

CHECKLIST: How to Register a Business in the Philippines

Business Name Registration

Sole Proprietorships

- Follow this link: [DTI](#)
- Provide your personal and business information
- Choose your scope of business (barangay, city/municipality, regional or national)



- Prepare at least 5 possible names for your business
- Pay the required fees
- Print your DTI Certificate

Partnerships



- Follow this link: [Partnerships](#)
- Create and verify your account
- Prepare at least 5 possible names for your business
- Provide partnership information
- Upload required documents and submit application online
- Have the papers notarized once approved
- Pay the required fees
- Wait for the issuance of Certificate of Registration

Domestic and One-Person Corporations

- Follow this link: [Domestic Corporations and OPCs](#)
- Provide personal information of an authorized person, the stockholders, incorporators, nominee and alternate nominees, and business information
- Prepare at least 5 possible names for your business
- Pay the required fees
- Wait for the issuance of Certificate of Registration

BIR Business Registration



- Follow this link: [BIR](#)
- Answer the questionnaire
- Send the duly filled out questionnaire together with the other required requirements listed on the website to the RDO email address (will depend on the principal place of business)
- Settle the required fees
- Wait for the BIR email on the status of your application and issuance of Certificate of Registration
- Process the Authority to Print for invoices/receipts
- Register the books of accounts

Barangay Clearance

- Submit DTI or SEC registration certificate, contract of lease or proof of ownership, valid IDs, CTC or Cedula and sketch map of business location
- Pay the fee and get your barangay clearance

Business Permit (Mayor's Permit)

- Submit DTI or SEC registration certificate, barangay clearance, contract of lease or proof of ownership, valid IDs, CTC or Cedula and sketch map of business location
- Pay the fee and get your mayor's permit and business plate
- Make sure to comply with the other requirements within the specified period (e.g. sanitary permit, etc.)

Employer Business Registration with SSS, Philhealth and Pag-ibig

- Print and fill out 2 copies of [SSS R1](#) & 1 copy of [signature card](#)
- Submit DTI or SEC registration, mayor's permit, ID picture, valid IDs and member's informations
- Create an account online



- Print and fill out 2 copies of [Philhealth ER1](#)
- Submit DTI or SEC registration, mayor's permit, ID picture, valid IDs and member's informations
- Create an account online



- Print and fill out 1 copy each of [Pag-ibig Employer Form](#) and [signature card](#)
- Submit DTI or SEC registration, mayor's permit, ID picture, valid IDs and member's informations



DOLE Registration

- Print and fill out [Establishment Registration Form](#)
- Submit DTI or SEC registration, mayor's permit and sketch map of business location
- Wait for issuance of DOLE registration