



SERVICES

DATE (MM/DD/YYYY)

Transaction Date:

ACCOUNTING

Filing of taxes (Monthly, Quarterly, Annually)		
BIR Registration		
ITR Preparation		
DTI Registration		
SEC Registration		
Business Permit		
Pag-Ibig Registration		
SSS Registration		
Philhealth Registration		
Book Keeping		

OTHER SERVICES

Transfer of Title		
PCAB Assistance		
NBI Assistance		
Wedding Management		

DFA ASSISTANCE

Cenomar		
Birth Certificate		
Marriage Certificate		
Death Certificate		

NOTARY

Notary		
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LTO SERVICES

Registration (Motor, Sedan, etc.)		
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AIRLINE SERVICES

Domestic		
International		

VISA PROCESSING ASSISTANCE

USA		
Canada ETA		
Canada Regular		
New Zealand		
China		
Japan		
Australia		
European Countries		
South Korea		

FINANCIAL SERVICES

GCASH (Cash In, Cash out)		
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ATM PORTABLE SERVICES

Bank Balance Inquiry		
Withdrawal		