

A GUIDE:
ANNEX A (Last Year)
&
ANNEX B (For 1st quarter of Current Year)

A. BUSINESS ADDRESS

Please fill up requested data accordingly by providing the following, as applicable:

1. Unit Number + Floor Number + Building Name (*E.g. 2F HPGV Building*)
2. House/Lot & Block/Building/Street Number + Street Name (*395 Sen. Puyat Ave*)
3. Barangay/Subdivision/District Name (*Brgy Bel Air*)
4. Zip Code (1200)

B. OWNER'S NAME

1. Please provide complete name of the owner for Sole Proprietorship or One-Person Corporation. If the business is either partnership, corporation or cooperative, please provide the name of the highest ranking official of the organization (President/Officer In Charge).
2. Please input the data accordingly as follows: First Name, Middle Initial, Surname

C. BUSINESS PERMIT REGISTRATION (New or Renewal)

A Business Permit is a way for Local Government Units (LGUs) in the Philippines to monitor and keep track of all businesses that are operating within their region or jurisdiction and to ensure that they are paying their taxes and dues to the local government office.

All registered businesses in the Philippines, unless they are availing of an applicable exemption, are required to apply for and obtain a Business Permit for their business. Also referred to as the Mayor's Permit in the Philippines, it is a key compliance document which entitles and enables a business to legally operate and do business in the area in which the business is registered, or else they will face potential sanctions including fines, penalties and business closure.

A Business Permit must be obtained when a business is first registered as a business and prior to commencing operations. Importantly, the Business Permit must then be renewed every year, in January, going forward.

For the purpose of proper documentation in the Annex, please choose NEW if the business has obtained its Business Registration for the first time, and RENEWAL if the Business Permit has been renewed for the particular year of the CMCI survey.

D. BUSINESS TYPE (Source: DTI Negosyo Center)

Pleas

1. Sole Proprietorship
2. One-Person Corporation
3. Partnership
4. Corporation – Please further state if a)Filipino or b)Foreign
5. Cooperative

Technical Notes

Sole Proprietorship

A **Sole Proprietorship** is the most basic type of business organization in the Philippines. It can be established by just one person, referred to as a sole proprietor. In sole proprietorship, the personal assets of the owner are held to answer for claims against the business since the business in a sole proprietorship is an extension of the owner. Hence, the assets and liabilities of the business are also the assets and liabilities of the owner.

One-Person Corporation

A **One Person Corporation**, or OPC, is a special corporation with a single stockholder. The concept was introduced in the Philippine corporate setting by Republic Act No. 11232, otherwise known as the Revised Corporation Code of the Philippines. Only a natural person, trust or estate can register an OPC. The incorporator, however, shall always be a natural person of legal age. The incorporator can be the trustee, administrator or any other person exercising fiduciary duties in the case of a trust or an estate.

An OPC combines the best characteristics of a corporation and a sole proprietorship i.e. limited liability and complete dominion. Unlike sole proprietorship, an OPC has a personality distinct from the stockholder and, thus, the stockholder's liability is limited to the amount of capital invested.

Partnership

A **Partnership** requires two or more people who agree to contribute assets, with the intent of dividing profits among all parties involved. The partnership has a juridical personality separate and distinct from that of each of the partners.

Corporation

A **Corporation** is comprised of many individuals (maximum of 15) who act as a single entity to advance the interest of the corporation as a whole. Corporations formed or organized by operation of law have the right of succession and the powers, attributes, and properties expressly authorized by law or incidental to its existence. It may be stock or nonstock corporations. Stock corporations are those which have capital stock divided into shares and

are authorized to distribute to the holders of such shares, dividends, or allotments of the surplus profits on the basis of the shares held. All other corporations are nonstock corporations.

Cooperative

A **Cooperative** is an association of persons with a common bond of interest, who have voluntarily joined together to achieve a lawful common social or economic end, making equitable to contribution to the capital required and accepting a fair share of the risks and benefits of the undertaking in accordance with universally accepted cooperative principle.

E. CAPITALIZATION/BUSINESS SIZE

(Source: <https://legacy.senate.gov.ph/publications/AG%202012-03%20-%20MSME.pdf>)

An MSME in the Philippines is defined as any business activity or enterprise engaged in industry, agri-business and/or services that has: (1) an asset size (less land) of up to PhP100 million; and (2) an employment size with less than 200 employees. 1 Based on these categories, it is classified as micro, small or medium (Table 1) regardless of the type of business ownership (i.e., single proprietorship, cooperative, partnership or corporation).

ENTERPRISE	CATEGORY	
	By Asset Size	By Number of Employees
Micro	Up to P3M	1-9 employees
Small	P3,000,001 – P15M	10 – 99 employees
Medium	P15,000,001 – P1B	100 – 199 employees
Large	P100,000,001 and above	200 employees and above

F. NATURE/LINE OF BUSINESS (Industry Classification based on 2019 PSIC)

Source: PSA (<https://psa.gov.ph/grdp/technical-notes> and <https://psa.gov.ph/sites/default/files/2019%20Updates%20to%20the%202009%20PSIC-Apr082022.pdf>)

1. Agriculture, Forestry, and Fishing

- Crop and animal production, hunting and related service activities
- Forestry and logging
- Fishing and aquaculture

2. Industry

- a. Mining and Quarrying
- b. Manufacturing (includes Repair and installation of machinery and equipment)
- c. Electricity, Steam, Water, and Waste Management
- d. Construction

3. Services

- a. Wholesale and retail trade; repair of motor vehicles and motorcycles
- b. Transportation and storage
 - Air, Water, Land transport and transport via pipelines
 - Warehousing and support activities for transportation
 - Postal and courier activities
- c. Accommodation and food service activities
- d. Information and communication
 - Publishing Activities
 - Motion Picture, Video and Television Program Production, Sound Recording and Music Publishing Activities
 - Programming and Broadcasting Activities
 - Telecommunication
 - Computer Programming, Consultancy and Related Activities
 - Information Service Activities
- e. Financial and insurance activities
- f. Real estate and ownership of dwellings
- g. Professional, Scientific and Technical Activities
 - Legal and accounting activities
 - Activities of head offices; management consultancy activities
 - Architectural and engineering activities; technical testing and analysis
 - Scientific research and development
 - Advertising and market research
 - Other professional, scientific and technical activities
 - Veterinary activities
- h. Administrative and Support Services
 - Rental and leasing activities
 - Employment activities
 - Travel agency, tour operator, reservation service and related activities
 - Security and investigation activities
 - Services to buildings and landscape activities
 - Office administrative, office support and other business support activities
- i. Public administration and defense; compulsory social activities
- j. Education
- k. Human health and social work activities (includes Residential Care activities)
- l. Arts, Entertainment, and Recreation
 - Creative, arts and entertainment activities
 - Libraries, archives, museums and other cultural activities
 - Gambling and betting activities
 - Sports activities and amusement and recreation activities
- m. Other service activities
 - Activities of membership organizations
 - Repair of computers and personal household goods

- Other personal service activities
- n. Activities of Households as Employers; Undifferentiated goods- and services-producing activities of Households for Own Use
- o. Activities of Extraterritorial Organizations and Bodies

Technical Notes

The Gross Regional Domestic Product (GRDP) classification by industry adopts the 2009 Philippine Standard of Industrial Classification (2009 PSIC). This configuration is also revised in the overall revision and rebasing to highlight additional industries, which are Information and Communication, Accommodation and Food Service Activities, Professional and Business Services, Education, and Human Health and Social Work Activities. Below is each sector's scope and coverage.

1. Agriculture, Forestry, and Fishing (AFF)

This includes the exploitation of vegetal and animal natural resources, comprising the activities of growing crops, raising and breeding of animals, harvesting of timber and other plants, animals or animal products from a farm or their natural habitats. It has three divisions namely: Crop and animal production, hunting and related service activities, Forestry and Logging, and Fishing and Aquaculture.

Sub – Industries

a. Crop and animal production, hunting and related service activities

Involves the production of food and non-food crops; livestock and poultry production and animal products; hunting and trapping of animals and related support activities. This includes production for the market or for own subsistence use; organically and genetically modified crops and livestock

b. Forestry and logging

Includes the production of roundwood for the forest-based manufacturing industries (Division 16 & 17) as well as the extraction and gathering of wild growing non-wood forest products. Besides the production of timber, forestry activities result in products that undergo little processing such as fire wood, charcoal, wood chips and roundwood used in an unprocessed form (e.g. pit-props, pulpwood, etc.). These activities can be carried out in natural or planted forests.

c. Fishing and aquaculture

Includes capture fishery and aquaculture, covering the use of fishery resources from marine, brackish or freshwater environments, with the goal of capturing or gathering fish, crustaceans, mollusks and other marine organisms and products (e.g. aquatic plants, pearls, sponges etc.)

2. Mining and Quarrying (MAQ)

This includes the extraction of minerals occurring naturally as solids (coal and ores), liquids (petroleum) or gases (natural gas). Extraction can be achieved by different methods, such as underground or surface mining, well operation, seabed mining, etc. This section also includes supplementary activities aimed at preparing the crude materials for marketing, for example, crushing, grinding, cleaning, drying, sorting, concentrating ores, liquefaction of natural gas and agglomeration of solid fuels.

Sub – Industries:

1. Mining of Coal
2. Extraction of crude petroleum and natural gas
3. Mining of gold and other precious
4. Mining of nickel ores
5. Mining copper ores
6. Stone quarrying, and other mining and quarrying

3. Manufacturing

This includes the physical or chemical transformation of materials, substances, or components into new products. The raw materials are products of agriculture, forestry, fishing, mining or quarrying as well as products of other manufacturing activities. Substantial alteration, renovation or reconstruction of goods is generally considered as manufacturing.

Sub-Industries

1. Food Products
2. Beverage
3. Tobacco Products
4. Textiles
5. Wearing Apparel
6. Leather and related products, including footwear
7. Wood, bamboo, cane, rattan articles and related products
8. Paper and paper products
9. Printing and reproduction of recorded media
10. Coke and refined petroleum products
11. Chemical and chemical products
12. Basic pharmaceutical products and pharmaceutical preparations
13. Rubber and plastic products
14. Other non-metallic mineral products
15. Basic metals
16. Fabricated metal products except machinery and equipment
17. Computer, and electronic and optical products
18. Electrical equipment
19. Machinery and equipment except electrical
20. Transport equipment
21. Furniture

22. Other manufacturing

4. **Electricity, Steam, Water, and Waste Management**

Electricity it includes the generation, transmission and distribution of electric power to end users; manufacture of gas; and distribution of gaseous fuels through mains. Also included here is the own-account production of electricity by households which are unorganized in nature.

Steam includes the production, collection and distribution of steam and hot water for heating, power and other purposes; production and distribution of cooled air; and production of ice for cooling purposes.

Water supply includes water collection from various sources, treatment and distribution activities by various means of domestic and industrial needs. Collection of water from various sources, as well as distribution by various means is included. The operation of irrigation canals is also included, however the provision of irrigation services through sprinklers, and similar agricultural support services, is not included.

Waste Management as a subindustry covers sewerage, waste collection, treatment and disposal activities, materials recovery, remediation activities and other waste management services.

5. **Construction**

This includes general construction and specialized construction activities for buildings and civil engineering works. It includes new work, repair, additions and alterations, the erection of prefabricated buildings or structures on the site and also construction of a temporary nature.

General construction is the construction of entire dwellings, office buildings, stores and other public and utility buildings, farm buildings etc., or the construction of civil engineering works such as motorways, streets, bridges, tunnels, railways, airfields, harbors and other water projects, irrigation systems, sewerage systems, industrial facilities, pipelines and electric lines, sports facilities etc.

This work can be carried out on own account or on a fee or contract basis. Portions of the work and sometimes even the whole practical work can be subcontracted out. A unit that carries the overall responsibility for a construction project is classified here. Also included is the repair of buildings and engineering works.

6. **Wholesale and retail trade; repair of motor vehicles and motorcycles**

This includes wholesale and retail sale (i.e. sale without transformation) of any type of goods and the rendering services incidental to the sale of these goods. Wholesaling and retailing are the final steps in the distribution of goods. Goods bought and sold are also referred to as merchandise. Also included in this section is the repair of motor vehicles and motorcycles. Sale without transformation is considered to include the usual operations (or manipulations) associated with trade, for example, sorting, grading and assembling of goods, mixing (blending) of goods (for example, sand), bottling (with or without preceding bottle cleaning), packing, breaking bulk and repacking for distribution in smaller lots, storage (whether or not frozen or chilled), cleaning and drying of

agricultural products, cutting out of wood fiberboards or metal sheets as secondary activities.

7. Transportation and storage

This includes the provision of passenger or freight transport, whether scheduled or not, by rail, pipeline, road, water or air and associated activities such as terminal and parking facilities, cargo handling, storage etc. Also included in this section are the renting of transport equipment with driver or operator, and the postal and courier activities.

Sub-Industries

1. Land Transportation
2. Water Transportation
3. Air Transportation
4. Warehousing and Support Activities for Transportation
5. Postal and Courier Activities

8. Accommodation and food service activities

This includes the provision of short-stay accommodation for visitors and other travelers and the provision of complete meals and drinks fit for immediate consumption. Accommodation includes the provision of short-stay accommodation for visitors and other travelers. Also included is the provision of longer-term accommodation for students, workers and similar individuals. Some units may provide only accommodation while others provide a combination of accommodation, meals and/or recreational facilities.

Sub-Industries

1. Accommodation
2. Food Service Activities

9. Information and communication

This includes the production and distribution of information and cultural products, the provision of the means to transmit or distribute these products, as well as data or communications, information technology activities and the processing of data and other information service activities.

Publishing includes the acquisition of copyrights to content (information products) and making this content available to the general public by engaging in (or arranging for) the reproduction and distribution of this content in various forms. All the feasible forms of publishing (in print, electronic or audio form, on the internet, as multimedia products such as CD-ROM reference books, etc.) are included in this section.

10. Financial and insurance activities

This includes financial service activities, including insurance, reinsurance and pension funding and activities to support financial services. Also, this includes the activities of

holding assets, such as activities of holding companies and the activities of trusts, funds and similar financial entities.

Banking Institutions includes the obtaining of funds in the form of transferable deposits, i.e. funds that are fixed in money terms, and obtained on a day-to-day basis and, apart from central banking, obtained from financial sources.

Non-Banks includes activities of holding companies, trusts, funds and other financial vehicles, and other financial service activities, except insurance and pension funding activities.

Insurance and pension funding except compulsory social security includes the underwriting annuities and insurance policies and investing premiums to build up a portfolio of financial assets to be used against future claims. Provision of direct insurance and reinsurance is included. Specifically, this includes insurance, reinsurance, and pension funding.

Activities auxiliary to Financial Services Activities includes the provision of services involved in or closely related to financial service activities, but not themselves providing financial services. The primary breakdown of this division is according to the type of financial transaction of funding served. These are activities auxiliary to financial service, except insurance and pension funding, activities auxiliary to insurance and pension funding, and fund management activities.

11. Real estate and ownership of dwellings

This includes acting as lessors, agents and/or brokers in one or more of the following: selling or buying real estate, renting real estate, providing other estate services such as appraising real estate or acting as real estate escrow agents. Activities in this section may be carried out on own or leased property and may be done on a fee or contract basis. Also included is the building of structures, combined with maintaining ownership or leasing of such structures.

12. Professional and business services

This includes specialized professional, scientific and technical activities. These activities require a high degree of training, and make specialized knowledge and skills available to users.

Also includes a variety of activities that support general business operations. These activities differ from those in Section M since their primary purpose is not the transfer of specialized knowledge.

13. Public administration and defense; compulsory social activities

This includes activities of governmental nature, normally carried out by the public administration. This includes the enactment and judicial interpretation of laws and their pursuant regulation, as well as the administration of programs based on them,

legislative activities, taxation, national defense, public order and safety, immigration services, foreign affairs and the administration of government programs. This section also includes compulsory social security activities.

The legal or institutional status is not, in itself, the determining factor for an activity to belong in this section, rather than the activity being of a nature specified in the previous paragraph. This means that activities classified elsewhere in PSIC do not fall under this section, even if carried out by public entities. For example, administration of the school system (i.e. regulations, checks, curricula) falls under this section, but teaching itself does not (see Section P), and a prison or military hospital is classified to health (see Section Q). Similarly, some activities described in this section may be carried out by non-government units.

14. Education

This includes education at any level or for any profession, oral or written as well as by radio and television or other means of communication. It includes education by the different institutions in the regular school system at its different levels as well as adult education, literacy programs, etc. Also included are military schools and academies, prison schools etc. at their respective levels. This section includes public as well as private education. Also includes instruction primarily concerned with sport and recreational activities and education support activities. Education can be provided in rooms, radio, television broadcast, Internet, correspondence or at home.

15. Human health and social work activities

This includes the provision of health and social work activities, involving a wide range of activities, starting from health care provided by trained medical professionals in hospitals and other facilities, over residential care activities that still involve a degree of health care activities to social work activities without any involvement of health care professionals.