

Documents Required

Only application forms with complete documents will be processed.
(Please tick mark submitted documents)

A. For Single Proprietorship

- Photocopy of DTI Business Registration Certificate
- Original and notarized, with dry seal on all pages, Special Power of Attorney (if signed by person other than the registered owner) with specimen signature
- Photocopy of BIR Certificate of Registration
- Local government permits and licenses (e.g. Mayor's Permit, etc.)
- Photocopy of one (1) valid ID* with specimen signature of the owner and spouse (if the latter is authorized to transact in behalf of the former)

B. Partnership

- Photocopy of SEC Certificate of Registration
- Photocopy of Articles of Partnership or latest available General Information Sheet
- Photocopy of BIR Certificate of Registration
- Original and notarized, with dry seal on all pages, Partnership Resolution with specimen signature/s
- Local government permits and licenses (e.g. Mayor's Permit, etc.)
- Photocopy of one (1) valid ID* of each signatories authorized by the partnership to enter into an agreement with BDO as specified in the Partnership Resolution

C. Corporation

- Photocopy of SEC Certificate of Registration
- Photocopy of Articles of Incorporation and By-Laws or latest available General Information Sheet
- Photocopy of BIR Certificate of Registration
- Original and notarized, with dry seal on all pages, Board Resolution or Secretary's Certificate with specimen signature/s
- Local government permits and licenses (e.g. Mayor's Permit, etc.)
- Photocopy of one (1) valid ID* of each signatories authorized by the corporation to enter into an agreement with BDO as specified in the Board Resolution/ Secretary's Certificate

D. Additional Documents / Case to Case Requirement

- For Travel Agency: Photocopy of Certificate of Membership with any travel association
- Photocopy of Franchise Agreement or Certificate of Dealership if Trade or DBA Name is different from abovementioned documents
- For MOTO or Electronic Commerce (E-commerce):
 - Duly signed E-commerce Merchant Agreement (for E-commerce) or MOTO Agreement (for MOTO)
 - Photocopy of latest Audited Financial Statement / 6 months Bank Statements
 - Hold-out Deposit / Deed Of Assignment
- For RPS
 - Duly signed RPS Merchant Agreement
- For Eligible to tax exemption:
 - Photocopy of BIR Tax Exemption Certificate for NGO; or
 - Original or certified true copy of Tax Exemption Certificate issued by authorized government agency, e.g. PEZA, CDC, SBMA

E. OTHERS (Please Specify)

* List of Valid IDs (Must Not Be Expired, Clear with Photograph and Signature)

- Passport (in case of foreign passport, must have English character / translations and the holder must have residence in the Philippines)
- Driver's License
- Professional Regulations Commission (PRC) ID
- National Bureau of Investigation (NBI) Clearance
- Police Clearance (with dry seal of PNP)
- Philippine Postal ID
- Voter's ID
- Barangay Certification (with dry seal from the barangay where it was issued)
- Government Service Insurance System (GSIS) e-Card
- New Social Security System (SSS) Card
- Senior Citizen ID
- Overseas Workers Welfare Administration (OWWA) ID
- OFW ID
- Seaman's Book
- Alien Certificate of Registration (ACR) / Immigrant Certificate Registration (ICR)
- Government Office and GOCC IDs (e.g. AFD ID, Home Development Mutual Fund ID)
- Integrated Bar of the Philippines (IBP) ID
- Certification from the National Council for the Welfare of Disabled Persons (NCWDP)
- Department of Social Welfare and Development (DSWD) Certification
- Company IDs issued by private entities or institutions registered with or supervised or regulated by the BSP,
- SEC or Insurance Commission