



*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](mailto:aid@nbdb.gov.ph)

Website: [www.booksphilippines.gov.ph](http://www.booksphilippines.gov.ph)

**REQUIREMENTS FOR BOOK INDUSTRY ASSOCIATION**

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

- Articles of Incorporation/By Laws & SEC Certificate of Registration
- Business Permit (Current)
- Audited Financial Statement & ITR for the previous year (received by BIR)
- List of Officers (indicate length of term)
- List of Members (with contact details)
- Official Receipt for the filing fee (for new registrant)

**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 Certificate)

**RENEWING REGISTRANT**

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

Additional Fees for late renewal of registration (after the grace period of the whole month of May)

**Basic Fine:** Php100.00

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



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**REGISTRATION FORM FOR  
 BOOK INDUSTRY ASSOCIATIONS**

**For NBDB use only**

Application Number	
Type of Application	
<input type="checkbox"/> New	
<input type="checkbox"/> Renewal	
Date of Filing:	

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

<b>1. Name of Association</b>		<b>2 Initial Year of Operation</b>	
<b>3. Business Address</b>			
No.	Street	Barangay	City/Municipality
			Province
			Zip
<b>4. Phone Number/s</b>	<b>5. Fax Number</b>	<b>6. E-mail Address (necessary)</b>	<b>7. Website</b>
<b>8. TIN:</b>	<b>9. DTI Reg.No.</b>	<b>10. SEC Reg. No.</b>	
<b>11. Contact Persons</b>			
Full Name		Designation	Telephone/Email address
<b>12 General Description of Services Rendered</b>			

This registration must be renewed every year.

This is to certify that:

- a. I am the duly authorized representative of the above-mentioned book industry association;
- b. I have caused the filing of this application and that the data herein contained are to my knowledge, true and correct;
- c. I have read the Book Publishing Industry Development Act (RA 8047), its Rules and Regulations adopted by the NBDB, and the Code of Ethical Practices in the Book Industry and commit myself to abide by the provisions thereof; and
- d. I allow the information I provided on this page, specifically for items 1 through 12, to be shared by NBDB to the book industry and the general public through its website and publications such as the **NBDB Directory of Registrants** and **Bookwatch**.

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

\_\_\_\_\_  
 Applicant

(Signature over Printed Name)

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