

### 3. Department of Trade & Industry Business Name Registration Assistance

This is the first step to becoming a sole proprietor as it gives you the sole right to use the business name.

<b>Office or Division:</b>	Municipal Economic Enterprise Development Office - Negosyo Center			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Entrepreneurs			
<b>CHECKLIST OF REQUIREMENTS:</b>		<b>WHERE TO SECURE</b>		
One valid Identification (ID) card (1 Photocopy)		• Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to Negosyo Center	1. Provide business name registration application form to client and give a short briefing	None	5 minutes	<i>Admin Aide IV</i> Municipal Economic Enterprise & Development Office
2. Fill-up application form	2. Pre-screens application form	None	15 minutes	<i>Admin Aide IV</i> Municipal Economic Enterprise & Development Office
3. Pay the required fees	3.1 Receive payment  3.2 Register the application online at <a href="http://bnrs.gov.ph">bnrs.gov.ph</a> .	varies in scope: Barangay – P 230.00 City/ Municipality – P 530.00 Regional – P 1,030.00 National – P 2,030.00	10 minutes	<i>Admin Aide IV</i> Municipal Economic Enterprise & Development Office

4. Received approved business name registration certificate	4. Print and release the approved business name registration certificate.	None	5 minutes	<i>Admin Aide IV</i> Municipal Economic Enterprise & Development Office
Accomplish the Client Satisfaction Survey form and drop it to the feedback box	Request clients to accomplish Client Satisfaction Survey form		10 minutes	<i>Admin Aide IV</i> Municipal Economic Enterprise & Development Office
<b>TOTAL:</b>			<b>45 minutes</b>	