

PENSION HOUSE

DOCUMENTARY REQUIREMENTS	
NEW APPLICATION	RENEWAL
Valid Mayor's Permit and/or Business License from the Local Government Unit (REQUIRED: YES)	Valid Mayor's Permit and/or Business License from the Local Government Unit (REQUIRED: YES)
If Single Proprietorship, valid DTI Business Name Certificate If Corporation/Partnership, SEC Registration Certificate and Articles of Incorporation and its By-Laws If Cooperative, Articles of Cooperation and its By-Laws (Upload only the following pages: 1 st page with seal, page with primary purpose, list of incorporators, and capitalization.) (REQUIRED: YES)	Renewed DTI Business Name Certificate, if expired Amendment to Articles of Incorporation, if applicable Amendment to Articles of Cooperation, if applicable (Upload only the following pages: 1 st page with seal, page with primary purpose, list of incorporators, and capitalization.) (REQUIRED: NO)
Notarized List of Names of all Officials and employees (with office designation and Nationality) (REQUIRED: YES)	
Valid Comprehensive General Liability Insurance Policy (Minimum amount of coverage – P 500,000.00) (REQUIRED: YES)	Valid Comprehensive General Liability Insurance Policy (Minimum amount of coverage – P 500,000.00) (REQUIRED: YES)
Other documents as deemed necessary by DOT (e.g. NBI clearance, Certificate of Employment, in case of employed foreign nationals, valid working permit from DOLE and valid visa from BID, etc.) (REQUIRED: NO)	Other documents as deemed necessary by DOT (e.g. NBI clearance, Certificate of Employment, in case of employed foreign nationals, valid working permit from DOLE and valid visa from BID, etc.) (REQUIRED: NO)