



*Republic of the Philippines*  
**NATIONAL BOOK DEVELOPMENT BOARD**  
 4F Dorm-E Building, Department of Education Complex  
 Meralco Avenue, Pasig City 1600  
 Email Address: raid@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 and registrations fee of new registrants or renewal fee and penalty, if applicable, for renewing 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
- Sample copy of books (for publishers only)
- Company Profile \*
- Board Resolution: Authorizing Signatory \*
- Official Receipt for the filing fee and registration fee of new registrants or renewal fee and penalty, if applicable, for renewing 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 or renewal fee and penalty, if applicable, for renewing 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 submission of documents)*

#### **RENEWING REGISTRANT**

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

**Penalty** (per category): Additional Fees for late renewal of registration

**Basic Fine:** Php100.00

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