



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

FORM	Code	FM-BN-01
	Rev.	1
	Date	27-Feb-23

**BUSINESS NAME REGISTRATION  
SOLE PROPRIETORSHIP APPLICATION FORM**

**PLEASE READ THE GENERAL INSTRUCTIONS ON THE LAST PAGE BEFORE FILLING UP THIS APPLICATION FORM.**

<b>A. TYPE OF DTI REGISTRATION</b> <input checked="" type="checkbox"/>					
1. <input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL → Certificate No. _____ Date registered _____					
<b>B. TAX IDENTIFICATION NO. (TIN)</b> <input checked="" type="checkbox"/> (If Renewal)			<b>C. Philippine Identification (PhilID)</b>		
2. <input type="checkbox"/> With TIN: <input type="checkbox"/> Without TIN			3. PhilSys Card Number (PCN):		
<b>D. OWNER'S INFORMATION</b> <input checked="" type="checkbox"/>					
4. First Name		5. Middle Name		6. Last Name	
7. Suffix (e.g. Jr., Sr., I, II)					
8. Date of Birth			9. Civil Status		10. Sex
Month	Day	Year	<input type="checkbox"/> Legally separated <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed		<input type="checkbox"/> Male <input type="checkbox"/> Female
11. Are you are a recognized Refugee? <input type="checkbox"/> Yes <input type="checkbox"/> No					
12. Stateless person? <input type="checkbox"/> Yes <input type="checkbox"/> No					
12. Citizenship <input type="checkbox"/> Filipino <input type="checkbox"/> Others: _____					
<b>E. BUSINESS NAME TERRITORIAL SCOPE</b> <input checked="" type="checkbox"/> – Please choose <b>ONLY ONE</b>					
13. <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)					
<b>Payment of ₱30 Documentary Stamp Tax is required.</b>					
<i>Surcharge for RENEWAL: Additional 50% of the registration fee if filed within 91 days to 180 days after expiration.</i>					
<b>F. PROPOSED BUSINESS NAME</b> <input checked="" type="checkbox"/> – Please provide at least three (3) proposed Business Name options by priority					
<b>Dominant portion</b>			<b>Descriptor</b>		
14.					
15.					
16.					
<b>G. BUSINESS DETAILS</b> <input checked="" type="checkbox"/>					
17. House/Building No. & Name:				18. Street	
19. Barangay		20. City/Municipality		21. Province	
22. Region		23. Phone no. (Area code)		24. Mobile no.	
<b>H. OWNER DETAILS</b> <input checked="" type="checkbox"/>					
<input type="checkbox"/> Same as Business Details provided in box Nos. 17 to 24. <b>Proceed to no. 33</b>					
25. House/Building No. & Name:		26. Street		27. Barangay	
28. City/Municipality		29. Province		30. Region	
31. Phone no. (Area code)		32. Mobile no.		33. Email Address	
<b>For DTI Use Only</b>					
<b>Registration Details:</b>					
Approved Business Name:			Business Name No.:		Date Registered:
Territorial Scope:			Reference Code:		
<b>Payment Details</b>					
Fee: ₱ + ₱30 DST		OR Number:		Date Paid:	Received by:
<b>Monitoring Details</b>					
Issuing Office:		Processed by:			
<b>Received Correct Original Copy of Certificate of Business Name Registration</b>					
_____			_____		
Printed Name and Signature			Date		

**PLEASE READ THE UNDERTAKING AND THE CONSENT CAREFULLY BEFORE SIGNING.**

**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. I undertake to immediately inform the Department of Trade and Industry (DTI) of any and all changes in my business and personal details and understands that failure to do so shall be a ground for the cancellation/revocation of my Business Name (BN) registration;
3. Any false or misleading information supplied, or production of false or misleading document to support this application shall be a ground for the automatic denial of this application, automatic cancellation/revocation of the BN registration, and/or filing of appropriate criminal, civil and/or administrative action against me;
4. I undertake to voluntarily cancel and change the business name immediately upon receipt of notice or order from the DTI or upon conclusive determination that a prior owner and lawful user of an identical or confusingly similar business name exists;
5. I understand that a post-evaluation may be conducted after the registration process and understands that any negative findings may be ground for the cancellation of my BN registration from the records of DTI upon failure to comply with the Post-evaluation recommendations, without prejudice to the filing of criminal, civil, and/or administrative action, as applicable;
6. I understand and undertake to comply with the provisions of Act No. 3883 otherwise known as the BN Law, as amended, and its implementing rules and regulations and other related laws and rules;
7. I understand and consent to the disclosure to the public of the information appearing on my Certificate of BN Registration in accordance with the procedure set forth under the applicable rules and regulations of the BN Law and other existing rules and regulations on disclosure of information;
8. I undertake full responsibility in ensuring that my proposed business name is -
  - a) not a term or word or group of words that connote activities or norms that are unlawful, immoral, scandalous or contrary to propriety (e.g. Boobs Massage & Spa);
  - b) not a name, words, terms or expressions used to designate or distinguish, or suggestive of quality, of any class of goods, articles, merchandise, products or services;
  - c) not those that are registered as trade names, trademarks, or business names by any government agency authorized to register names or trademarks;
  - d) not a name that is inimical to the security of the State;
  - e) not composed purely of generic word or words (e.g. The Drugstore, Health Care Clinic);
  - f) not a name which by law or regulation is restricted or cannot be appropriated (e.g. Red Cross, Red Crescent, ISIS);
  - g) not officially used by the government in its non-proprietary functions (e.g. NBI Private Investigation Services, PNP Security Agency);
  - h) not a name or abbreviation of any nation, inter-governmental or international organization unless authorized by competent authority of that nation, inter-government and international organization;
  - i) not ordered or declared by administrative agencies/bodies or regular courts not to be registered;
  - j) not a name of other persons; and
  - k) not deceptive, misleading or misrepresent the nature of my business.
9. I fully understand and hereby agree without any reservation that my failure to comply with or observe any of the foregoing undertakings or any of pertinent rules and regulations shall be sufficient ground for the denial of my application or cancellation/revocation of my registration of business name.

**CONSENT**

By applying for business name (BN) registration, I hereby agree and consent to the processing **of my business and personal information for the purpose of BN registration with the DTI. I understand that my business and personal and/or sensitive personal information may be shared among government agencies for purposes of performing their duties and mandates and may also be disclosed to private organizations and individuals for whatever legal purpose it may serve in accordance with the Revised Implementing Rules and Regulations (IRR) of the BN Law; the use of which shall be governed by the Data Privacy Act of 2012, its IRR, and related circulars. I promise to notify the DTI should there be any amendment in my business and personal information.**

\_\_\_\_\_  
Owner's Signature Over Printed Name

\_\_\_\_\_  
Date

Owner's ID Presented: \_\_\_\_\_

ID No.: \_\_\_\_\_

To be filled out if application will be filed by authorized representative.

**AUTHORIZATION**

I hereby authorize Mr./Ms. \_\_\_\_\_ to file my application for business name registration with the DTI.

Owner's Signature: \_\_\_\_\_

Authorized Representative's ID Presented: \_\_\_\_\_

ID No.: \_\_\_\_\_

## GENERAL INSTRUCTIONS IN ACCOMPLISHING AND SUBMITTING APPLICATION AND REQUIREMENTS

- Accomplish the application form and fill out completely and clearly all the mandatory fields.
- Do not abbreviate the information, in business name, business and owner's address and name of owner as it will appear in the Certificate of Business Name Registration.
- **Only the owner of the business name 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/Negosyo Center.
- Start Time and End Time will be accomplished by the BN Processor.
- **Note: BN owner is highly advised to proceed with other necessary government business registration.**
- Required field.

### A. Type of Registration

1. DTI Registration Type. Tick the appropriate box for your business.
  - **New** – Registration Type to be selected if applicant wishes to register a New BN.
  - **Renewal** - Registration Type to be selected if applicant wishes to renew an expiring/expired BN.

### B. Tax Identification Number (TIN)

2. TIN. This is required information to be able to transact with any government office per E.O.98.

### C. Philippine Identification (PhilID)

3. PhilSys Card Number (PCN). 16-Digit number series located in front of the PhilID and ePhilID.

### D. Owner's Information

4. First Name; 5. Middle Name; 6. Last Name; 7. Suffix (if applicable). Indicate the correct name as indicated in the identification document as these would appear in the Certificate of BN Registration.
8. Date of Birth. Owner must be of majority age (at least 18 years old) unless otherwise indicated.
9. Civil Status. Tick the appropriate box. 10. Sex. Tick the appropriate box.
11. Recognized Refugee/Stateless Person. Tick the appropriate box of your answer whether you are a recognized refugee or a recognized stateless person.
12. Citizenship. Indicate your citizenship.

### E. Business Name Territorial Scope

13. Territorial Scope of Business Name. Tick the appropriate box of the scope of your proposed business. Business scope refers to the registrability of a BN within a specific territory without prejudice to engaging in business elsewhere or to the geographical limit within which the business may locate using the registered BN.

### F. Proposed Business Name

- 14-16. Proposed Business Name. Business Name (BN) must be comprised of the **Dominant portion** (word, group of words or a combination of letters and numerals) and a **Descriptor** (word or group of words describing the nature of business). E.g. ALBERTO'S GARMENTS MANUFACTURING, MARITA'S CARINDERIA. Use of dominant or generic business names are not allowed (e.g. Automotive Enterprise).

### G. Business Details

17. House/Building No. & Name. Includes building name and floor number, Lot, Block and Phase numbers, and Subdivision name, among others.
18. Street; 19. Barangay; 20. City/Municipality; 21. Province; and 22. Region. Exact business address.
23. Phone No. 24. Mobile No. Either mobile number or landline with area code is required.

### H. Owner Details

25. House/Building No. & Name This information includes building name and floor number, Lot, Phase and Block numbers, and Subdivision, among others.
26. Street; 27. Barangay; 28. City/Municipality; 29. Province; and 30. Region. Exact residence address.
- 31 & 32. Phone and Mobile Nos. Either mobile number or landline with area code is required.
33. E-mail Address. This is where e-mail notifications regarding your registration will be sent.