the business SSS number. 21. Position/Title . Default to Owner. Otherwise, cross out Owner and indicate position/title in the business being registered. 22. Tax Identification Number (TIN) . A required information to be able to transact with any government office per E.O. 98. This shall be the basis of your Philippine Business Number (PBN). 23. Date of Birth . Owner must be of majority age (at least 18 years old) 24. Civil Status. Tick the appropriate button. 25. Sex. Tick the appropriate button. 26. Citizenship . Owner must be a Filipino Citizen. Proof of citizenship (photocopy) such as PRC ID, voter's ID, passport is required. For Naturalized Filipinos, submit photocopies of Naturalization Certificate and Oath of Allegiance or ID card (original to be presented for comparison) issued by the Bureau of Immigration and Deportation (BID).

Filipino citizenship is Acquired by Election, submit photocopy of Affidavit of Election or IDcard issued (original to be presented for comparison) by DTI. E-mail Address. This is where PBR e-mail notifications regarding your registration will be sent. 28. House/Building No. This information includesbuilding name and floor number, Lot, Phase and Block numbers, and Subdivision, among others. This information will be printed in the Certificate of BN Registration. 29. Street , 30. Barangay , 31. Town/City , 32. Province., and 33. Region. These information will be printed in the Certificate of BN Registration. 34 & 35. Phone Numbers . Either landline or mobile numbers with area code is required. SoltissongsinNew empowers organizations to speed up document processes, reduce errors, and improve collaboration.See all solutions 500.00 /P1,000.00/P2,000.00 (Plus P15 Documentary Stamp Tax pursuant to BIR Rev. Memorandum Order 13-2008 – March 13, 2008) UNDERTAKING Per Department Administrative Order (DAO) No. 10-01 as amended, I hereby declare that:

1. All information supplied in this application are true and correct to the best of my belief and knowledge;
2. Any false or misleading information supplied, or production of materially false or misleading document to support the application shall be a ground for the appropriate criminal, civil and/or administrative action against me;
3. I shall voluntarily cancel or change my registered Business Name (BN) upon conclusive determination that a prior registrant and lawful user of an identical or confusingly similar BN exists. Confusingly similar business names may refer to those enumerated in item 6 (b) hereof.
4. I am fully aware of and shall strictly abide by the provisions of the Public Utility Law and rules;
5. I should use my BN to operate a business within six (6) months from its registration with DTI and as such, I shall present LCU business permit or BIR Certificate of Registration within the said period.

If I am an individual owner, I shall also present my ID within that period. 6. It is my responsibility to ensure that my proposed business name is -

- a) not and will not be used for business that is illegal, offensive, scandalous, or contrary to propriety (e.g. Popoy's Jueteng Betting Place, Boobs Massage and Spa);
- b) not the same or nearly the same as an existing registered business, company, partnership, corporation, cooperative name; nor it infringes on any trademark, service mark and tradename (e.g. Anne Dk's Lechon, Lolibee, Starback Cafe);
- c) not composed purely of generic or geographic words (e.g. The Laundry Shop, Bacoldo!);
- d) not a name which by law or regulation cannot be appropriated (e.g. OTOP, Intelligence, State College, CALABARZON);
- e) not used to designate or distinguish, or not suggestive of quality of any class of goods, articles, merchandise, or service (e.g. Best Taho Factory, A-1 Auto Repair Shop);
- f) not a name or abbreviation of a name used by the government in its governmental functions (e.g. NBI Private Investigation Services, DTI Training);
- g) not a name or abbreviation of a name of any nation, inter-governmental or international organization (e.g. Philippine Manpower Pooling Agency, UNESCO Marketing, WHO Health Services); and
- h) not deceptive, misleading or which misrepresent the nature of business (e.g. "ABC Construction Services" where nature of business is recruitment, a business name carrying another person's name).

NOTE: Any violation of the above laws and rules will automatically be subject to CANCELLATION/REVOCACTION OF THE BUSINESS NAME.

The website is subject to the Terms and Conditions of the Business Name Registration System (BNRS), including the disclaimer and copyright restrictions stated below. Please read them carefully: If you click on the "I Agree" button, it is assumed that you have read them, and have agreed to be bound by them. ABOUT YOUR APPLICATION Your online application will be reviewed by the DTI. You agree that you understand and acknowledge that you own and control the rights in the trademarks, trade names, logos, slogans, and other indicia of source that you use in connection with your business. You agree that you warrant that the term or group of words that connote activities or norms that are unlawful, immoral, scandalous or contrary to propriety (e.g. Boobs Massage & Spa); not a name, word or group of words, term or expression used to designate or distinguish, or suggest a quality of any class of goods, articles, merchandise, products or services; not a trade name, trademark, or business name registered by any government agency authorized to register names or trademarks; not inimical to the security of the State; not composed of a purely generic word or group of words (e.g. The Drugstore, Health Care Clinic); not a name the use of which is restricted by law or regulation; or that which cannot be legally appropriated (e.g. Red Cross, Red Crescent, ISIS); not officially used by the government in its non-proprietary functions (e.g. NBI Private Investigation Services, PNP Security Agency); not a name or abbreviation of any nation, inter-governmental or international organization, unless authorized by a competent authority of that nation, inter-governmental or international organization; not subject of an order by any administrative agencies/bodies or regular courts prohibiting the registration thereof; not a name of other persons; and not deceptive, misleading or one that misrepresents the nature of the business. In the performance of its duties, DTI may conduct a post-evaluation of registered Business Names and may contact the Registrant for the proper execution of the provisions of the Republic Act No. 3883, as amended, and its Implementing Rules and Regulations. DISCLAIMER You are entering an official website which may be used for authorized purposes only. Unauthorized modification of any information on this website is prohibited and may result in criminal prosecution under Philippine Law. This service is provided for the official purpose of registering business names only.

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