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 Letter.
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.

☐ BN CERTIFICATION (State purpose: ________________________________________________________________)

☐ AUTHENTICATION / CERTIFIED TRUE COPY (CTC) OF BN CERTIFICATE OF REGISTRATION
  (No. of copies: _______)

☐ CHANGE IN TERRITORIAL SCOPE
  From: ________________________________________________________________
  To: ________________________________________________________________

☐ CHANGE OF BUSINESS INFORMATION
  ☐ OWNER’S NAME (By virtue of marriage or judicial decree)
    From: ________________________________________________________________
    To: ________________________________________________________________
    Proof/Basis submitted (Duplicate or Clear Certified Copy): ________________

  ☐ BUSINESS ADDRESS
    From: ________________________________________________________________
    To: ________________________________________________________________

  ☐ OWNER’S ADDRESS
    From: ________________________________________________________________
    To: ________________________________________________________________

☐ CANCELLATION OF BUSINESS NAME REGISTRATION
  Basis/Reason for cancellation: ____________________________________________

BN DETAILS
Business Name: __________________________________________________________
Certificate no.: __________ Date registered: ______________ TRN/REFERENCE CODE: __________

VALID IDs PRESENTED:
For Registered BN Owner/Informant: ______________________ For Authorized Representative: ______________________
Together with the Authorization Letter, both IDs shall be presented in cases where application is filed by an authorized representative.

NOTE: AUTHORIZATION OF A REPRESENTATIVE IS NOT APPLICABLE FOR REQUESTS FOR AUTHENTICATION/CERTIFIED TRUE COPY OF BN CERTIFICATE OF REGISTRATION PER SECTION 5, RULE VIII OF THE REVISED RULES AND REGULATIONS IMPLEMENTING THE BUSINESS NAME LAW. ONLY THE REGISTERED OWNER MAY BE ISSUED A CERTIFIED TRUE COPY OR AUTHENTICATED COPY OF HIS/HER BN CERTIFICATE OF REGISTRATION.

For DTI Use:
<table>
<thead>
<tr>
<th>TRN/Reference Code:</th>
<th>FEES PAID</th>
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<tbody>
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<td>Date received:</td>
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<td>OR No.:</td>
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________________________
Signature over Printed Name
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 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:
1. Accomplished OTHER BN-RELATED APPLICATION FORM
2. Presentation of valid ID

For Authentication/Certified True Copy of BN Certificate of Registration:
Same as items 1 and 2 above.

NOTE: ONLY THE REGISTERED BN OWNER MAY REQUEST FOR AUTHENTICATION/CTC OF HIS/HER BN CERTIFICATE OF REGISTRATION PER SECTION 5, RULE VIII OF THE REVISED RULES AND REGULATIONS IMPLEMENTING THE BUSINESS NAME LAW.

For Change in Territorial Scope:
Same as items 1 and 2 above.
3. Submission of authorization letter of authorized representative and presentation authorized representative’s valid ID
4. Payment of applicable fee

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 and submission of a duplicate copy thereof.

If change in registered BN owner’s address and/or business address –
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:

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<th>Transaction/Process Applied For</th>
<th>DTI Fee</th>
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