



BANGKO SENTRAL NG PILIPINAS

OFFICE OF THE DEPUTY GOVERNOR
SUPERVISION AND EXAMINATION SECTOR

MEMORANDUM NO. M-2017- 014

**To : ALL NON-BANK REMITTANCE AND TRANSFER COMPANIES and
MONEY CHANGERS/FOREIGN EXCHANGE DEALERS**

**Subject : GUIDELINES ON THE ISSUANCE OF CERTIFICATE OF REGISTRATION
and OTHER APPLICATIONS REQUIRING PRIOR APPROVAL**

Pursuant to Monetary Board Resolution No. 38 dated 05 January 2017, approving the amendments in Section 4511N and Appendix N-8 of the Manual of Regulations for Non-Bank Financial Institutions (MORNBFI) with the issuance of Circular No. 942 dated 20 January 2017, the following guidelines shall govern the implementation of the pertinent provisions of the MORNBFI on the issuance of Certificate of Registration as Remittance and Transfer Company (RTC), Money Changer (MC)/Foreign Exchange Dealer (FXD) and other applications requiring prior Bangko Sentral ng Pilipinas (BSP) approval.

I. General Guidelines

A. Authorized Signatory

The application for BSP Certificate of Registration as RTC/MC/FXD, collectively known as Money Service Business (MSB) operators, and other requests that require prior BSP approval shall be filed with the Integrated Supervision Department I (ISD I), BSP. The application form shall be signed by the proprietor/managing partner/president or officer of equivalent rank and shall be accompanied by the necessary documentary requirements. The applicant shall ensure its completeness, reliability and conformity with the BSP-prescribed forms. No application shall be accepted from a person or entity other than the proprietor/partner/president unless the person or entity applying in behalf of the proprietor/partnership/corporation submits a duly executed and notarized special power of attorney authorizing the person or entity. In the case of a corporate applicant, a certified true copy of the board resolution authorizing the person or entity shall likewise be submitted.

B. BSP-prescribed Forms

All applications shall be submitted using the following prescribed Data Entry Template/Form, otherwise, it shall not be accepted.

Application Form	Description
Form 1M	Certificate of Registration
Form 2M	Change of Registered/Business Name
Form 3M	Change of Ownership or Control

C. Start of Processing of Application

Applications shall only be processed upon receipt of the following:

1. Proof of payment of non-refundable filing fee of P1,000 deductible from the registration fee.

Payment of fees may be made through the following:

- a. Cash Department located at Ground Floor Multi-Storey Building, BSP Complex, A. Mabini Street, Malate, Manila upon generation of Order of Payment at the ISD I Registration Counter or at any BSP Regional Offices/Branches as the case maybe.
 - b. In the form of Manager's Check (MC) or Postal Money Order (PMO) payable to the Bangko Sentral ng Pilipinas sent through registered mail or courier.
2. Complete documentary requirements which may be submitted either through:
 - a. Personal filing at ISD I Registration Counter, Ground Floor Multi-Storey Building, BSP Complex, A. Mabini Street, Malate, Manila; or
 - b. Postal/Courier services addressed to:

The Director
Integrated Supervision Department I
Bangko Sentral ng Pilipinas
14th Floor, Multi-Storey Building
BSP Complex, A. Mabini Street
1004 Malate, Manila

II. Specific Guidelines

A. Issuance of Certificate of Registration

Registration constitutes a two-stage process. Stage 1 is a preliminary screening process for BSP to determine if applicant is eligible for registration. In Stage 2, the eligible applicant is required to submit supporting documents to complete the registration process.

1. First stage

The applicant shall submit the following for evaluation together with proof of payment of non-refundable filing fee of P1,000:

- i. Application Letter

The applicant shall indicate the entity's contact number/s, e-mail address and the classification of RTC/MC/FXD it is applying for signed by the authorized signatory. For Type A, B, E and F applications, the average monthly network volume of transactions based on the applicant's faithful disclosure should likewise be indicated in the application letter.

For the purpose of this Memorandum, the volume of transactions shall refer to the aggregate of the following: (a) FX bought; (b) FX sold; (c) domestic and international pay-out (inward) transactions; and (d) domestic and international send-out (outward) transactions as shown in the sample format below.

TRANSACTION	ESTIMATED AVERAGE MONTHLY VOLUME (in Php)*
FX Bought / FX Purchase	
FX Sold / FX Sale	
Domestic and international pay-out (inward) transactions	
Domestic and international send-out (outward) transactions	
TOTAL	

*For existing BSP-registered RTC/MC/FXD, actual transaction volume shall be disclosed

ii. Business Plan including target markets

The Business Plan should contain the following information, at a minimum:

- Purpose of the Business;
- Form of Business Organization and Organizational Structure;
- Products and Services to be offered;
- Capital Requirements and details of Source of Funding/Financing;
- Target Market;
- Target Network (including number of branches/offices to be accredited as Remittance Sub-agents (RSAs), if any); and
- Operational Workflow.

iii. List of owners/controlling shareholders, directors, and principal officers with the following information:

Name	Citizenship	Address	Position	TIN	Amount of Contribution	% of Ownership	Contact Number	Email address

The entity's officers shall be invited for a presentation of its business model, if warranted.

2. Second stage

If applicant is deemed eligible in Stage 1, the applicant shall be required to submit relevant supporting documents.

Submission guidelines:

1. The application shall be submitted using the prescribed Data Entry Template (DET).

In using the DET, the following shall be observed:

- a. Download the prescribed DET and User's Guide or request directly from BSP-ISD I thru email address ISD_1@bsp.gov.ph.
- b. Accomplish the prescribed DET and save the file using the prescribed format as follows:

<Application Form Number>DET – <Entity Name>
(example: 1MDET – XYZ Money Changer and Remittance Business)

- c. The duly accomplished DET shall be submitted through e-mail address ISD1Licensing@bsp.gov.ph using the prescribed format for the subject as follows:

<Application Form Number> - <Mode of Submission*>, <Province, City/Municipality** of Head Office>, <Entity Name> as illustrated below:

Illustration

To:	ISD1Licensing@bsp.gov.ph
Subject:	Form 1M – Personal, Metro Manila, Manila, XYZ Money Changer and Remittance Business

* Mode of submission of documents, if through Personal filing (Personal) or Postal/Courier services (Mail)

** The city/municipality in the subject refers to the location of the head office.

The e-mail address to be used by the entity should belong to an authorized responsible officer. It shall be considered as the official e-mail address registered with BSP which shall be used for official communications.

- d. Print the corresponding DET generated application **Form 1M**. Said Form 1M duly notarized and signed by the authorized signatory shall be submitted together with the documentary requirements listed in **Annex A**. The applicant shall submit both the soft and hard/printed copy.

The applicant shall submit the documents/DET generated forms within five (5) business days from the date of the e-mail. Otherwise, the application may be considered as withdrawn.

2. The applicant shall be informed of the result of evaluation. An entity that received a notice of approval shall pay the corresponding registration fee (net of filing fee paid) for the issuance of the Certificate of Registration (COR). The type/classification of RTC/MC/FXD is indicated in the said COR.

3. Registration Process for Existing BSP-Registered MSBs

All existing registered MSBs as of date of signing of this Memorandum shall re-register with BSP within six (6) months from the date of effectivity of Circular No. 942 or until 10 August 2017.

The following guidelines shall govern:

1. The entity shall simultaneously submit the requirements for the first and second stage as listed in item II.A above.
2. The entity's application for head office and notification of its operating offices¹ using the DET-prescribed form should likewise be simultaneously submitted. The notification guideline is covered by a separate Memorandum. **Previously registered RTC/FXD/MC offices that are not included in the said notification shall be DELISTED from the BSP Registry of MSBs.**
3. The applicant shall be informed of the result of evaluation. An entity that received a notice of approval shall pay the corresponding registration fee (net of filing fee paid) for the issuance of the COR. The new BSP registration number and type/classification of RTC/MC/FXD are indicated in the said COR.
4. Existing RTC/MC/FXD offices including pending applications with paid processing fee of P1,000 shall be applied accordingly.

B. Other Applications Requiring Prior BSP Approval

1. Change of Registered/Business Name

A BSP-registered MSB wishing to change its registered/business name shall submit an application using the BSP-prescribed **Form 2M** duly notarized and signed by the authorized signatory and be accompanied by the following documentary requirements at least ten (10) business days before effecting the change:

- a. Certificate of Registration from the Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC) or Cooperative Development

¹ Including pending application/s received by BSP prior to effectivity of Circular No. 942

Authority (CDA), as the case may be, indicating the new business/registered name;

- b. Original copy of Bangko Sentral COR issued under the old name;
- c. Certified true copy (by the Head of Business Permit and Licensing Office or equivalent position, with printed Name and Designation) of the city/municipal license/business license/mayor's permit for the current period; and
- d. Payment/Proof of payment of applicable fees.

2. Change of Ownership or Control

- a. A BSP-registered MSB wishing to change/transfer ownership or control shall submit an application using the BSP-prescribed **Form 3M** duly notarized and signed by the authorized signatory and be accompanied by the documents listed in **Annex B** at least ten (10) business days before effecting the transfer.
- b. If such change of ownership or control shall result in change of classification of BSP registration and/or change of registered/business name, the applicant shall pay the corresponding fees to receive the new COR.

3. Reclassification of Registration Category

For MSB already registered as Small-Scale Operator requiring re-classification as Large-Scale Operator and vice versa based on prescribed average monthly network volume of transactions shall submit a new set of application in accordance with the provisions in item II.A as cited above together with the original COR and proof of payment of P1,000 for COR replacement fee, subject to evaluation of ISD I, BSP.

III. Registration with the Anti-Money Laundering Council (AMLC).

MSBs are required to register with the AMLC within thirty (30) calendar days from the actual date of commencement of money service business operations and shall submit to ISD I proof of registration with AMLC within five (5) business days from registration thereat. Failure to register shall result in the automatic cancellation of the Bangko Sentral registration as MSB.

IV. Business Hours

A. ISD I Registration Counter at Ground Floor Multi-Storey Building, BSP Complex, Manila

- 1. Acceptance of Applications/Notifications/Payments**
Monday to Friday, 9:00 a.m. – 2:00 p.m.
- 2. Inquiries/Clarifications**
Monday to Friday, 9:00 a.m. – 4:30 p.m.

B. BSP Regional Offices/Branches (Payments only) Monday to Friday, 9:00 a.m. – 1:30 p.m.

For guidance and compliance.


NESTOR A. ESPENILLA, JR.
Deputy Governor

31 March 2017

APPLICATION FOR REGISTRATION AS MONEY SERVICE BUSINESS OPERATOR
(To be **completely** filled up. Indicate **"NA"** if an item is not applicable)

Thru: The Office of the Director Integrated Supervision Department I										Date:			
Pursuant to Section 4511N of the Manual of Regulations for Non-Bank Financial Institutions - N (MORNBFI-N) Regulations, as amended by Circular No. 942 dated 20 January 2017, I hereby apply for Registration as a Money Service Business Operator:													
1. CLASSIFICATION OF MONEY SERVICE BUSINESS A - Large-Scale Operator - Remittance Agent with or without money changing/foreign exchange dealing operations with average monthly network volume of transactions of at least P75.00 million. B - Small-Scale Operator - Remittance Agent with or without money changing/foreign exchange dealing operations with average monthly network volume of transactions of less than P75.00 million. C - E-Money Issuer as authorized under Subsection X780.2 of MORB. D - Remittance Platform Provider. E - Large-Scale Operator - Money Changer/Foreign Exchange Dealer with average monthly network volume of transactions of at least P50.00 million. F - Small-Scale Operator - Money Changer/Foreign Exchange Dealer with average monthly network volume of transactions of less than P50.00 million.													
2. FULL COMPANY NAME (as appearing in the DTI/SEC Registration)								3. TIN					
4. COMPANY NAME								5. PS Reg. No.					
6. REGISTERED BUSINESS/TRADE NAME/S													
7. DTI / SEC REGISTRATION NO.						8. Date Issued				9. Valid Until			
10. BUSINESS LOCATION				<i>If within a Bldg., specify stall, room, floor number</i>		<i>Street No. & Name / Purok</i>			<i>Barangay</i>				
				<i>City/Municipality</i>			<i>Province</i>						
11. CONTACT INFO.				<i>Landline</i>		<i>Mobile No.</i>		<i>Email Address^{1/}</i>		<i>Website</i>			
12. BUSINESS PERMIT/ NATURE or TYPE OF BUSINESS				<i>Business Permit No.</i>		<i>Date Issued</i>		<i>Valid Until</i>		<i>Kind of Business</i>			
13. FORM OF BUSINESS ORGANIZATION								14. TOTAL EQUITY/ AUTHORIZED CAPITAL STOCK					
15. OWNERSHIP AND MANAGEMENT STRUCTURE													
15.1 List of Board of Directors / List of Partners / Owner													
Name		Citizenship		Address		Position		TIN		Amount of Contribution		% of Ownership	Email address
15.2 List of Shareholders													
Name		Citizenship		Address		Position		TIN		Amount of Contribution		% of Ownership	Email address
15.3 List of Officers													
Name		Citizenship		Address		Position		TIN		Email address			

^{1/} Shall be considered the official e-mail address registered with BSP

In support of this application, I/we submit the documentary requirements listed in Annex A

REPUBLIC OF THE PHILIPPINES)
CITY) S.S.

I, _____, solemnly swear that all matters set forth on these statements are true and correct to the best of my knowledge and belief.

(Signature Over Printed Name of
Proprietor/Managing Partner/President/
Authorized Officer^{2/})

Designation

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20____, in the City/
Municipality of _____, by:

Name	Any government issued ID	Expiry Date

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of 20____

^{2/} Supported with notarized special power of attorney authorizing a person/entity to apply for an authority to operate a pawnshop business in behalf of the proprietor/partnership/corporation. In the case of a corporate applicant, a certified true copy of the board resolution authorizing the person or entity shall likewise be submitted.

**Application for Certificate of Registration
Second Stage**

Company Name: _____
E-mail Address: _____

Date: _____
Contact Nos: _____

Documents to be submitted (fastened in a folder) <i>(Mga dokumentong dapat ipasa na nakapaloob sa folder)</i>			Remarks
1. Printed copy of the e-mail advising the applicant to submit relevant supporting documents.			
2. Duly notarized Form 1M [Data Entry Template (DET) generated form].			
3. System generated acknowledgement e-mail from ISD1Licensing@bsp.gov.ph .			
4. Incorporation papers duly authenticated by the Securities and Exchange Commission (SEC) <i>(for corporation/partnership)</i> or proof of registration with the Cooperative Development Authority (CDA) <i>(for cooperative)</i> indicating in its purpose/s the money service business/es applied for; or copy of the Certificate of Registration duly authenticated by the Department of Trade and Industry (DTI) <i>(for single proprietorship)</i> .			
5. Certified true copy (by the Head of Business Permit and Licensing Office or equivalent position, with printed Name and Designation) of the business registration/permit from the city or municipality having territorial jurisdiction over the place of establishment and operation of the office for the current period, which should indicate the line of business of the entity.			
6. Notarized Deeds of Undertaking: a. Annex A-1.1 <i>(For the entity)</i> signed by the proprietor/managing partner/president; and b. Annex A-1.2 <i>(For owners/officers)</i> individually signed by the proprietor, partners, president and directors, as the case maybe.			
7. Personal data sheet (using BSP-prescribed form for MSBs – Annex A-2) with passport size picture duly accomplished by the proprietor or partners or incorporators, directors and principal officers.			
8. Duly notarized authorization form (Annex A-3) for querying the BSP watchlist file from the proprietor/partners/directors, president and principal officers.			
9. Proof of attendance, or a sworn undertaking to attend, of the proprietor/partners/directors/principal officers and other personnel directly involved in RTC/MC/FXD operations to the required Anti-Money Laundering Act seminar conducted by the AMLC, Bangko Sentral, or Bangko Sentral - accredited person, or for persons registered prior to the effectivity of Circular No. 942, a certification of compliance executed by the President and Compliance Officer, detailed as follows:			
Name	Position	Date(s) Attended	
<i>(continue in a separate sheet if necessary)</i>			
10. Sworn certification (Annex A-4), signed either by the proprietor, managing partner, or president, that a Money Laundering and Terrorist Financing Prevention Program (MLPP) has been developed, adopted and disseminated to all employees			
11. NBI Clearance, or its equivalent in foreign jurisdictions, for the proprietor/partners/directors/principal officers. <i>With validity of at least 3 months from the date of application.</i>			
12. Duly notarized certification (Annex A-5) from the proprietor/managing partner/president, as to compliance with the required minimum capital under Section 1 of Circular No. 942.			
Additional documents required for RTCs only:			
13. List of remittance tie-up partners (Annex A-6)			

Application for Certificate of Registration
Second Stage

Company Name: _____
E-mail Address: _____

Date: _____
Contact Nos: _____

Documents to be submitted (fastened in a folder) (Mga dokumentong dapat ipasa na nakapaloob sa folder)	Remarks
14. Copy/ies of notarized tie-up agreement/s with RTC which shall be consularized if originated/signed abroad.	
15. For any RTC or counterparty based abroad, proof that the RTC or counterparty is licensed by the regulatory authority to engage in the remittance business and is subject to the anti-money laundering laws of the country.	

INCOMPLETE DOCUMENTS WILL NOT BE ACCEPTED
(HINDI TATANGGAPIN ANG MGA DOKUMENTONG KULANG)

NOTE(S) (to be filled-up by BSP personnel only):

1.
2.
3.
4.
5.

Submitted by:

☐ Received by: ☐ Returned by:

(Signature over printed name)
Date : _____

(Signature over printed name)
Date : _____

Name of Applicant/Entity: _____

Address: _____

Tel. No.: _____ Fax No.: _____ TIN: _____

DEED OF UNDERTAKING

I _____ (name and designation), of legal age and under oath, hereby abide to comply with the following requirements:

1. That I have been duly authorized by _____ (name of institution) and its Board of Directors/Partners/Owners to bind _____ (name of institution) to strictly comply with all the requirements, rules and regulations of the Bangko Sentral ng Pilipinas regarding the registration and operations of money service business as well as the provisions of the Anti-Money Laundering Act of 2001 (R.A. No. 9160, as amended) and its revised implementing rules and regulations as well as the implementing rules issued by the Bangko Sentral;
2. That I certify that _____ (name of institution) undertakes to strictly comply with all the requirements, rules and regulations of the Bangko Sentral regarding the registration and operations of money service business as well as with all the provisions of the Anti-Money Laundering Act of 2001 (R.A. No. 9160, as amended), which include, among others, the exclusive use of bank account/s in the name of the registered entity (rather than its proprietor/officer) in its official business and proper recording and reporting of transactions (covered and suspicious transactions) to the Anti-Money Laundering Council;
3. That I certify that _____ (name of institution) undertakes to provide the complete list of our counterparties, foreign or local, including their contact details (i.e. business address, contact person and its numbers) to consider full compliance with the Bangko Sentral registration requirements (*this provision is applicable to Remittance and Transfer Company only*);

4. That I certify that _____ (name of institution) undertakes that our counterparty(ies) is/are licensed/authorized by the financial regulators in that territory to act as remittance agent;
5. That I certify that _____ (name of institution) undertakes to assume full responsibility of the Remittance Sub-agent's compliance with all the requirements, rules and regulations of the Bangko Sentral regarding the registration and notification requirements of RSAs as well as with all the provisions of the Anti-Money Laundering Act of 2001 (R.A. No. 9160, as amended) and its revised implementing rules and regulations, as well as the implementing rules issued by the Bangko Sentral *(this provision is applicable to Remittance and Transfer Company only)*;
6. I/We shall maintain exclusive bank account/s in the name of the registered entity (rather than its proprietor/officer) in its official business and that bank account/s shall be subject to Bangko Sentral inspection/ examination for Anti-Money Laundering purposes;
7. I/We shall notify the appropriate department of SES the following events:
(a) commencement of operations; (b) newly-accredited Remittance Sub-agents; (c) change of tie-up partner/s; (d) transfer of location; (e) closure of office; and (f) closure of business;
8. I/We shall obtain prior approval from the appropriate department of SES for any change in ownership and control as may be prescribed by pertinent Bangko Sentral regulations;
9. That I certify that _____ (name of institution) commits to strictly comply with requirements to maintain records and submit the required reports as prescribed by the Bangko Sentral;
10. I/We shall maintain an internal control system commensurate to the nature, size and complexity of the business and shall adhere to the guidelines prescribed by the Bangko Sentral;
11. That I/we shall adopt the minimum standards of consumer protection in the areas of disclosure and transparency, protection of client information, fair treatment, effective recourse and financial education pursuant to Part Ten of the Manual of Regulations for Non-Bank Financial Institutions - Q Regulations, as may be applicable;

12. That I/we shall comply with the applicable provisions of Section 4196N or the Information Technology Risk Management of the Manual of Regulations for Non-Bank Financial Institutions - N Regulations;
13. That I certify that _____ (name of institution) undertakes to pay Bangko Sentral the following fees: (a) registration fee; (b) annual service fee; and (c) processing fee for the replacement of Bangko Sentral Certificate of Registration, as prescribed by the Bangko Sentral;
14. That I certify that _____ (name of institution) undertakes to strictly comply with the transactional requirements for remittance and transfer companies/money changers/foreign exchange dealers on the regulation on large value pay-outs, and the sale of foreign currencies and shall request prior exemption from the Bangko Sentral before transacting higher limits as prescribed by the Bangko Sentral; and
15. That I certify that _____ (name of institution) commits to strictly comply with possible sanctions/penalties as prescribed or imposed by the Bangko Sentral.

(Signature over Printed Name of
Proprietor/Managing Partner/President)

(Designation)

Subscribed and sworn to before me this _____ day of _____, 20____,
affiant exhibiting to me his/her _____ issued at _____ on
_____.

NOTARY PUBLIC

Name of Owner/Partner/Director: _____

Address: _____

Tel. No.: _____ Fax No.: _____ TIN: _____

DEED OF UNDERTAKING

I _____ (name), _____ (designation and name of institution), of legal age and under oath, hereby abide to comply with the following requirements:

1. That I certify that I shall be responsible for any violation of any of the provisions of the Anti-Money Laundering Act of 2001 [Republic Act (R.A.) No. 9160, as amended] and its revised implementing rules and regulations as well as the implementing rules issued by the Bangko Sentral and shall be subject to the administrative sanction prescribed under Section 36 of R.A. No. 7653, otherwise known as the "New Central Bank Act" and other applicable laws, rules and regulations; and
2. I shall attend the required seminar on Anti-Money Laundering Law before commencement of actual operations.

(Signature over Printed Name)

(Designation)

Subscribed and sworn to before me this _____ day of _____, 20____,
affiant exhibiting to me his/her _____ issued at _____ on
_____.

NOTARY PUBLIC

COMPANY NAME

ADDRESS**PERSONAL DATA SHEET**
NAME
POSITION

ID picture taken within
the last 6 months
3.5 cm. x 4.5 cm.
(passport size)

Computer generated
or photocopy of
picture is not
acceptable

I hereby certify that the information contained in this document and its supporting schedule of my own knowledge is true and correct.

Signature over Printed Name

Designation

REPUBLIC OF THE PHILIPPINES)
_____ CITY) S.S.

SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__, in the
City/Municipality of _____, by:

Name	Any government issued ID	Expiry Date

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of 20 _____

BIOGRAPHICAL DATA

NAME

ADDRESS

PERSONAL INFORMATION:

	SURNAME	GIVEN	MIDDLE	SUFFIX (e.g. Jr., III)
1. NAME :				
2. TIN :			3. UPDATED AS OF :	
4. OTHER NAMES USED, IF ANY :				
5. MANAGEMENT LEVEL :	☐ Director		☐ Officer	
6. DATE ELECTED / RE-ELECTED / APPOINTED / POSITION CHANGED :				
7. RESIDENCE ADDRESS :				
8. TELEPHONE NO. :			9. E-MAIL ADD :	
10. BUSINESS ADDRESS :				
11. TELEPHONE NO. :			12. E-MAIL ADD :	
13. CIVIL STATUS :	☐ Single	☐ Married	☐ Divorced/Separated	☐ Widow
14. SEX :	☐ Male	☐ Female	15. CITIZENSHIP :	
16. DATE OF BIRTH :			17. PLACE OF BIRTH :	

(Please indicate "N/A" for fields that are not applicable)

NAME	TIN	UPDATED AS OF

EDUCATION AND TRAINING:

18. Educational Attainment

	DEGREE/COURSE	SCHOOL LAST ATTENDED	YEARS GRADUATED/ATTENDED
COLLEGE :			
POST-GRADUATE :			
OTHERS :			

19. Seminars/Training on Money Service Business, AML and other related Fields

NATURE/TITLE	CONDUCTED BY	YEAR TAKEN

(continue in separate sheet if necessary)

WORK EXPERIENCE:

20. Present Position – This Institution

NAME OF OFFICE	POSITION	DATE ASSUMED

(continue in separate sheet if necessary)

(Please indicate "N/A" for fields that are not applicable)

NAME	TIN	UPDATED AS OF

WORK EXPERIENCE:

21. Present Position – Other Private Institution (Including Corporate Directorships)

NAME OF OFFICE	POSITION	DATE ASSUMED	INDICATE IF OWNER/ PARTNER/ STOCKHOLDER

(continue in separate sheet if necessary)

22. Present Position – Government (Including Directorships in Government Corporate Institutions)

NAME OF OFFICE	POSITION	DATE ASSUMED	INDICATE IF ELECTIVE OR APPOINTIVE AND PART/FULL-TIME

(continue in separate sheet if necessary)

23. Past Positions – This Institution

NAME OF OFFICE	POSITION	DURATION (YEAR)	
		FROM	TO

(continue in separate sheet if necessary)

24. Past Positions – Other Private Institutions (Including Corporate Directorships)

NAME OF OFFICE	POSITION	DURATION (YEAR)	
		FROM	TO

(continue in separate sheet if necessary)

(Please indicate "N/A" for fields that are not applicable)

NAME	TIN	UPDATED AS OF

WORK EXPERIENCE:

25. Past Positions – Government (Including Directorships to Government Financial Institution)

NAME OF OFFICE	POSITION	DURATION (YEAR)	
		FROM	TO

(continue in separate sheet if necessary)

FAMILY RELATIONS (Legitimate or Common-Law):

	SURNAME	GIVEN	MIDDLE	SUFFIX (e.g. Jr., III)
26. NAME OF SPOUSE				

27. TIN	
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28. Present Employment

NAME OF OFFICE	POSITION	DURATION (YEAR)	
		FROM	TO

	SURNAME	GIVEN	MIDDLE	SUFFIX (e.g. Jr., III)
29. NAME OF COMMON-LAW SPOUSE				

30. TIN	
---------	--

31. Present Employment

NAME OF OFFICE	POSITION	DURATION (YEAR)	
		FROM	TO

(Please indicate "N/A" for fields that are not applicable)

NAME	TIN	UPDATED AS OF

FAMILY RELATIONS (Legitimate or Common-Law):

32. First Degree Relatives by Consanguinity: Parents and Children of legal age:
Legitimate or illegitimate

NAME (Surname, Given, Middle)	RELATIONSHIP

(continue in separate sheet if necessary)

33. First Degree Relatives by Affinity: Parents-in-Law and Children-in-Law of legal age:
Legitimate or illegitimate

NAME (Surname, Given, Middle)	RELATIONSHIP

(continue in separate sheet if necessary)

34. Second Degree Relatives (of legal age) by Consanguinity: Grandparents, Grandchildren, Brothers and Sisters

NAME (Surname, Given, Middle)	RELATIONSHIP

(continue in separate sheet if necessary)

35. Second Degree Relatives (of legal age) by Affinity: Grandparents-in-law, Grandchildren-in-law, Brothers-in-law and Sisters-in-law

NAME (Surname, Given, Middle)	RELATIONSHIP

(continue in separate sheet if necessary)

(Please indicate "N/A" for fields that are not applicable)

NAME	TIN	UPDATED AS OF

OTHERS:

36. Business establishments where the directors/officers and their spouses and within the second degree relatives have equity interests (As of _____).

NAME OF CORPORATION/ ASSOCIATION/FIRM	NAME OF PERTINENT STOCKHOLDERS, MEMBER CENTRAL PARTNER, OTHERS	PERCENT OF STOCKHOLDINGS/ DATE OF INFORMATION FILED

(continue in separate sheet if necessary)

37. Have you ever been convicted, judicially or administratively of an offence or judicially declared insolvent, spendthrift, or incapacitated to contract?

☐ Yes

☐ No

If yes, please state:

PARTICULARS NATURE OF OFFENSE	COURT OF JURISDICTION	DATE INFORMATION FILED

(continue in separate sheet if necessary)

(Please indicate "N/A" for fields that are not applicable)

AUTHORIZATION

I, _____, after being sworn in accordance with law, do hereby authorize the following, pursuant to the provisions of Section 1 of BSP Circular No. 942 dated 20 January 2017, Amendments to the Manual of Regulations for Non-Bank Financial Institutions (MORNBFI):

- a. _____ *(company name)*
to conduct a background investigation on myself as _____
(position) in _____ *(company name)*
which include, among others, inquiring from the Watchlist Files of the Bangko Sentral ng Pilipinas; and
- b. The Bangko Sentral ng Pilipinas to disclose its findings pertinent to the
aforementioned inquiry on the said Watchlist Files to
_____ *(company name)*.

With the above authorization, I hereby waive my right to the confidentiality of the information that will be obtained as a result of the said inquiry, provided that disclosure of said information will be limited for the purpose of ascertaining my qualification or non-qualification for the said position.

IN WITNESS WHEREOF, I have hereunto set my hand this _____.

(Signature over Printed Name)

SIGNED IN THE PRESENCE OF:

(Witness)

(Witness)

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
_____ CITY) S.S.

BEFORE ME, this ____ day of _____ 20__ in _____,
personally appeared the following person:

Name	Any government issued ID	Expiry Date

known to me and to me known to be the same person who executed the foregoing instrument which (he/she) acknowledged to me as (his/her) free and voluntary act and deed, consisting of only _____ page/s, including this page in which this Acknowledgement is written, duly signed by (him/her) and (his/her) instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL this _____ at _____, Philippines.

Notary Public

Doc. No. _____

Page No. _____

Book No. _____

Series of 20 _____

REPUBLIC OF THE PHILIPPINES)
_____ CITY) S.S.

SWORN CERTIFICATION

This is to certify that that a Money Laundering and Terrorist Financing Prevention Program (MLPP) has been developed, adopted and disseminated to all employees of _____
(*company* *name*) with principal address at _____ and
contact details _____.

(Signature over Printed Name of
Proprietor/Managing Partner/President)

(Designation)

SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__ , in
the City/Municipality of _____, by:

Name	Any government issued ID	Expiry Date

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of 20 _____

REPUBLIC OF THE PHILIPPINES)
_____ CITY _____) S.S.

SWORN CERTIFICATION

This is to certify that _____
(company name) with principal address at _____
and contact details _____, has the financial capacity to
organize and operate a money service business and is compliant with the
minimum capital under Section 1 of Circular No. 942. As of
_____ (date of application), the company's paid-in capital is
P _____ (amount) as evidenced by
_____ (attached supporting documents).

(Signature over Printed Name of
Proprietor/Managing Partner/President)

Designation

SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__ , in
the City/Municipality of _____, by:

Name	Any government issued ID	Expiry Date

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of 20 _____

(FULL COMPANY NAME)
LIST OF REMITTANCE TIE-UP PARTNERS
(To be completely filled up. Indicate "NA" if an item is not applicable)

Date:

No.	BSP Registration Number (if applicable)	Full Company Name	Complete Business Address	Domicile	Contact Person	Designation	Email Address

-----NOTHING FOLLOWS-----

I hereby certify under the penalties of perjury that the above-listed remittance tie-up partners, together with the corresponding relevant information, are true and correct as of the date indicated.

(Signature over Printed Name of
Proprietor/Managing Partner/President/
Authorized Officer^{1/})

Designation

^{1/} Supported with notarized special power of attorney authorizing a person/entity to act in behalf of the proprietor/partnership/corporation. In the case of a corporate applicant, a certified true copy of the board resolution authorizing the person or entity shall likewise be submitted.

Submission Deadline:
At least 10 business days before
effecting name change

APPLICATION FOR CHANGE OF REGISTERED/BUSINESS NAME
(To be **completely** filled up. Indicate "NA" if an item is not applicable)

Thru: The Office of the Director Integrated Supervision Department I			Date:		
Pursuant to Section 4511N of the Manual of Regulations for Non-Bank Financial Institutions - N (MORNBFI-N) Regulations, as amended, I hereby apply for Change of Registered/Business Name:					
1. FULL COMPANY NAME (OLD)				2. COR NO.	
3. FULL COMPANY NAME (NEW)					
4. COMPANY NAME (NEW)					
5. REGISTERED BUSINESS/TRADE NAME/S (NEW)					
6. BUSINESS LOCATION	If within a Bldg., specify stall, room, floor number		Street No. & Name		Barangay
	City/Municipality		Province		
7. BUSINESS PERMIT/ NATURE or TYPE OF BUSINESS	Business Permit No.	Date Issued	Valid Until	Kind of Business	

- In support of this application, I/we submit the following documentary requirements:
- a. Certificate of Registration from the Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA), as the case may be, indicating the new business/registered name
 - b. Original copy of Bangko Sentral COR issued under the old name
 - c. Certified true copy (by the Head of Business Permit and Licensing Office or equivalent position, with printed Name and Designation) of the city/municipal license/business license/mayor's permit for the current period
 - d. Payment/Proof of payment of applicable fees

REPUBLIC OF THE PHILIPPINES)
_____ CITY) S.S.

I, _____, solemnly swear that all matters set forth on these statements are true and correct to the best of my knowledge and belief.

Very truly yours,

(Signature over Printed Name of Proprietor/Managing Partner/
President/Authorized Officer^{1/})

Designation

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20____, in the City/
Municipality of _____, by:

Name	Any government issued ID	Expiry Date

NOTARY PUBLIC

Doc. No. _____
Page No. _____
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^{1/} Supported with notarized special power of attorney authorizing a person/entity to act in behalf of the proprietor/partnership/corporation. In the case of a corporate applicant, a certified true copy of the board resolution authorizing the person or entity shall likewise be submitted.

Submission Deadline:
At least 10 business days before
effecting change of ownership

APPLICATION FOR CHANGE OF OWNERSHIP OR CONTROL
(To be **completely** filled up. Indicate "NA" if an item is not applicable)

Thru: The Office of the Director Integrated Supervision Department I						Date:	
Pursuant to Section 4511N of the Manual of Regulations for Non-Bank Financial Institutions – N (MORNBFI-N) Regulations, as amended, I hereby apply for Change of Ownership or Control:							
1. CHANGE OF OWNERSHIP						2. COR. NO.	
3. FULL COMPANY NAME (as appearing in the DTI/SEC Registration)						4. TIN	
5. COMPANY NAME							
6. REGISTERED BUSINESS/TRADE NAME/S							
7. DTI / SEC REGISTRATION NO.		8. Date Issued				9. Valid Until	
10. BUSINESS LOCATION		If within a Bldg., specify stall, room, floor number		Street No. & Name / Purok		Barangay	
		City/Municipality		Province			
11. CONTACT INFO.		Landline		Mobile No.		Email Address ^{1/}	
						Website	
12. BUSINESS PERMIT/ NATURE or TYPE OF BUSINESS		Business Permit No.		Date Issued		Valid Until	
						Kind of Business	
13. FORM OF BUSINESS ORGANIZATION				14. TOTAL EQUITY/ AUTHORIZED CAPITAL STOCK			
15. OWNERSHIP AND MANAGEMENT STRUCTURE							
15.1 List of Board of Directors / List of Partners / Owner							
Name		Citizenship	Address	Position	TIN	Amount of Contribution	% of Ownership
15.2 List of Shareholders							
Name		Citizenship	Address	TIN	Amount of Contribution	% of Ownership	Email address
15.3 List of Officers							
Name		Citizenship	Address	Position	TIN	Email address	

^{1/} Shall be considered the official e-mail address registered with BSP

In support of this application, I/we submit the documentary requirements listed in Annex B

REPUBLIC OF THE PHILIPPINES)

CITY) S.S.

I, _____, solemnly swear that all matters set forth on these statements are true and correct to the best of my knowledge and belief.

(Signature over Printed Name of
Proprietor/Managing Partner/President/
Authorized Officer^{2/})

Designation

SUBSCRIBED AND SWORN to before me this ____ day of _____ 20____, in the City/
Municipality of _____, by:

Name	Any government issued ID	Expiry Date

NOTARY PUBLIC

Doc. No. _____

Page No. _____

Book No. _____

Series of 20____

^{2/} Supported with notarized special power of attorney authorizing a person/entity to act in behalf of the proprietor/partnership/corporation. In the case of a corporate applicant, a certified true copy of the board resolution authorizing the person or entity shall likewise be submitted.

Application for Change/Transfer of Ownership

Company Name: _____

Date: _____

E-mail Address: _____

Contact Nos: _____

Documents to be submitted (fastened in a folder) <i>(Mga dokumentong dapat ipasa na nakapaloob sa folder)</i>	Remarks
Full Transfer of Ownership	
For the Vendor/Transferor:	
1. Letter informing BSP of the transfer/change of ownership signed by the proprietor/managing partner/president.	
2. Notarized statement by proprietor/managing partner/president stating that: a. The entity's books of accounts, records and documents shall be preserved for five (5) years from date of last entries before the transfer of ownership; b. All unused accountable forms have been properly disposed of to prevent their unauthorized use; and c. The transferor money service business (MSB) operator shall be liable for all claims arising from transactions of the entity prior to the effective date of transfer, unless the transferee MSB operator assumes such liability, in which case, such transferee MSB operator shall submit a notarized statement to that effect.	
3. Original BSP Certificate of Registration issued to the transferor MSB operator (in case of change in Company Name and/or Address) or an affidavit in case of loss.	
For the Vendee/Transferee	
4. Duly notarized Form 3M <i>[Data Entry Template (DET) generated form]</i> .	
5. Comply with the requirements of Issuance of Certificate of Registration ¹ .	
6. Submit a copy of the duly executed contract effecting the transfer of ownership.	
7. Payment/Proof of payment of applicable fees.	
For Change/Transfer of Shares (Partnerships and Corporations only), the documentary requirements are listed in Annex B.1	
For Change/Transfer of Ownership from a Deceased Person to Heir/s, the documentary requirements are listed in Annex B.2	

INCOMPLETE DOCUMENTS WILL NOT BE ACCEPTED
(HINDI TATANGGAPIN ANG MGA DOKUMENTONG KULANG)

NOTE(S) (to be filled-up by BSP personnel only):

1.
2.
3.
4.
5.

Submitted by: _____

☐ Received by: ☐ Returned by: _____

(Signature over printed name)

Date : _____

(Signature over printed name)

Date : _____

¹ Section II.A of this Memorandum (Guidelines on the Issuance of Certificate of Registration)

Application for Change/Transfer of Shares

Company Name: _____
E-mail Address: _____

Date: _____
Contact Nos: _____

Documents to be submitted (fastened in a folder) <i>(Mga dokumentong dapat ipasa na nakapaloob sa folder)</i>	Remarks																					
Change/Transfer of Shares (Partnerships and Corporations only)																						
1. Duly notarized Form 3M <i>[Data Entry Template (DET) generated form]</i> .																						
2. Copy of the contract/agreement/arrangements shall be submitted if such transaction, in itself or in relation with other/previous transactions, will: a. Result in change in ownership or control in a MSB organized as a partnership or at least twenty percent (20%) of the voting shares of stock of MSBs organized as a corporation by any person, whether natural or juridical, or which will enable such person to elect, or be elected as, a director of such MSB; or b. Effect a change in the majority ownership or control of the voting shares of stock of the MSB organized as a corporation from one (1) group of persons to another group.																						
3. New partners and newly elected/appointed directors/officers shall submit: a. Duly notarized Personal data sheet (using BSP-prescribed form for MSBs – <i>Annex A-2</i>) with passport size picture; b. NBI Clearance; <i>With validity of at least 3 months from the date of application</i> c. Duly notarized authorization form (<i>Annex A-3</i>) for querying the BSP watchlist file; d. Proof of attendance, or a sworn undertaking to attend, of the partners/directors/principal officers and other personnel directly involved in RTC/MC/FXD operations to the required Anti-Money Laundering Act seminar conducted by the AMLC, Bangko Sentral, or Bangko Sentral - accredited person, or for persons registered prior to the effectivity of Circular No. 942, a certification of compliance executed by the President and Compliance Officer, detailed as follows:																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 30%;">Position</th> <th style="width: 30%;">Date(s) Attended</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name	Position	Date(s) Attended																			
Name	Position	Date(s) Attended																				
<i>(continue in a separate sheet if necessary)</i>																						
4. Payment/Proof of payment of applicable fees.																						

INCOMPLETE DOCUMENTS WILL NOT BE ACCEPTED
(HINDI TATANGGAPIN ANG MGA DOKUMENTONG KULANG)

NOTE(S) (to be filled-up by BSP personnel only):

1.
2.
3.
4.
5.

Submitted by: _____

☐ Received by: ☐ Returned by: _____

(Signature over printed name)
Date : _____

(Signature over printed name)
Date : _____

Application for Change/Transfer of Ownership

Company Name: _____

Date: _____

E-mail Address: _____

Contact Nos: _____

Documents to be submitted (fastened in a folder) (Mga dokumentong dapat ipasa na nakapaloob sa folder)	Remarks
Change/Transfer of Ownership (From a Deceased Person to Heir/s)	
1. Death Certificate.	
2. Extrajudicial Settlement of Estate/Affidavit of Self-Adjudication.	
3. Affidavit of Waiver and Release from Liability ¹ .	
4. Original Certificate of Registration (COR) issued by BSP (in case of change in Company Name and/or Address) or an affidavit in case of loss.	
5. Duly notarized Form 3M [Data Entry Template (DET) generated form].	
6. Comply with the requirements of Issuance of Certificate of Registration ² .	
7. Payment/Proof of payment of applicable fees.	

INCOMPLETE DOCUMENTS WILL NOT BE ACCEPTED
(HINDI TATANGGAPIN ANG MGA DOKUMENTONG KULANG)

NOTE(S) (to be filled-up by BSP personnel only):

1.
2.
3.
4.
5.

Submitted by: _____

☐ Received by: ☐ Returned by: __________
(Signature over printed name)

Date : _____

(Signature over printed name)

Date : _____

¹ Affidavit of waiver and release of BSP and its officers/employees from any court action/liability or claims of whatever nature of a third person that may arise from the application of transfer of ownership

² Section II.A of this Memorandum (Guidelines on the Issuance of Certificate of Registration)