

**APPLICATION OF A NON-STOCK FOREIGN CORPORATION  
TO ESTABLISH A BRANCH/REPRESENTATIVE OFFICE  
IN THE PHILIPPINES**

\_\_\_\_\_  
(Name of Corporation)

hereby applies for a license to transact business in the Philippines as a branch office under Section 125 of Batas Pambansa Blg. 68 and submits the following statements and accompanying documents:

1. The applicant is a corporation formed and organized under the laws of \_\_\_\_\_ on \_\_\_\_\_ for a term of \_\_\_\_\_ intends to operate a non-stock and non-profit enterprise in the Philippines.

2. The location of its principal or home office is at \_\_\_\_\_  
(address including street number of principal office of foreign corporation)

3. \_\_\_\_\_, \_\_\_\_\_ with  
(Name of Resident Agent) (Nationality)  
residence or office address at \_\_\_\_\_  
\_\_\_\_\_ is its resident agent in the Philippines, authorized to accept summons and legal processes in all legal proceedings and, all notices affecting the corporation.

4. The corporation shall hold office in \_\_\_\_\_  
\_\_\_\_\_ and operate in \_\_\_\_\_  
(Specify place in the Philippines)

5. The purpose(s) of said corporation which it intends to pursue in the transaction of its business in the Philippines is/are \_\_\_\_\_  
\_\_\_\_\_

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(Please use additional sheet if necessary)

6. The names and addresses of the present directors and officers of the corporation are as follows:

NAME	ADDRESSES
_____	_____
_____	_____
_____	_____
_____	_____

7. That we undertake to change the name of the corporation immediately upon receipt of notice or directive from the Securities and Exchange Commission that another corporation, partnership or person has acquired a prior right to the use of the name or that the name has been declared as misleading, deceptive, confusingly similar to a registered name, or contrary to public morals, good customs or public policy.

IN WITNESS WHEREOF, I, the authorized representative of the applicant, hereby signed this application this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_ in \_\_\_\_\_.

\_\_\_\_\_  
(Resident Agent)

SUBSCRIBED AND SWORN TO before me, this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, affiant exhibiting to me his/her Community Tax Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

NOTARY PUBLIC

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 200\_ \_\_\_\_\_.

**NOTE:**

- Only applications with complete supporting documents including proper indorsements from appropriate government agencies shall be accepted.
- All documents executed abroad should be authenticated by the Philippine Embassy or Consulate in the country where executed.
- Submit six (6) copies
- **List of Requirements:**
  - 1) Application form
  - 2) Name Verification Slip
  - 3) Certified copy of Board Resolution authorizing the establishment of an office in the Philippines; designating the resident agent to whom summons and other legal processes may be served in behalf of the foreign corporation; and stipulating that in the absence of such agent or upon cessation of its business in the Philippines, any summons of legal processes may be served to SEC as if the same is made upon the corporation at its home office.
  - 4) Certified copies of the Articles of Incorporation/Partnership with an English translation thereof if in a foreign language.
  - 5) Financial statements for the immediate preceding year at the time of filing of the application, certified by an independent Certified Public Accountant of the home office.
  - 6) Acceptance of Appointment as a Resident Agent (not necessary if agent is the signatory in the application form)