

Business Registration Checklist

For registering a business using a Virtual Office

Step 1: Choose a Virtual Office Provider		
Status	Checklist Item	Description/Notes
<input type="checkbox"/>	Get a copy of the lease contract and verify that it is under your exact business name and address.	Your lease must match your business registration forms exactly to avoid potential issues and delays.
<input type="checkbox"/>	Request proof of zoning or locational compliance	This ensures the virtual office is located in an area zoned for commercial or office use.
<input type="checkbox"/>	Collect virtual office provider's business permit	Required by barangay, municipality, and sometimes BIR for address validation.
<input type="checkbox"/>	Get virtual office provider's BIR Certificate of Registration	This confirms the provider is registered and operating legally.
Step 2: Register with DTI or SEC		
<input type="checkbox"/>	Register through DTI BNRS or SEC eSPARC	Choose based on your business structure: DTI for sole proprietors; SEC for corporations or partnerships.
<input type="checkbox"/>	Use the virtual office address exactly as in lease	Copy the text exactly as written to avoid mismatched details.
<input type="checkbox"/>	Double check all address details	Check spelling, punctuation, floor/unit numbers, and abbreviations.
Step 3: Secure Barangay Clearance		
<input type="checkbox"/>	Bring your DTI or SEC Certificate	This proves your business registration is approved or pending validation.
<input type="checkbox"/>	Bring your virtual office lease contract	This serves as proof of business address.
<input type="checkbox"/>	Bring valid identification	Required to confirm your identity as the registrant.
<input type="checkbox"/>	Fill out and submit application form	This is provided by the barangay on-site. <i>Note: Some barangays may have an online application. Ask your LGU for their clearance application process.</i>
<input type="checkbox"/>	Pay the required barangay fee	Fees vary depending on business type and classification.
Step 4: Obtain Locational Clearance		
<input type="checkbox"/>	Submit DTI or SEC registration	Required by the Zoning Office to verify your business type.
<input type="checkbox"/>	Provide your lease contract	Confirms where your business is based.
<input type="checkbox"/>	Submit Barangay Clearance	Shows that the barangay has approved your business location.
<input type="checkbox"/>	Provide a sketch or map of the location	Simple printed map or hand-drawn sketch showing the office location.
Step 5: Apply for the Mayor's Permit		
<input type="checkbox"/>	Bring and present your DTI or SEC certificate, Barangay Clearance, and Locational Clearance	All documents are required to proceed with municipal-level registration.
<input type="checkbox"/>	Submit your lease contract	Serves as proof of address and tenancy.
<input type="checkbox"/>	Submit sanitary and fire safety permits (if required)	Depending on business type, you may need to complete health and safety checks.
Step 6: Register with BIR		
<input type="checkbox"/>	Bring and present Mayor's Permit, and DTI or SEC Certificate	This confirms your business is approved by the LGU and that your business is legally registered.
<input type="checkbox"/>	Present valid IDs	Used for verifying your identity during BIR registration.
<input type="checkbox"/>	Submit lease as proof of address	Confirms your principal place of business.
<input type="checkbox"/>	Submit BIR Form 1901 or 1903	<i>Note: Choose the correct form based on your business type and structure.</i>
<input type="checkbox"/>	Receive BIR Certificate of Registration	This document officially registers your business with the BIR.
<input type="checkbox"/>	Claim your official receipts or sales invoices	Final requirement to legally issue receipts to clients.

This is NOT an official checklist provided by any LGU.
Processes and requirements may vary per LGU.

