



**Republic of the Philippines
Department of Trade and Industry**

PBR Form No. 01-2016
2016 Edition (Please read the
General Instructions on pages
3 & 4, before filling up this
application form.)

**PHILIPPINE BUSINESS REGISTRY
SOLE PROPRIETORSHIP APPLICATION FORM**

UNDERTAKING

Per **Department Administrative Order (DAO) No. _____** 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. In case any change/s in the information supplied herein occur during the processing of this application and/or during the validity of my BN registration, I shall immediately notify the DTI of the same;
3. 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;
4. I shall voluntarily cancel or change the registered business name immediately upon receipt of notice or order from the DTI that another person, firm or entity has acquired a prior registration and/or right to the use of such name and a lawful user of an identical or confusingly similar business name;
5. I am fully aware of and shall strictly comply with the provisions of Act No. 3883, as amended, and its implementing rules and regulations and other related laws and rules;
6. I am fully aware that the public's right of access to information is recognized, subject however, to the limitations provided by applicable laws, rules and regulations, and that the information appearing on my Certificate of Business Name, including such information considered to be public in accordance with law and/or valid court orders, may be disclosed in accordance with Rule XII of the IRR of the BN law and other existing rules and regulations on disclosure of information;
7. I confirm, represent and undertake that my proposed business name is -
 - a) not and will not be used for business that is illegal, immoral, sensitive or contrary to propriety (e.g. Pop's Jueteng Betting Station, Boobs Massage & 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 trade name (e.g. Intel Marketing, Jolibee, Starbax Cafe);
 - c) not composed purely of generic word or words; (e.g. The Drugstore, Health Care Clinic)
 - d) not a name which by any existing law or regulation cannot be used (e.g. Red Cross, Red Crescent, ISIS);
 - e) not used by the government in its governmental functions; (e.g. NBI Private Investigation Services, PNP Security Agency);
 - f) not a name or abbreviation of a name of a government, inter-governmental or international organization; and
 - g) not a name of a deceased person, unless there is a court order, a valid Extrajudicial Settlement, or Affidavit, as the case may be, authorizing and/or confirming the designated heir to continue using said business name.

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

Owner's Signature Over Printed Name

Date

A. REGISTRATION CHECKLIST	
1. DTI Registration Type (Please select one.)	
<input type="checkbox"/> New <input type="checkbox"/> With Existing New Business Name (Registered thru the BNRS) <input type="checkbox"/> Renewal	
Business Name: _____	Business Name: _____
Certificate Number: _____	Certificate Number: _____
Registration Date: _____	Registration Date: _____
2. Core Agencies Registration (Please check what employer numbers you want to get.)	<input type="checkbox"/> SSS <input type="checkbox"/> PhilHealth <input type="checkbox"/> Pag-IBIG
B. PROPOSED BUSINESS NAME	

3. Business Name Scope (Please check one. Total Fees to include ₱15.00 documentary stamp tax)		<input type="checkbox"/> Barangay (₱200.00) <input type="checkbox"/> City/Municipality (₱500.00)	
		<input type="checkbox"/> Regional (₱1,000.00) <input type="checkbox"/> National (₱2,000.00)	
4. Business Location	<input type="checkbox"/> Barangay		

	<input type="checkbox"/> City/Municipality		

			<input type="checkbox"/> Regional

5. Proposed Business Name (provide three options)			

C. BUSINESS DETAILS			
6. House/Building No. & Building Name		_____	
7. Street		_____	
8. Barangay		_____	
9. Town/City		_____	
10. Province		_____	
11. Region		_____	
12. Phone No. (Please put in area code)		_____	13. Mobile No. _____
14. Planned No. of Employees		Male: _____	Female: _____
D. OWNER'S DETAILS			
15. First Name		_____	
16. Middle Name (indicate N/A if no middle Name)		_____	
17. Last Name		_____	18. Suffix (e.g. Jr, Sr, I, II) _____
19. Mother's Maiden Name (indicate N/A if mother is unknown)		First Name: _____	Middle Name: _____
			Last Name: _____
20. Personal SSS No.		_____	21. Position/Title OWNER
22. TIN (if no TIN, indicate N/A & answer section F)		_____	23. Date of Birth _____
24. Civil Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Legally Separated <input type="checkbox"/> Widowed		25. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	26. Citizenship _____
27. eMail Address		_____	
28. House/Building No. & Building Name		_____	
29. Street		_____	
30. Barangay		_____	
31. Town/City		_____	
32. Province		_____	
33. Region		_____	
34. Phone No. (Please put in area code)		_____	35. Mobile No. _____
E. PSIC			
36. Main Business Activity (Select one among the business activities you chose above)		<input type="checkbox"/> Manufacturer/Producer	<input type="checkbox"/> Service
		<input type="checkbox"/> Wholesaler	<input type="checkbox"/> Retailer
			<input type="checkbox"/> Importer
			<input type="checkbox"/> Exporter
37. Indicate Main Product Handled/ Service Rendered		_____	
F. TIN ISSUANCE (If without TIN)			
Contact Person/Accredited Tax agent (if not the owner)			
38. First Name		_____	

39. Middle Name			
40. Last Name			
41. Suffix (e.g. Jr, Sr, I, II)		42. Phone No.	
43. Personal Exemption	<input type="checkbox"/> Single/Widowed/Legally Separated (No dependent) <input type="checkbox"/> Single/Widowed/Legally Separated (With dependent) <input type="checkbox"/> Married, indicate if <u>husband</u> or <u>wife</u> claims additional exemption: _____		
44. Spouse First Name			
45. Spouse Middle Name			
46. Spouse Last Name			
47. Spouse Employment Status		48. Spouse TIN	
49. Spouse Employer's TIN			
50. Spouse Employer's Name			
51. Additional Exemptions (List down number of dependents)			
First Name	Middle Name	Last Name	Incapacitated

For DTI Use Only			Fee:	Rec'd by:
Approved Business Name			Processed by:	
TRN/ PBN	Date Registered	BN Certificate No.	Office	OR Number: Date Paid:
BIR Tax Identification No.	SSS Employer No.	PhilHealth Employer No.	PAG-IBIG Employer No.	

GENERAL INSTRUCTIONS IN ACCOMPLISHING AND SUBMITTING APPLICATION AND REQUIREMENTS

- Accomplish the application form and fill out completely and clearly all the mandatory fields identified below.
- 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 one (1) valid government-issued ID together with the application form to any DTI Regional/ Provincial/ Satellite/ Field Offices.

A. Registration Checklist

1. DTI Registration Type. Tick the appropriate button for your business.
 - **New** – Registration Type to be selected if applicant wishes to register a New Business Name for Sole Proprietorship
 - **With Existing Business Name** – Registration Type to be selected if applicant wishes to get BIR TIN and Employer's Registration Numbers (ERNs) from SSS, PHIC and HDMF after being registered for New Business Name in the BNRS
 - **Renewal** - Registration Type to be selected if applicant wishes to renew an expiring/ expired BN
2. 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.
5. Proposed Business Name. Business Name (BN) should be reflective of the nature of business and must have prefix, infix, and/or suffix (e.g. Alberto's Garment Manufacturing, Marita's Carindaria). 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.
15. Capitalization. Indicate the estimated value/ total investment amount of the sole proprietor to the business enterprise he/she intends to register.

D. Owner's Details

16. First Name, 16. Middle Name, 17. Last Name, 18. Suffix (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.
20. 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). This is 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, and 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). If Filipino citizenship is Acquired by Election, submit photocopy of Affidavit of Election or ID Card issued (original to be presented for comparison) by BID.
27. E-mail Address. This is where PBR e-mail notifications regarding your registration will be sent.
28. House/Building No. This information include building 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.

E. PSIC

36. Main Business Activity. Tick appropriate button.
37. Product/Service. Include applicable product/service as long as they are allied. Identify only one (1) main product/service.

F. TIN ISSUANCE

38. First Name, 39. Middle Name, 40. Last Name, 41. Suffix (if applicable). Indicate name of representative if not owner is the contact person.
42. Phone Number. Indicate phone number of contact person.
43. Personal Exemption. Tick the appropriate button.
44. Spouse First Name, 45. Spouse Middle Name, 46. Spouse Last Name. Indicate name your spouse if married.
47. Spouse Employment Status. 48. Spouse TIN. 49. Spouse Employment TIN. 50. Spouse Employer's Name. Indicate if you are married.
51. Additional Exemptions. Indicate if there is/are any.

PLEASE CHECK E-MAIL NOTIFICATIONS FOR INSTRUCTIONS ON OR STATUS OF YOUR REGISTRATION WITH THE VARIOUS AGENCIES.