

STEP 01

Proceed to the official *DTI-Philippines website*.

STEP 02

Under 'Business Name Services', click on the 'New Registration' option.

STEP 03

Under 'Business Name Services', click on the 'New Registration' option.

STEP 04

Read the 'Terms and Conditions.' before clicking 'Agree' on the bottom of the page.

STEP 05

Complete the details asked about the 'Business Scope' and 'Business Name.' If your business name is not available for use, the system will automatically inform you. In this case, try other business names. Then, click 'Next' once you are finished.

STEP 06

Take note of your reference code that will appear on screen.

STEP 07

Fill out other information that the website may ask for, such as 'Business Address,' 'Residence Address,' etc.

STEP 08

After completing all the information, your completed forms will appear on the screen. Check if all the data you provide are correct and valid.

STEP 09

Confirm that all data is correct by clicking 'Proceed.' You may now download the 'Undertaking' file.

STEP 10

The payment section will appear on your screen. Select the payment method available in the system such as Gcash, PayMaya, Credit/Debit Card, and more. It is important to note that the registration fee must be paid within seven days from the date of your application.

STEP 11

Once you have paid your transaction, check your email for the 'Certificate of Business Name Registration.'

STEP 12

Click on the 'Register New Business' option if you have confirmed your payment.