

Regional Operations

Frontline Service

20. Issuance of BMBE Certificate of Authority

The issuance of BMBE Certificate of Authority is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If BMBE CA is not released within 3 days, you may file a complaint via email (ask@dti.gov.ph).

The processing and issuance of BMBE Certificate of Authority is in compliance with RA 9178, its implementing rules and regulations, and future amendments.

The BMBE Certificate of Authority shall be effective for a period of two (2) years commencing from the date of issuance. The CA may be renewed for the same period of two (2) years and every two (2) years thereafter subject to the applicant's continued compliance with the eligibility requirements as prescribed by law and its IRR.

Office or Division:	DTI Regional and Provincial Offices			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	Barangay micro business enterprises that have an asset size of not more than Three Million Pesos (PhP 3,000,000.00), excluding land, and engaged in the production or manufacturing of products or commodities, including agro-processing, training, and service (excluding practice of profession).			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly filled-out application form (BMBE Form), signed by the owner (for sole proprietorship) or authorized representative (for partnership and corporation) of the entity applying for registration.			DTI Regional and Provincial Offices Negosyo Centers	
2. Certificate of Registration for new application			DTI for sole proprietorship SEC for partnership, corporation or association CDA for cooperative	
3. Old BMBE Certificate of Authority for application for renewal of BMBE registration.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish and submit application form	Evaluate the application for purposes of determining the eligibility and qualification as a BMBE	None	Upon submission of completed documents and approval of application under normal circumstances, estimated processing time is one (1) day	NC Business Counsellor/ BMBE Account Officer
Claim BMBE Certificate of Authority	Issues the BMBE Certificate of Authority			