



BANGKO SENTRAL NG PILIPINAS

OFFICE OF THE DEPUTY GOVERNOR SUPERVISION AND EXAMINATION SECTOR

MEMORANDUM NO. M-2018-014

To : ALL PAWNSHOP OPERATORS

Subject : Updated BSP-Prescribed Forms in filing an Application to Operate a Pawnshop Business and Data Entry Template

In line with the continuous enhancements in the processing of application for license/authority to operate a pawnshop business by the Supervision and Examination Sector (SES), BSP, the following shall serve as amendments to Memorandum No. M-2017-006 and M-2017-007, both dated 22 February 2017:

I. Updated BSP-Prescribed Forms

The following updated forms, which can be downloaded from the BSP website (http://www.bsp.gov.ph/regulations/reg_others.asp), shall be accomplished by all pawnshop operators in filing an application for the issuance of Certificate of Authority (COA):

	Form Name	Old Form Number	New SES Licensing Form Number
1.	Application for Authority to Operate a Pawnshop Business	Form 1P	01-001
2.	Checklist of Documentary Requirements for Authority to Operate a Pawnshop Business	Annex A	01-002
3.	Deed of Undertaking	Annex A-1	01-003
4.	Personal Data Sheet	Annex A-2	01-004
5.	Sworn Certification on Financial Capacity	Annex A-3	01-005
6.	Authorization for Querying the BSP Watchlist File	Annex A-4	01-006

II. Electronic submission of Data Entry Template (DET)-generated application/notification form

Henceforth, the application/notification form number shall be added in the filename and shall replace the application type in the subject format, as illustrated below, when submitting the DET-generated application/notification form to the Integrated Supervision Department I through e-mail address ISD1Licensing@bsp.gov.ph as prescribed under Memorandum No. M-2017-006 and M-2017-007:

Illustration (Filename)

For Application for Authority to Operate a Pawnshop Business:	
From:	To:
DET - ABC Pawnshop	01-001DET - ABC Pawnshop
For Establishment of Additional Offices:	
From:	To:
DET - ABC Pawnshop	SPDET - ABC Pawnshop

Illustration (E-mail Subject Format)

For Application for Authority to Operate a Pawnshop Business:	
From:	
To:	ISD1Licensing@bsp.gov.ph
Subject:	Authority to Operate a Pawnshop Business – Personal, Metro Manila, Manila, ABC Pawnshop
To:	
To:	ISD1Licensing@bsp.gov.ph
Subject:	01-001 - Personal, Metro Manila, Manila, ABC Pawnshop
For Establishment of Additional Offices:	
From:	
To:	ISD1Licensing@bsp.gov.ph
Subject:	Establishment of Additional Offices - Personal, Metro Manila, Manila, ABC Pawnshop
To:	
To:	ISD1Licensing@bsp.gov.ph
Subject:	Form 5P - Personal, Metro Manila, Manila, ABC Pawnshop

For guidance and compliance.


CHUCHI G. FONACIER
Deputy Governor

28 March 2018