



Republic of the Philippines
OFFICE OF THE PRESIDENT
OPTICAL MEDIA BOARD

No. 35 Scout Limbaga Street, Bgy. Laging Handa, Quezon City Zip Code 1103
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OFFICE OF THE CHAIRMAN & CHIEF EXECUTIVE OFFICER

MEMORANDUM CIRCULAR NO. 2012- 001

TO: ALL OPTICAL MEDIA ESTABLISHMENTS
RE: Streamlined List of Requirements for Registration and Licensing

Pursuant to Board Resolution No. 11-01-01, the following are the guidelines/List of Requirements for Registration and Licensing of Optical Media Establishments

FOR ALL APPLICANTS

Letter of Application addressed to the Chairman
Duly filled-up and notarized application form
Two (2) pieces latest 2x2 signed photo of the applicant
Picture of establishment's façade with permanent signboard
Comprehensive Location Sketch of Establishment and Floor Plan
Tax Identification Number (T.I.N.) of business establishment
Contract from Source of Rights and/or Suppliers
Special Power of Attorney (If needed)

FOR SINGLE PROPRIETOR

Certificate of Business Name from DTI
NBI Clearance

FOR PARTNERSHIPS AND CORPORATIONS


Articles of Incorporation and By-Laws or Articles of Partnership
Latest GIS with stamp receipt of SEC
Board Resolution with Secretary's Certificate authorizing the applicant to apply on behalf of the Corporation
List of officers and members of the Board and their Addresses/Contact Details

FOR FOREIGN NATIONALS

Alien Certificate of Registration
Passport (Photocopy, Present Original)
Visa

The Board reserves the right to ask for additional requirements should the need arise.

This Memorandum Circular shall take effect on fifteen days upon publication in a newspaper of general circulation.


HON. RONALD N. RICKETTS
Chairman & Chief Executive Officer