

**LIST OF REQUIREMENTS FOR LICENSING OF  
BRANCH OFFICE OF A FOREIGN COMPANY**

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1. Certified true copy of Certificate of Registration from the following:
  - a. DTI Certificate of Registration – Single Proprietorship
  - b. SEC Certificate of Registration of Articles of Incorporation and By-Laws (Partnership and Corporation)
2. Certificate of Registration with the following government agencies:
  - a. Bureau of Internal Revenue (BIR)
    - i. Tax Identification Number (TIN)
    - ii. Value Added Tax (VAT)
  - b. Office of the Mayor/Municipal Permit
  - c. Social Security System (SSS)
3. Books of accounts to be used in the transaction of business, duly registered with the BIR:
  - a. General Journal
  - b. General Ledger
  - c. Cash Receipt
  - d. Cash Disbursement
4. List of officers and positions held
5. Name and address of the external auditors
6. Name and address of depository bank
7. Name and address of legal counsel
8. Name and address of company's printer
9. Organizational chart of the proposed branch
10. Floor plan of the office
11. Lease agreement of the office space, if any
12. List of furniture and equipments
13. Reinsurance treaty or proof that such facilities are available
14. Project study showing expected volume of business to be written and the amount of premiums that will realized on the various life plans for the next three (3) initial years from operation
15. Pre-operational balance sheet
16. Pre-licensing examination
17. Capital of One Billion Pesos (Department Order No. 19-2006)
18. Compliance with the provisions of Sec. (a), (c) & (d), 190, 191 & 193 of the Insurance Code
19. Documentary Stamp (P15)
20. License fee – ₱ 50,000.00

Prepared by Licensing Division  
May 19, 2008