

# BUSINESS REGISTRATION REQUIREMENTS

LAGUNA LAKE DEVELOPMENT AUTHORITY (LLDA)  
2nd Flr., Rizal Provincial Sports Club Bldg.,  
Capitol Cmpd., Shaw Blvd., Pasig City  
Tel. 637-9052 / 637-9054

## BUSINESS NAME

(For single proprietorship)  
Bureau of Domestic Trade, Department of Trade & Industry (DTI)  
361 Sen. Gil Puyat St., Makati City  
Tel. 890-4901  
1. Application Form  
2. 3 business names arranged according to priority

## SEC REGISTRATION

Securities and Exchange Commission  
SEC Bldg., EDSA, Mandaluyong City  
1. Application Form  
2. Corporation Papers/By-Laws  
3. 3 business names arranged according to priority

## CDA-COOPERATIVE DEVELOPMENT AUTHORITY (For cooperative registration)

6/F Benlor Bldg., 1184 Quezon Ave., Quezon City. Tel. 373-6896  
1. 4 copies of articles of cooperation  
2. 4 copies of by-laws  
3. 4 copies of Economic Survey (feasibility study)  
4. Bond of Accountable Officers (Fidelity, Cash, or Surety)  
5. Capitalization not lower than P2,000.00 (depending on the activities to be registered)  
6. Minimum members of at least 15

## Clearance Application

1. Application Form No. PCSI. (Application for Clearance for Development Project/Program/Plant)
2. Locational Clearance - HLURB/Metro Manila Authority/Municipal Zoning Administration
3. Environmental Compliance Certificate (ECC) - Environmental Management Bureau
4. Articles of Incorporation (for Corporation) - SEC Certificate of Business Registration (for Single Proprietorship) - Dept. of Trade & Industry
5. For Industrial Establishment - Notarized Certification of Capital Investment/Total Project Cost
6. Water Permit - NWRB
7. Plans signed by Civil/Sanitary Engineer/countersigned by CEO (Preferred size: 50 cm x 90 cm)
  - Site development and vicinity plan(s)
  - Drainage/sewer plan
  - Plant Layout (if applicable)
8. Environmental Impact Assessment (EIA) or Initial Environmental Examination (IEE) Project Description/Engineers Report
9. Liaison Officers must have an authorization letter from the CEO to file and follow up papers
10. Construction timetable or certificate of project completion (for existing projects)
11. Fees (Refer B.R. # 7 s. 1993, B.R # 64 s. 1997 and B.R. # 42 s. 1997)

## REQUIREMENTS FOR REGISTRATION FROM OTHER GOVERNMENT AGENCIES

### BOARD OF INVESTMENTS (BOI)

385 Sen. Gil Puyat Ave., Makati City  
Tel. 897-6682 (Trunk Line)

#### Pre-Registration Requirements

- For New Companies:
1. 2 copies of Application Form 501
  2. Copy of Applicant's Articles of Incorporation/Partnership & By-Laws
  3. SEC Certificate of Registration
  4. Copy of company's Board Resolution authorizing officers to sign in behalf of applicant enterprise
  5. 2 Copies of project report and supporting documents
  6. Proof of Financial Capacity (Sworn Statement of Assets & Liabilities & latest Income Tax Return)
  7. Filing Fees for Application for Registration

#### Post-Registration Requirements

- a. **Tree Planting - 100 trees in a cluster at a distance of four meters apart**
- b. Other post-registration requirements indicated in the Certificate of Registration issued by the Board

### CLARK SPECIAL ECONOMIC ZONE (CSEZ)

2127 C.P. Garcia St. cor. Quirino St.,  
Clark Special Economic Zone, Pamanga  
Tel. (045) 599-9000 e-mail: info@clark.com.ph

#### Requirements:

1. Letter of intent
2. Board Resolution designating the authorized person to negotiate with Clark Development Corporation (CDC)
3. Company profile & preliminary project data
4. Complete Project Study - to be submitted only when CDC considers the proposed project in the letter of intent
5. Duly signed Lease Agreement - issued by CDC upon approval of the project study

### HOUSING AND LAND USE REGULATORY BOARD (HLURB)

Kalayaan Ave. cor. Elliptical Rd., Quezon City  
Tel. 435-7144

Locational Clearance/Certificate of Zoning Compliance from the Municipal Planning and Development Committee (MPDC)

- can be obtained from the LGU of the municipality where the business will be located
- same requirements as in Building Permit requirements

### PHILIPPINE ECONOMIC ZONE AUTHORITY (PEZA)

Almeda Bldg. III, Roxas Boulevard cor. San Luis St., Pasay City  
Tel. 891-6330 / 891-6381 / 551-3432

#### Ecozone Project

1. Application Form
2. Project Feasibility Study
  - a. Financial capability of the proposed ecozone developer/operator
  - b. Existing land use of the project locations
  - c. Status of Land Ownership
  - d. Master Development/Overall plan

#### Documents required prior to endorsement to the President for Presidential Proclamation of the area as ecozone

1. Land Conversion Clearance Certificate from DAR/proof of exemption from the Comprehensive Agrarian Reform Program (CARP)
2. DENR Certification of Ecological Soundness
3. HLURB Certificate as proof of exemption from CARP
4. Technical Description of the areas sought to be proclaimed as an ecozone duly approved by the DENR Land Management Bureau
5. SEC Certificate of Registration
6. Proof of ownership of land or Long-Term Lease Contract

#### Documents to be submitted to PEZA after the Proclamation of Ecozone but before any development of the Ecozone is undertaken

1. Environmental Compliance Certificate (ECC)
2. Certificate From the NWRB
3. Detailed Engineering plans for the development of the Ecozone, prior to the construction

#### Application & Registration Procedure for Ecozone Locators

1. 2 copies Application Form
2. Project Feasibility Study (to be filed to PERD)
  - a) Biodata of Principal Officers
  - b) SEC Papers

### WATER PERMIT

National Water Resources Board (NWRB)  
NIA Bldg., EDSA, Quezon City  
Tel. 921-6071 / 920-2641

Local Water Utilities Administration (LWUA) - from the Municipality where the business will be located

1. Articles of Incorporation or Partnership - SEC/DTI
2. Copy of Approved Water Permit
3. Copy of Official Receipt of Annual Water Charges
4. **Copy of latest Bacteriological Analysis of Water (from an accredited government agency, e.g. DOH, NIST, LWUA, etc.)**
5. Plan of the Water Distribution System
6. Plan, Evaluation & Cross Sectional Views of the Tank/Reservoir
7. Plan, Evaluation & Cross Sectional Views of the Pump House, Machinery & Equipment
8. Copy of Proposed Schedule of Rates
9. Itemized List of Investment
10. Actual/Projected Operating Expenses for a 12 Month Period
11. Latest Audited Financial Statements
12. Others (specify)

### SUBIC BAY METROPOLITAN AUTHORITY (SBMA)

Bldg. 225 Dewey Ave., Olongapo City  
(047) 252-4634 to 36

#### Requirements for evaluating business proposal

1. Letter of Intent/Full Business Proposal
2. Specific Nature of the Proposed Business (Scope of Operation)
3. Total Amount of Investment (In US\$)
4. Audited Financial Statement for the Last Three Years of Operation
5. Employment generation for the first three years of operation
6. Letter of references, brochures and other company background information or list of customers or suppliers with contract information
7. Financial Projections for the First Five Years of Operation
8. SEC Certificate of Registration
9. Articles of Incorporation and By-Laws
10. Bank Certification of Deposits and Credit Standing

#### Environmental Requirements

1. Environmental Clearance Certificate (ECC)
2. Designated Pollution Control Officer/Environmental Management Officer (PCO/EMO) for the business enterprise

### REQUIREMENTS FOR A BUSINESS PERMIT FROM LOCAL GOVERNMENT UNIT

(from the Municipality where the business will be located)

#### Business Permit

1. Application Form (Municipal Permit)
  - a. Business Name
  - b. SEC Certificate
  - c. CDA Certificate (if proponent is a cooperative)
2. Municipal License
3. Clearances:
  - a. LLDA Clearance
  - b. Barangay Captain
  - c. Health & Sanitary Permit
  - d. Fire Department

#### Building Permit

1. 6 sets of plan
2. 5 sets of specification
3. 5 sets of bill of materials
4. 3 photocopies of land title/TCT or Tax Declaration/OHA
5. Deed of Sale/Contract to Sell
6. Barangay Clearance
7. Developer's Clearance
8. Home Owners' Clearance

#### Application for Authority to Construct ESI

1. Engineer's Report (to be prepared by the Pollution Control Officer) or Professional Registered Mechanical Engineer (PME/RME) or Chemical Engineer (CHE) depending on the nature of the Emission Source Installation (ESI) covered in the application.
2. Vicinity map, plant and machinery layout, plans and elevation drawings with complete specifications of the ESI/APCF 950 cm x 90 cm signed and sealed by PMF/RME/CHE and countersigned by the owner.
3. Liaison Officers must have an authorization letter from the CEO to file and follow-up papers
4. Construction installation schedule of APSE/APCF.
5. Locational Clearance - HLURB/Metro Manila Authority/Municipal Zoning Administration

#### Permit to Operate (all documents including application forms must be submitted in triplicate)

##### For New Application

1. Copy of the Authority to Construct
2. Approved set of plans, and engineer's report
3. Certificate of Completion of each ESI
4. Accreditation/Appointment of Pollution Control Officer (PCO)

##### For renewal application

1. Copy of latest "Permit to operate ESI" issued.
2. Emission source sampling

#### Discharge Permit

1. Completed Application Form with CEO & PCO Signature
2. Pollution Control Officer Accreditation
3. Authorization letter of Liaison Officer
4. Duplicate Application forms and Documents

##### For New Applicants:

6. LLDA Clearance
7. Engineer's Report
8. Plans: Site Development, Vicinity Plan (A4 size), Plant Layout, Drainage /Sewer Plans (50 cm x 90 cm size)

##### For Old Applicants:

9. Latest Permit to Operate
10. Latest Authority to Construct

**REQUIREMENTS FOR THE APPLICATION FOR ENVIRONMENTAL COMPLIANCE CERTIFICATE (ECC)**

**LIST OF PROJECTS COVERED BY THE EIS SYSTEM**

**LIST OF PROJECTS NOT COVERED BY THE EIS SYSTEM**

- ENVIRONMENTAL MANAGEMENT BUREAU (EMB), DENR**  
 Visayas Ave., Quezon City  
 Tel. 920-2240 to 42 / 927-1517
- An Environmental Impact Statement (EIS) or an Initial Environmental Examination (IEE) is required from projects applying for ECC, with the following documents accompanying the application, depending on the project type and status of the area where it will be located.*
1. Duly signed Scoping Report
  2. Certificate of Water Availability from the National Water Regulatory Board (NWRB)
  3. Department of Agriculture (DA) Certificate of non-viability for agricultural purpose/viability for conversion if existing land classification of proposed project site is agricultural
  4. Department of Agrarian Reform (DAR) order of exemption if land to be developed is distributed or converted under the Comprehensive Agrarian Reform Program (CARP)
  5. Special Land Use Permit (SLUP) if existing land classification of the proposed project site is a forest/timber land or one that is not yet classified as Alienable and Disposable Land
  6. Certificate of Zoning Viability from the Housing and Land Use Regulatory Board Department/Municipal/City Zoning Administrator (Locational Clearance)
  7. Proof of Ownership of Land to be developed (e.g. OCTs, TCTs and CLOA)
  8. SEC Registration
  9. "Notice to Proceed" from Golf Course Construction and Development Committee (GCCDC) for a Golf Course Project
  10. Exploration Permit from Mines and Geosciences Bureau for a mining or non-geothermal energy project
  11. Clearance from the Philippine Ports Authority (PPA) for port, pier, wharf and jetty projects
  12. Clearance from Public Estates Authority for Reclamation projects
  13. Draft (integrated) Memorandum Of Agreement (MOA) establishing the creation of an Environmental Guarantee Fund (EGF), Environmental Monitoring Fund (EMF) and Multi-Partite Monitoring Fund (MMT). The specific amount of the EGF and EMF should be stated in the said MOA
  14. Resolution(s)/Endorsement(s)/Statement(s) from Local Government Units (LGUs)/Barangays
  15. Projected Tax Return Contributions
  16. Audited Financial Income Statements and Total Assets

- A. Environmentally Critical Projects (ECP)**
- Heavy Industries
1. Non-ferrous metal industries
  2. Iron and steel mills
  3. Petroleum and petro-chemical industries, including oil and gas
  4. Smelting plants
- Resource Extractive Industries
1. Major mining and quarrying industries
  2. Forestry projects
    - a. Logging
    - b. Major wood processing projects
    - c. Introduction of fauna (exotic animals) in public/private forests
    - d. Forest occupancy
    - e. Extraction of mangrove products
    - f. Grazing
  3. Fishery projects
    - a. Dikes for/and fishpond development projects
- Infrastructure projects
1. Major dams
  2. Major power plants (fossil-fueled, nuclear-fueled, hydro-electric, or geothermal)
  3. Major reclamation projects
  4. Major roads and bridges
- Golf course projects
- B. Projects located in Environmentally Critical Areas (ECAs)**
- All areas declared by law as national parks, watershed reserves, wildlife preserves, and sanctuaries;
  - Areas set aside as aesthetic potential tourist spots;
  - Areas which constitute the habitat for any endangered or threatened species of indigenous Philippine wildlife (flora and fauna)
  - Areas of unique historic, archeological or scientific interest
  - Areas which are traditionally occupied by cultural communities or tribes (indigenous cultural communities)
  - Areas frequently visited and/or hard-hit by natural calamities (geologic hazards, floods, typhoons, volcanic activity, etc.)
  - Areas with critical slopes
  - Areas classified as prime agricultural lands
  - Recharged areas of aquifers
  - Water bodies characterized by one or any combination of the following conditions:
    1. tapped for domestic purposes
    2. within the controlled and/or protected areas declared by appropriate authorities
    3. which support wildlife and fishery activities
  - Mangrove areas characterized by one or any combination of the following conditions:
    1. with primary pristine and dense young growth
    2. adjoining mouth of major river systems
    3. near or adjacent to traditional productive fry or fishing grounds
    4. which act as natural buffers against shore erosion, strong winds and storm floods
    5. on which people are dependent for their livelihood
  - Coral reefs characterized by one or any combination of the following conditions:
    1. with fifty percent (50%) and above live corraline cover
    2. spawning and nursery grounds for fish
    3. which act as natural breakwater of coastlines

- Projects (Examples)**
- butterfly farming covering an area of not more than one thousand (1,000) square meters;
  - rice or corn mills not exceeding 1.0 ton/hour input capacity;
  - flowers/ornamentals production and sale, including landscaping;
  - backyard animal farms not exceeding 5,000 heads of birds, or 2 sows with 20 pigs;
  - individual residential houses or commercial buildings/structures;
  - sari-sari stores;
  - garment manufacturing (without dyeing, and only involving spinning, cutting and sewing);
  - organic compost/fertilizer making not exceeding 10,000 bags (50 Kg)/annum in capacity;
  - pedestrian overpass
  - cottage industry (e.g., stuffed toys, handicrafts, giftwares); and
  - importation or purchase of equipment (e.g., tractors, haulers, sprayers, dryers, shellers, fishing gear and equipment, vessels, vehicles, planes). However, the operation of such equipment shall be subject to applicable permit or licensing requirements.
  - All other projects, including those operating prior to 1982 or registered as Kalakalan 20

- Location**
- Not in an Environmentally Critical Area
- Technology**
- Use of appropriate technology that will not require the use of toxic and hazardous chemicals
  - Waste materials do not pose serious health hazards
  - Waste will not generate significant amount of organic and solid waste
- Employment**
- Maximum of 20 employees

**Projects not covered by the EIS System are required to secure a Certificate of Non-Coverage from the EMB-DENR.**

**Requirements to be Secured for Non-Covered Projects:**

The proponent goes to the EMB office or appropriate DENR Regional Office and fills out ENFORM 1 with the following documentation requirements:

- a detailed location map of the project site showing the relevant features of the site (e.g. slope, topography, boundaries, vicinity) on a scale of 1:50,000;
- a brief project description which provides information on the raw materials to be used, a description of the process or manufacturing technology, project capacity, type and volume of products and discharges, capitalization, project area, manpower requirement, among others; and
- if appropriate, a certification from the CENRO that the project is not located in an ECA.

In cases when the project is evaluated by the EMB or EMPAS and the Certificate of Non-Coverage be insufficient, the proponent will be required to submit an **Environmental Management Plan** to DENR-RO.

*Note: For more information, please contact the Board of Investments, Department of Trade and Industry (BOI-DTI), Environmental Unit at tel. 759-3422 or the One-Stop Action Centre (OSAC) of BOI at tel. 897-6682.*

# the green list

**A handy list of business and environmental requirements every business person should know**

*Prepared by the Industrial Ecology Module of the PRIME Project (Private Sector Participation in Managing the Environment) in cooperation with the Department of Environment and Natural Resources (DENR). PRIME Project is a joint project of the United Nations Development Programme (UNDP) and the Board of Investments, Department of Trade and Industry (BOI-DTI)*