

**DOCUMENTARY REQUIREMENTS
FOR ADOPTION / CHANGE OF
BUSINESS NAME
PARTNERSHIP / CORPORATION /
COOPERATIVE**

- **Mayor's (Business) Permit for the current year (Original)**
- **Amended SEC / CDA Registration and Articles of Incorporation / Partnership / Cooperation (notarized photocopy or present original upon submission of photocopy)**
- **Corporate Secretary's Certificate / Partnership Resolution / Board Resolution of the authorized signatory with specific authority of the transacting person to process the Adoption or Change of Business Name (latest, notarized original)**
- **Government Issued ID of Authorized Signatory and all Authorized Representatives (1 clear photocopy)**
- **Service / Reprinting Fee: Php50.00**