



Republic of the Philippines
OFFICE OF THE PRESIDENT
OPTICAL MEDIA BOARD

No. 35 Scout Limbaga Street, Bgy. Laging Handa, Quezon City Zip Code 1103
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Website: www.omb.gov.ph

**LISTS OF REQUIREMENTS FOR REGISTRATION AND LICENSING OF OPTICAL MEDIA
AND STORAGE DEVICE BUSINESS**

ALL APPLICATIONS MUST BE LODGED THROUGH THE OMB ONLINE PORTAL

<http://online.omb.gov.ph/omb/login>

FOR ALL APPLICANTS

Two (2) pieces latest photo of the applicant with signature at the side
Tax Identification Number (T.I.N.) of the company
Notarized affidavit indicating the applicant's purpose source of rights, supplier, and distributor and shall specify whether the items sold are second hand, refurbished, brand new or mixed
Certificate or Contract from supplier/distributor/dealer with validity
Picture of the establishment's facade with permanent signboard (Full Shot of inside and outside)
Comprehensive location sketch of establishment with nearest landmark

FOR SINGLE PROPRIETORS

Valid Certificate of Business Name from Department of Trade and Industry (DTI)
Valid NBI Clearance

FOR PARTNERSHIPS AND CORPORATIONS

Certificate of Incorporation duly issued by the Securities and Exchange Commission (SEC)
Latest GIS with stamp receipt of SEC or email confirmation from SEC
Board Resolution or Secretary's Certificate authorizing the applicant to sign in behalf of the Corporation

FOR IMPORTERS, EXPORTER, AND/OR DISTRIBUTORS

Submission of notarized list of clients/customers (upon renewal of license)
Submission of Summary Report of applied import/export permits (upon renewal of license)

FOR DUPLICATORS

Notarized Affidavit of Undertaking (for Duplicator CD-Burning or copying in storage devices)
List of inventory of equipment/machine /PC Laptop with complete specifications (indicate the Brand name, Model/ Type, Serial No., Number of equipment, burner, Disc Writer and USB Port)
Photo interior of productions/duplication/replication site
Payment of registration sticker in the amount of Thirty Pesos (Php30.00) each for disk writer/ DVD publisher/ CPU/ Tray/ USB Port
Certificate / Contract from supplier/distributor/dealer of blank disk and storage devices with validity
Summary report of replicated/burned CD's for the year (for renewal of license)

FOR FOREIGN NATIONALS

Alien Certificate of Registration, Visa and Passport

FOR INDIVIDUAL REGISTRATION

Two (2) pieces latest photo of the applicant with signature at the side
Notarized affidavit indicating the reason why the applicant cannot provide the Picture of the establishments facade, Comprehensive location sketch and Valid Certificate of Business Name from Department of Trade and Industry (DTI)
Affidavit of No contract indicating the source and purpose with invoice/s and waybill
Tax Identification Number (T.I.N.) ID, Government Issued ID and/or Student's ID
Valid NBI Clearance / Proof of Payment for NBI Clearance