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## DOCUMENTARY REQUIREMENTS

### FOR COMPLIANCE OF SALES PERSON/ BROKER

#### For individual sellers or brokers:

	REQUIREMENTS	DETAILS
	Completely filled out Information Sheet	
	DHSUD Certificate of Registration & ID (current year)	
	PRC Certificate and ID	
	Certificate of Registration (BIR 2303 VAT/Non-VAT) and TIN number	Indicate if VAT or Non VAT
	Official Receipt	
	Authority to Print (BIR 1921)	
	List of agents with contact details (mobile number and email address)	

#### For corporations:

	REQUIREMENTS	DETAILS
	Completely filled out Information Sheet	
	DHSUD Brokers Registration Certificate & ID (current year)	
	PRC Certificate and ID of the brokerage's licensed broker representative	The licensed broker representative should be one of the major stockholders of the company as indicated in the SEC documents.
	General Information Sheet	
	SEC documentation of the company	
	Certificate of Registration (BIR 2303 VAT/Non-VAT) and TIN number	Indicate if VAT or Non VAT
	Official Receipt	
	Authority to Print (BIR 1921)	
	List of agents with contact details (mobile number and email address)	