

ANNEX E

CANCELLATION OF A BUSINESS NAME REGISTRATION

The procedures and requirements in the cancellation of a Business Name are provided as follows:

A. Requirements

- 1.** Voluntary Cancellation by the BN owner – the owner must declare under oath that the cancellation is not intended to defraud creditors and that he/she 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. The request for cancellation must be accompanied by the following:
 - Original Certificate of Business Name Registration;
 - Duly Notarized Affidavit of Loss (in case original Certificate of Business Name Registration is not available);
 - Presentation of one (1) valid ID as listed in Annex A.

- 2.** Voluntary cancellation by a representative of a BN owner – in cases when the owner authorizes a representative to process the cancellation of his/her BN record, the documentary requirements shall be as follows:
 - All requirements for the business owner/requesting as earlier stated in this section;
 - Authorization letter from the owner;
 - Valid ID of the authorized representative.