a) If Single Proprietorship

1. Submit Official Name of Establishment & Office Address & Telephone/Fax No.
2. Present original Valid ID Card of signatory and submit photocopy of Valid ID
3. Name of Signatory (if not building owner - submit an authorization from owner and present the building owner's Original Valid ID and submit one (1) Photocopy Submit Photocopy of Business Permit
4. BIR Registration Form No. 2303 (Photocopy) - note: Requirement for E-Vat Law.

b) If Partnership

1. Submit Official Name of Establishment & Office Address & Telephone /Fax No.
2. Submit SEC Registration of Partnership (Photocopy)
3. Submit Special Power of Attorney (SPA) authorizing the Signatory
4. Present Original Valid ID Card of signatory and submit one (1) photocopy
5. BIR Registration Form No. 2303 (Photocopy) - note: Requirement for E-Vat Law

c) If Corporation

1. Submit Official Name of Establishment & Office Address & Telephone/Fax No.
2. Submit SEC Registration & Articles of Incorporation (Photocopy)
   Submit Board Resolution authorizing Signatory to sign in behalf of the Corporation, including submission of one (1) photocopy of Valid ID after presentation of Original ID (authentication purpose)
3. BIR Registration Form No.2303 (Photocopy) - note: Requirement for E-Vat Law.

d) Government

1. Submit Official Name of Establishment & Office Address & Telephone/Fax No.
2. Name and Position of Authorized Signatory
3. Present original Valid ID Card of signatory and submit photocopy
4. Submit Appointment papers of Authorized Signatory.
5. BIR Registration Form No.2303 (Photocopy) - note: Requirement for E-Vat Law.