

**CHANGE OF NAME
[CORPORATION, PARTNERSHIP, COOPERATIVES]**

(MC Nos. 2008-034 and 2002-015)

WHO CAN AVAIL OF THE SERVICE/PURPOSE: CPC holder who intends to change their registered corporate name.

For individuals, personal appearance of petitioner is required. However, should it not be possible for petitioner to be physically present, authorized representative who is a lawyer or a relative (re: direct ascendant/descendants) is allowed upon presentation of duly notarized Special Power of Attorney (SPA), valid IDs and proof why petitioner is not physically present;

For corporations/cooperatives/others, please see corresponding below.

REQUIREMENTS:

Note: Photocopies should be submitted upon filing of application while originals are to be presented during the hearing.

I. FOR SUBMISSION UPON APPLICATION:

1. Four (4) copies of Verified Application Form;
2. Original and copy of approved Amendment of Articles of Incorporation, Articles of Partnership and Articles of Cooperation;

Additional Requirements:

For Cooperatives:

1. Original and photocopy of Board Resolution authorizing the change of name and designating the authorized representative/s to file application;
2. OTC Certificate of Good Standing.

For Corporations:

1. Original and photocopy of Board Resolution authorizing the change of name and designating the authorized representative/s to file application.

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II. FOR SUBMISSION DURING THE HEARING:

Note: Originals must be presented during the hearing for comparison.

1. Proof of Publication of Notice of Hearing
 - a. Affidavit of publication by the publisher;
 - b. Copies of publication.

DURATION: Within 15 days from the date the Application is submitted for resolution, the Legal Division/RFROs shall transmit the case folder to the Board through the Office of the Executive Director for signature.

OUTPUT : **DECISION/ORDER** approving or dismissing the application

FEE:

Filing Fee: Php 560.00 (Includes Clearance of Accounts)