

STARTING A BUSINESS

2013 Procedures				2013-2014 Target			2013-2014 Accomplishments			2014-2015 Target			2014-2015 Accomplishments		
STEP NO.	DAYS	DESCRIPTION	AGENCY	STEP NO.	DAYS	DESCRIPTION	STEP NO.	DAYS	ACCEPTED OR REJECTED	STEP NO.	DAYS	DESCRIPTION	STEP NO.	DAYS	ACCEPTED OR REJECTED
1	1	Verify and reserve the company name with the Securities and Exchange Commission (SEC)	SEC	1	1	Retained	1	1		1	1	Retained			
2	1	Deposit paid-up capital in the Authorized Agent Bank (AAB) and obtain bank certificate of deposit	SEC	-	0	Eliminated			Accepted (minus 1 step and 1 day)	2	1	Notarize articles of incorporation and treasurer's affidavit at the notary			
3	1	Notarize articles of incorporation and treasurer's affidavit at the notary	SEC	2	1	Retained	2	1		3	1	Register the company with the SEC and receive pre-registered Taxpayer Identification Number (TIN)			
4	3	Register the company with the SEC and receive pre-registered Taxpayer Identification Number (TIN)	SEC	3	1	Retained	3	3	Rejected	4	1	PBR (Register with SSS, Philhealth and Pagibig)			
5	1	Obtain barangay clearance	LGU	5	1	Retained	4	1		5	1	Retained			
6	1	Pay the annual community tax and obtain the community tax certificate (CTC) from the City's Treasurer's Office (CTO)	LGU	-	0	Combined with Step 7	5	1	Rejected	-	0	Combined with Step 6			
7	6	Obtain the business permit to operate the BPLO	LGU	6	1	Retained	6	6	Rejected	6	1	Retained			

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8	1	Buy special books of account at bookstore	BIR	-	0	Covered by Step 13	7	1	Rejected	-	0	No longer required			
9	2	Apply and pay for Certificate of Registration (COR) and obtain TIN at Bureau of Internal Revenue (BIR)	BIR	7	1	Retained	8	2	Rejected	7	1	Retained			
10	1	Pay the registration fee and documentary stamp taxes (DST) at the AAB	BIR	8	1	Retained	9	1		8	1	Retained			
11	1	Obtain the authority to print receipts and invoices from the BIR	BIR	9	1	Retained	10	1		-	0	No longer required			
12	7	Print receipts and invoices at the print shops	BIR	10	1	From 7 days to 1 day	11	7	Rejected	-	0	No longer required			
13	1	Have books of accounts and Printer's Certificate of Delivery (PCD) stamped by the BIR	BIR	11	1	Retained	12	1		-	0	No longer required			
14	7	Register with the Social Security System (SSS)	SSS	-	0	Combined in the new step 4	13	7	Rejected	-	0	Combined In the new step 4			
15	1	Register with the Philippine Health Insurance Company (PhilHealth)	Phil health	-	0		14	1	Rejected	-	0				
16	1	Register with Home Development Mutual Fund (Pag-ibig)	Pag-ibig (HDMF)	-	0		15	1	Rejected	-	0				
16	36	TOTAL		11	11	TOTAL	15	35	TOTAL	8	8				