



Republic of the Philippines  
**NATIONAL BOOK DEVELOPMENT BOARD**  
 Unit 2401 Prestige Tower, F. Ortigas Jr. Road (formerly Emerald Avenue)  
 Ortigas Center, Pasig City 1605  
 Telefax: 570-6198/929-3887; Email Address: aid@nbdb.gov.ph  
 Website: www.booksphilippines.gov.ph

**REQUIREMENTS FOR ENTERPRISES ENGAGED IN BOOK PUBLISHING  
 AND ITS RELATED ACTIVITIES**

**BUSINESS/ENTERPRISES**

- DTI Certificate of Registration (for Sole Proprietorship) \*
- Articles of Incorporation & SEC Certificate of Registration (for Partnership/Corp) \*
- BIR Form 2303 \*
- Business Permit (Current Year)
- Audited Financial Statement & ITR for previous year (received by BIR)
- List of Personnel as of date of application/filing (Name, designation)
- List of Clients/Buyers (Name of Company, complete mailing address, contact information e.g. email)
- List of Suppliers (Name of Company, complete mailing address, contact information e.g. email)
- List of Books Published, Imported, Printed, Sold (see format below)
- Sample copy of books (for publishers only)
- Company Profile \*
- Board Resolution: Authorizing Signatory \*
- Official Receipt for the filing fee of new registrants

**NON-STOCK/NON-PROFIT ORGANIZATION**

- Articles of Incorporation/By Laws & SEC Certificate of Registration \*
- Business Permit (Current Year)
- Audited Financial Statement & ITR for previous year (received by BIR)
- List of Officers (indicate length of term)
- List of Members (with contact details)
- List of Books Published, Imported, Printed, Sold (see format below)
- Sample copy of books (for publishers only)
- Company Profile \*
- Board Resolution: Authorizing Signatory \*
- Official Receipt for the filing fee of new registrants

**GOVERNMENT**

- Republic Act / Executive Order that created the agency/ office \*
- BIR Form 2303 \*
- List of Books Published, Imported, Printed, Sold (see format below)
- Sample copy of books (for publishers only)
- Official Receipt for the filing fee of new registrants

**\* Not required for Renewing applicants, but must submit current Amended version, if any**

**FEES**

**NEW REGISTRANT**

**Filing Fee** (per category): Php100.00 (to be paid upon submission of documents)  
**Registration Fee** (per category): Php300.00 (to be paid upon claiming of NBDB Certificate)

**RENEWING REGISTRANT**

**Renewal Fee** (per category): Php300.00 (to be paid upon claiming of NBDB Certificate)

**Penalty** (per category): Additional Fees for late renewal of registration (after the grace period of the whole month of May)

**Basic Fine:** Php100.00

**Daily Fine** of Php5.00 per working day, but not to exceed the registration fee of Php300.00

**REQUIRED FORMAT FOR THE LIST OF BOOKS (previous year only)**

Book Title	ISBN	Full Name of Author/s	^Book Classification	Medium Used (check as applicable)		Estimated Total Value (USD if imported)	Print run/ Number of copies imported
				Print	Non-print		

<sup>^</sup>Book Classifications:

1. **Textbook.** A book which is an exposition of generally accepted principles in one (1) subject, intended primarily as a basis for instruction in a classroom or pupil-book-teacher situation.
2. **Trade book.** A book of general interest available through an ordinary book dealer, as distinguished from a limited-edition book or textbook.
3. **Other Category (please specify).**



Republic of the Philippines  
**NATIONAL BOOK DEVELOPMENT BOARD**  
 Unit 2401 Prestige Tower, F. Ortigas Jr. Road (formerly Emerald Avenue)  
 Ortigas Center, Pasig City 1605  
 Telefax: 570-6198/929-3887; Email Address: aid@nbdb.gov.ph  
 Website: www.booksphilippines.gov.ph

FOR NBDB USE ONLY
Application Number
Type of Application <input type="checkbox"/> New <input type="checkbox"/> Renewal
Date of Filing

### REGISTRATION FORM FOR ENTERPRISES ENGAGED IN BOOK PUBLISHING AND ITS RELATED ACTIVITIES

Instructions: Please fill out all applicable item. Put an X mark on the appropriate box. You may use additional sheets if necessary.

1. Business Name				2. Initial Year of Operation	
3. Business Address No. Street		Barangay	City/Municipality	Province	Zip Code
4. Phone Number/s	5. Fax Number	6. Email Address (necessary)		7. Website	
8. TIN	9. DTI Reg. No.	10. SEC Reg. No.			
11. Type of Establishment <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Stock/Non-Profit Organization <input type="checkbox"/> Government					
12. Contact Person/s					
Full Name	Designation	Telephone	Email Address		
13. Category of Registration applied for					
<input type="checkbox"/> Book and/or E-book Publisher		<input type="checkbox"/> Manufacturer of Raw Materials used in Book Publishing			
<input type="checkbox"/> Book Importer (Commercial)		<input type="checkbox"/> Book Industry Association			
<input type="checkbox"/> Book Importer (Non-Commercial)		<input type="checkbox"/> Book and/or E-book Seller (Retail/Wholesale)			
<input type="checkbox"/> Book Printer					
14. Branch/Office/Plant Locations <i>(Please attach separate sheet if branch is more than 1)</i>					
No. Street		Barangay	City/Municipality	Province	Zip Code
15. General Description of Publications and Services Rendered					
16. Human Resources					
Total Number of Employees (as to date) _____					
Full-time _____					
Part-time _____					

17. Total number of titles in circulation: \_\_\_\_\_

18. Average print run (volume) per title: \_\_\_\_\_

19. Total number of copies of books sold in the previous year: \_\_\_\_\_

20. Revenue from E-books: Php \_\_\_\_\_

This is to certify that:

1. I am the duly authorized representative of the above-mentioned business entity;
2. I have caused the filing of this application and that the data herein contained are to my knowledge, true and correct;
3. I have read the Book Publishing Industry Development Act (RA 8047), its Rules and Regulations adopted by the NBDB, and commit myself to abide by the provisions thereof; and
4. I allow the information I provided on this page, specifically for items 1 through 15, to be shared by NBDB to the book industry and the general public through its website, magazine, and publishing catalogues.

Done in the City/Municipality/Province of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**REMINDER: This form must be notarized.**

\_\_\_\_\_  
Authorized Representative