



BANGKO SENTRAL NG PILIPINAS

OFFICE OF THE DEPUTY GOVERNOR
SUPERVISION AND EXAMINATION SECTOR

MEMORANDUM NO. M-2017- 007

To : ALL PAWNSHOPS

Subject : GUIDELINES ON THE ISSUANCE OF LICENSE/AUTHORITY TO OPERATE A PAWNSHOP and OTHER APPLICATIONS REQUIRING PRIOR APPROVAL

Pursuant to Monetary Board Resolution No. 2061 dated 17 November 2016, approving the Amendments to the Manual of Regulations for Non-Bank Financial Institutions (MORNBFI) – Pawnshop (P) with the issuance of Circular No. 938 dated 23 December 2016 and Memorandum No. M-2017-003 dated 27 January 2017, the following guidelines shall govern the implementation of the pertinent provisions of the MORNBFI-P Regulations on the issuance of license/authority to operate a pawnshop and other applications requiring prior Bangko Sentral ng Pilipinas (BSP) approval.

I. General Guidelines

A. Authorized Signatory

An operator securing BSP's Authority to Operate (AO) a pawnshop business and other requests requiring prior BSP approval shall file an application with 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 Form

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

Application Form	Description
Form 1P	AUTHORITY TO OPERATE A PAWNSHOP BUSINESS
Form 2P	TRANSFER OF OWNERSHIP
Form 3P	CHANGE OF BUSINESS NAME
Form 4P	SURRENDER OF PAWNSHOP OPERATOR LICENSE

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. All applications are subject to non-refundable filing fee of P1,000 on a per office basis. Other relevant fees such as metal plate fee of P500, replacement fee of P1,000 shall likewise be collected, if applicable.

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 documents including proof of payment of applicable fees 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. Licensing Process on the Issuance of Authority to Operate a Pawnshop Business

An entity wishing to be a Pawnshop Operator shall file an application with ISD I, BSP for the Authority to Operate a pawnshop business describing the services to be offered and indicating the type of license applied for.

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 using the file name "DET – Pawnshop Name" (example: DET – ABC Pawnshop).
- 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 Type> - <Mode of Submission*>, <Province, City/Municipality** of Head Office>, <Name of Pawnshop> as illustrated below:

Illustration

To:	ISD1Licensing@bsp.gov.ph
Subject:	Authority to Operate a Pawnshop Business – Personal, Metro Manila, Manila, ABC Pawnshop

* 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 1P**. Said Form1P 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) working 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 licensing fee (net of filing fee paid) and metal plate fee of P500 to receive the BSP Certificate of Authority (COA). The type/classification of license issued to the entity is indicated in the said COA.

B. Other Applications Requiring Prior BSP Approval

1. Transfer of Ownership

- a. A pawnshop operator wishing to transfer ownership shall submit an application using the BSP-prescribed form (**Form 2P**) duly notarized and signed by the authorized signatory and be accompanied by the documents listed in **Annex B** at least ten (10) working days before effecting the transfer.
- b. If said transfer of ownership shall result in change of classification of pawnshop license or change of registered business name, the applicant shall pay the corresponding fees to receive the new COA.

2. Change of Registered Business Name

A pawnshop operator wishing to change its registered business name shall submit an application using the BSP-prescribed form (**Form 3P**) duly notarized and signed by the authorized signatory and be accompanied by the documents listed in **Annex C** at least ten (10) working days before effecting the change.

3. Reclassification of Pawnshop License

Any change on the type of pawnshop license previously issued by the BSP (i.e. Pawnshop operator classified and registered as Type A but subsequently reclassified as B or C and vice versa) is subject to evaluation. The pawnshop operator shall submit a new set of application in accordance with the provisions in item II.A as cited above.

4. Surrender of Pawnshop Operator License due to Closure of Business

The pawnshop operator shall submit an application using the BSP-prescribed form (**Form 4P**) for the surrender of the pawnshop operator license at least thirty (30) calendar days prior to the intended closure duly notarized and signed by the authorized signatory together with the documentary requirements listed in **Annex D**.

III. Licensing Process for Existing BSP-Registered Pawnshops

All existing Pawnshop Operators as of date of signing of this Memorandum shall secure their Authority to Operate a pawnshop business from BSP within one year from the date of effectivity of Circular No. 938 or until 27 January 2018. The following guidelines shall govern:

1. Submit an application in accordance with the provisions in item II.A as cited above.
2. Ensure compliance with the following regulatory requirements:
 - a. No outstanding annual and metal plate fee;

- b. No unsubmitted report/s i.e., Consolidated Statement of Condition (CSOC), Consolidated Statement of Income and Expenses (CSIE) and Audited Financial Statement (AFS), as applicable; and
- c. Minimum capitalization and borrowing limits as prescribed under Sections 12 and 13 of Circular No. 938. Any pawnshop that does not meet said requirements shall submit to the BSP within six (6) months from the effectivity of these regulations the application for a Certificate of Authority (COA) along with an acceptable plan of compliance for a period not to exceed one (1) year from date of submission pursuant to Section 76 of the same Circular.

Only applications with no outstanding regulatory requirements, with completely submitted required documents and duly paid non-refundable filing fee shall be accepted and processed.

- 3. The entity should simultaneously submit the application for head office and notification of its operating pawnshop offices¹ using the DET prescribed forms. The notification guideline is covered by a separate Memorandum. **Previously registered pawnshop offices not included in the notification shall be DELISTED from the BSP Registry of Pawnshops.**
- 4. Pawnshop operator with corollary business activities as Foreign Exchange Dealer (FXD)/Money Changer (MC) and/or Remittance Agent (RA) shall comply with the registration requirements provided for under a separate guideline for money service business operations.
- 5. The applicant shall be informed of the result of evaluation. An entity that received a notice of approval shall pay the corresponding licensing fee (net of P1,000 filing fee paid) prior to the issuance of the new BSP Certificate of Authority (COA) for the head office. The new BSP registration number and type/classification of license issued to the entity are indicated in the said COA.
- 6. A new BSP registration number and metal plate shall be issued to existing pawnshop offices. The new metal plate shall be subject to P500 fee to cover production cost. Existing pawnshop offices and pending applications with paid annual fee of P500, metal plate fee of P500² and processing fee of P1,000 per BSP record shall be applied accordingly.

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

All pawnshop operators shall register with the AMLC within five (5) business days from receipt of COA to facilitate electronic reporting of covered and suspicious transactions. The proof of registration with AMLC shall be submitted to ISD I within five (5) business days from registration thereat.

¹ Including pending application/s received by BSP prior to effectivity of Circular No. 938

² Pertains to metal plates of pawnshop offices that are for production

V. 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

22 February 2017

APPLICATION FOR AUTHORITY TO OPERATE A PAWNSHOP BUSINESS
(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 Presidential Decree No. 114 and Manual of Regulations for Non-Bank Financial Institutions (MORNBF) – Pawnshop (P) Regulations, as amended, I hereby apply for Authority to Operate a Pawnshop Business:							
1. CLASSIFICATION OF PAWNSHOP OPERATOR LICENSE A - Basic pawnshop business with not more than ten (10) offices. B - Basic pawnshop business with more than ten (10) offices and with or without BSP-registered corollary business activities, excluding remittance operations. C - Basic pawnshop business with more than ten (10) offices and with BSP-registered corollary business activities including remittance operations. D - Virtual pawnshop operators or those engaged in pawnshop business through electronic pawning (e-pawning) which refer to systems and processes that enable customers to pawn their personal property through electronic channels.							
2. FULL COMPANY NAME (as appearing in the DTI/SEC Registration)				3. TIN			
4. COMPANY NAME							
5. REGISTERED BUSINESS/TRADE NAME/S							
6. DTI / SEC REGISTRATION NO.				7. Date Issued		8. Valid Until	
9. BUSINESS LOCATION				If within a Bldg., specify stall, room, floor number		Street No. & Name / Purok	
						Barangay	
				City/Municipality		Province	
10. CONTACT INFO.				Landline	Mobile No.	Email address ^{1/}	Website
11. BUSINESS PERMIT/ NATURE or TYPE OF BUSINESS				Business Permit No.	Date Issued	Valid Until	Kind of Business
12. FORM OF BUSINESS ORGANIZATION							
13. BENEFICIAL OWNER/S^{2/}							
Name	Citizenship	Address	TIN	Landline	Email address		
14. OWNERSHIP AND MANAGEMENT STRUCTURE							
14.1 List of Board of Directors / List of Partners / Owner							
Name	Citizenship	Address	Position	TIN	Amount of Contribution	% of Ownership	Email address
14.2 List of Shareholders							
Name	Citizenship	Address	TIN	Amount of Contribution	% of Ownership	Email address	
14.3 List of Officers							
Name	Citizenship	Address	Position	TIN	Email address		

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

2/ Refers to natural person(s) who ultimately owns or controls the pawnshop as described under Section 77 item b of Circular No. 938 dated 23 December 2016

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^{3/})

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_____

^{3/} 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 Authority to Operate a Pawnshop Business

Company Name: _____

Date: _____

Documents to be submitted (fastened in a folder) <i>(Mga dokumentong dapat ipasa na nakapaloob sa folder)</i>	Remarks																											
1. Duly notarized Form 1P [Data Entry Template (DET) generated form].																												
2. System generated acknowledgement e-mail from ISD1Licensing@bsp.gov.ph .																												
3. Sworn Undertaking (Annex A-1), in case of sole proprietorship, or sworn agreement, in case of partnership/corporation, to organize and operate a pawnshop business compliant with existing laws, rules and regulations.																												
4. Personal data sheet (using BSP-prescribed form for pawnshops – Annex A-2) with passport size picture duly accomplished by the proprietor or partners or incorporators, directors, officers, individual stockholders owning 10% or more of the voting stock, and the beneficial owners ¹ of the pawnshop.																												
5. Sworn certification (Annex A-3) that the applicant has the financial capacity to organize and operate a pawnshop business.																												
6. NBI Clearance for the proprietor/partners/incorporators/directors/principal officers. <i>With validity of at least 3 months from the date of application.</i>																												
7. Articles of Partnership/Incorporation ² and by-laws duly registered with the Securities and Exchange Commission (SEC), in the case of a partnership or a corporation which Articles shall indicate that the primary purpose of the partnership/corporation is to engage in the business of a pawnshop or a pawnbroker.																												
8. For corporate subscribers:																												
a. Copy of the latest articles of incorporation and by-laws.																												
b. General Information Sheet (GIS) filed with the SEC.																												
c. List of major stockholders, including the corporation's ultimate beneficial owners, indicating the citizenship and the number, amount and percentage of the voting and non-voting shares held by them.																												
9. Duly notarized authorization form (Annex A-4) for querying the BSP watchlist file from the proprietor/partners/directors, president and proposed manager or officer-in-charge.																												
10. A Certificate of Registration (COR) of business name from the DTI, in case of a sole proprietorship.																												
11. 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.																												
12. Certified true copy/ies (by the Authorized Signatory) of the certificate/s evidencing attendance, or a sworn undertaking to attend, of proprietor/partners/incorporators/directors/president/manager/officer-in-charge in a briefing on pawnshop regulations and a seminar on AMLA, as amended, in accordance with Section 7 of Circular No. 938, detailed as follows:																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Name</th> <th style="width: 33%;">Position</th> <th style="width: 33%;">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> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name	Position	Date(s) Attended																									
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<i>(continue in a separate sheet if necessary)</i>																												
13. 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.																												

¹ Beneficial owner refers to natural person(s) who ultimately owns or controls the pawnshop. It also includes those persons who exercise ultimate effective control over a legal person or arrangement.

² Including the latest General Information Sheet (GIS) filed with SEC as applicable.

Application for Authority to Operate a Pawnshop Business

Company Name: _____

Date: _____

Documents to be submitted (fastened in a folder) <i>(Mga dokumentong dapat ipasa na nakapaloob sa folder)</i>	Remarks
14. Payment/Proof of payment of applicable fees.	
15. In addition to items 1 to 14 above, existing pawnshops subject to re-registration which failed to meet the minimum capital requirements and borrowing limits shall likewise submit an acceptable capital build-up and de-leveraging program for a period not to exceed one (1) year from date of submission.	

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 : _____

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

DEED OF UNDERTAKING

I, _____ (*name and designation*), of legal age and under oath, declare the following:

That I have been duly authorized by _____ (*company name*) with principal address at _____ and contact details _____, and its Board of Directors/Partners/Owners to bind _____ (*company name*) to strictly comply with all the requirements, rules and regulations of the Bangko Sentral ng Pilipinas (BSP) regarding the licensing and operations of pawnshop business and other relevant laws, rules and regulations.

_____ (*company name*) Board of Directors/Partners/Owners/Officers hereby understands, undertakes and ensures that:

1. I/We shall strictly comply with all the requirements, rules and regulations of the Bangko Sentral regarding the licensing and operations of pawnshop business as provided under Presidential Decree (P.D.) No. 114, Manual of Regulations for Non-Bank Financial Institutions – Pawnshop, BSP Memorandum No. M-2017-003 dated 27 January 2017 and other applicable laws, rules and regulations;
2. I/We shall ensure adequate compliance 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 particularly on the conduct of Know-Your-Customer and proper recording and reporting of transactions (covered and suspicious transactions) to the Anti-Money Laundering Council Secretariat;
3. I/We shall fully comply with the minimum capitalization and borrowing limits as prescribed under Section 12 and 13 of Circular No. 938;
4. I/We shall ensure the exclusive use of bank account/s in the name of the licensed entity/pawnshop in its official business subject to Bangko Sentral examination for AML purposes;

5. I/We shall ensure compliance with the disclosure requirement on the entity/pawnshop beneficial owner/s;
6. I/We shall assume full responsibility to comply with all the requirements, rules and regulations of the Bangko Sentral regarding the license, registration and notification of all its offices/branches and its compliance with the registration requirements;
7. I/We shall submit all documentary requirements before effecting the following: (a) transfer of ownership; (b) change of registered business name; and (c) surrender of pawnshop operator license due to closure of business;
8. I/We shall notify the appropriate department of BSP-SES the following events: (a) commencement of pawnshop operations; (b) newly-established pawnshop offices; (c) transfer/relocation of business; and (d) voluntary closure of pawnshop office;
9. I/We shall 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. We shall develop sound risk management policies and practices to ensure that risks associated with the operations of a pawnshop business are identified, assessed, monitored, mitigated and controlled and shall adhere to the guidelines prescribed by the Bangko Sentral;
11. 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 Section 53 of Circular No. 938, as may be applicable;
12. I/We shall hire, and/or engage the services of, external auditors/auditing firm, who will assist in the preparation, and/or render an opinion on the fairness, of the pawnshop's financial statements. The external auditors/audit firm to be contracted shall be from the BSP list of selected auditors for supervised and/or regulated institutions if required based on my/our type of pawnshop license;
13. I/We shall attend the required Briefing on Pawnshop Regulations and Anti-Money Laundering Law seminar/training before commencement of actual operations. Attendance to these seminars shall also be required for all persons directly involved in the operations of pawnshop business;

14. I/We, in case of violations of any of the aforementioned laws, rules and regulations, shall be responsible for such violation/s and shall be subject to the administrative sanction prescribed under Section 37 of R.A. No. 7653, as implemented by BSP Circular No. 875 or the BSP Supervisory Enforcement Policy, in relation to Section 17 of P.D. No. 114.

(Signature over printed name of
Proprietor/Managing Partner/
President /Authorized Officer¹)

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 _____

¹ 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.

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. ____
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NAME	TIN	UPDATED AS OF

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

FAMILY RELATIONS (Legitimate or Common-Law):

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

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

**20. 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)

**21. 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)

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

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

FAMILY RELATIONS (Legitimate or Common-Law):

23. 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)

OTHERS:

24. 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)

25. 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)

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 pawnshop business and is compliant with the minimum
paid-in capital in cash under Section 12 of BSP Circular No. 938 dated
23 December 2016. 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/Authorized Officer¹)

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 _____

¹ 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.

AUTHORIZATION

I, _____, after being sworn in accordance with law, do hereby authorize the following, pursuant to the provisions of Section 77 of BSP Circular No. 938 dated 23 December 2016, Amendments to the Manual of Regulations for Non-Bank Financial Institutions (MORNBFI) – Pawnshop (P) Regulations:

- 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 ____

APPLICATION FOR TRANSFER OF OWNERSHIP
(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 Presidential Decree No. 114 and Manual of Regulations for Non-Bank Financial Institutions (MORNBI)- Pawnshop (P) Regulations, as amended, I hereby apply for Transfer of Ownership:							
1. TRANSFER OF OWNERSHIP				2. PS REG. 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		<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. BENEFICIAL OWNER/S^{2/}							
Name		Citizenship	Address		TIN	Landline	Email address
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	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

2/ Refers to natural person(s) who ultimately owns or controls the pawnshop as described under Section 77 item b of Circular No. 938 dated 23 December 2016

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^{3/})

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_____

^{3/} 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.

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

2/ Refers to natural person(s) who ultimately owns or controls the pawnshop as described under Section 77 item b of Circular No. 938 dated 23 December 2016

Application for Transfer of Ownership

Company Name: _____

Date: _____

Documents to be submitted (fastened in a folder) (Mga dokumentong dapat ipasa na nakapaloob sa folder)	Remarks
Full Transfer of Ownership	
For the Vendor/Transferor:	
1. Letter informing BSP of the transfer of ownership.	
2. Notarized statement by authorized signatory stating that: a. The pawnshop'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 such as official receipts and pawn tickets have been destroyed to prevent their unauthorized use; c. The transferor pawnshop operator shall be liable for all claims arising from transactions of the pawnshop prior to the effective date of transfer, unless the transferee pawnshop operator assumes such liability, in which case, such transferee pawnshop operator shall submit a notarized statement to that effect; and d. All outstanding pawns have been redeemed or sold at public auction, or otherwise disposed of in accordance with law; or the owners of outstanding pawns have been notified by registered mail on the transfer of ownership of the pawnshop.	
3. Original BSP Authority to Operate issued to the transferor pawnshop operator (in case of change in Company Name and/or Address) or an affidavit in case of loss.	
4. Original BSP Certificate of Registration as FXD/MC and/or RA (if applicable).	
5. BSP Registration Metal Plate of head office in case of change in Company Name and/or Address. Moreover, metal plates of all offices shall also be surrendered should there be change in Company Name.	
6. Payment of BSP assessment on the pawnshop, if any, such as for non-submission or delayed submission of required reports and/or annual supervisory fees.	
For the Vendee/Transferee	
If the transferee shall continue the operation of the pawnshop:	
7. Duly notarized Form 2P [Data Entry Template (DET) generated form].	
8. Comply with the requirements of Application for Authority to Operate a Pawnshop Business ¹ .	
9. Submit a copy of the duly executed contract effecting the transfer of ownership.	
10. 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 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.

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 License/Authority to Operate a Pawnshop)

Application for Change/Transfer of Shares

Company Name: _____

Date: _____

Documents to be submitted (fastened in a folder) (Mga dokumentong dapat ipasa na nakapaloob sa folder)			Remarks
Change/Transfer of Shares (Partnerships and Corporations only)			
1. Duly notarized Form 2P [Data Entry Template (DET) generated form].			
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 ownership or control of more than twenty percent (20%) interest in a pawnshop organized as a partnership or more than twenty percent (20%) of the voting shares of stock of a pawnshop organized as a corporation by any person whether natural or juridical, or which enable such person to elect, or be elected as, a director of such pawnshop; or			
b. Effect a change in the majority ownership or control of the interests in a pawnshop organized as a partnership or the voting shares of stock of the pawnshop 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 pawnshops – Annex A-2) with passport size picture;			
b. NBI Clearance; With validity of at least 3 months from the date of application			
c. Duly notarized authorization form (Annex A-4) for querying the BSP watchlist file;			
d. Certified true copy/ies (by the Authorized Signatory) of the certificate/s evidencing attendance, or a sworn undertaking to attend in a briefing on pawnshop regulations and a seminar on AMLA, as amended, in accordance with Section 7 of BSP Circular No. 938 of the following:			
Name	Position	Date(s) Attended	
(continue in a separate sheet if necessary)			
4. New individual stockholders owning ten percent (10%) or more of the voting stock and the new beneficial owners ¹ shall submit duly notarized Personal data sheet (using BSP-prescribed form for pawnshops – Annex A-2) with passport size picture.			
5. 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.

Submitted by: _____

☐ Received by: ☐ Returned by:

(Signature over printed name)

Date : _____

(Signature over printed name)

Date : _____

¹ Beneficial owner refers to natural person(s) who ultimately owns or controls the pawnshop. It also includes those persons who exercise ultimate effective control over a legal person or arrangement.

Application for Transfer of Ownership

Company Name: _____

Date: _____

Documents to be submitted (fastened in a folder) <i>(Mga dokumentong dapat ipasa na nakapaloob sa folder)</i>	Remarks
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 Authority (COA) issued by BSP (in case of change in Company Name and/or Address) or an affidavit in case of loss.	
5. Original Certificate of Registration (COR) as FXD/MC and/or RA issued by BSP (if applicable).	
6. BSP Registration Metal Plate of head office in case of change in Company Name and/or Address. Moreover, metal plates of all offices shall also be surrendered should there be change in Company Name.	
7. Duly notarized Form 2P [Data Entry Template (DET) generated form].	
8. Comply with the requirements of Application for Authority to Operate a Pawnshop Business ² .	
9. 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 License/Authority to Operate a Pawnshop)

APPLICATION FOR CHANGE OF 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 Presidential Decree No. 114 and Manual of Regulations for Non-Bank Financial Institutions (MORNBFI)– Pawnshop (P) Regulations, as amended, I hereby apply for Change of Business Name:					
1. FULL COMPANY NAME (OLD)			2. PS REG. 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 documentary requirements listed in Annex C.					

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. _____
Book No. _____
Series of 20_____

^{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.

Application for Change of Business Name

Company Name: _____

Date: _____

Documents to be submitted (fastened in a folder) (Mga dokumentong dapat ipasa na nakapaloob sa folder)		Remarks
1.	Duly notarized Form 3P [Data Entry Template (DET) generated form].	
2.	Certificate of Registration from DTI or SEC, as the case maybe, indicating the new business/registered name.	
3.	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.	
4.	Original Certificate of Authority (COA) issued by BSP under the old name or an affidavit in case of loss.	
5.	Original Certificate of Registration (COR) as FXD/MC and/or RA issued by BSP under the old name (if applicable).	
6.	BSP Registration Metal Plate of all offices under the old name.	
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 : _____

Submission Deadline:
30 Calendar days prior
to the intended closure

SURRENDER OF PAWNSHOP OPERATOR LICENSE
(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 Presidential Decree No. 114 and Manual of Regulations for Non-Bank Financial Institutions (MORNBFI) - Pawnshop (P) Regulations, as amended, I hereby surrender our Pawnshop Operator License with details as follows:

Control #	Full Company Name	Complete Business Address	PS Registration Number	Corollary Activity Registration No.	Intended Date of Closure

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

In support hereof, I/we submit the documentary requirements listed in Annex D.

I hereby certify under the penalties of perjury that the requirements prescribed under Section 16 of PD 114 have been complied with.

(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.

Surrender of Pawnshop Operator License

Company Name: _____

Date: _____

Documents to be submitted (fastened in a folder) <i>(Mga dokumentong dapat ipasa na nakapaloob sa folder)</i>	Remarks
1. Duly certified Form 4P <i>[Data Entry Template (DET) generated form]</i> .	
2. Notarized statement stating that: a. The pawnshop's books of accounts, reports, records and documents shall be preserved for at least five (5) years from date of last entry; b. All unused accountable forms have been destroyed to prevent their unauthorized use; c. Pawnshop operator shall be held liable for present or future claims arising from its pawnbrokering transactions; and d. All outstanding pawns have been redeemed/sold at public auction, or otherwise disposed of, in accordance with law.	
3. Original BSP Authority to Operate issued to the pawnshop operator or an affidavit in case of loss.	
4. Original BSP Certificate of Registration as FXD/MC and/or RA (if applicable).	
5. The metal plate/s issued by BSP to the pawnshop.	
6. Remittance of penalties or BSP assessments on the pawnshop, if any, such as for non-submission/delayed submission of required reports.	

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 : _____