



COMPANY INCORPORATION

about us

Omnistellar helps assess your future business in the Philippines and determine the best methods for incorporation in Clark, Subic, and Angeles City. We will assist you in business incorporation procedures, planning, and registration with relevant agencies, such as the Philippines SEC, DTI, BIR, SSS, Philhealth, and PAG-IBIG.

services

- Sole Proprietorship
- Domestic Incorporation
- Foreign Incorporation
- Representative Office
- Branch Office
- ROHQ
- PEZA
- Litigation
- Corporate Housekeeping
- Corporate Secretariat
- Trademark Search
- and Registration

scope of work

DTI (Sole Prop)	SEC (Domestic/Foreign Incorporation)
(1) Register with the Department of Trade and Industry Philippines	(1) Register with the Securities and Exchange Commission
(2) Registration with the Bureau of Internal Revenue (BIR) After registration with SEC the company shall be registered with the Bureau of Internal Revenue (BIR) to comply with tax related registration. We shall register the company book of accounts as required by the Internal Revenue Code of the Philippines and assist in the printing of Invoice and Official Receipts. Timeline for BIR registration is 1 week. Printing of Invoice and Official Receipts vary on the capacity of printers.	
(3) LGU (Local Government Units) Permits Registration for Business (City) Permits is done simultaneously with the registration of BIR. This process requires us to go through application for the following:	
<ul style="list-style-type: none">• Barangay Clearance• City Locational Clearance• City Engineering Office	<ul style="list-style-type: none">• Fire Clearance• Sanitary Clearance• Business Permit Assessment

what's included

- If needed we can offer a competitive Virtual Office address to package with your incorporation needs.
- Free 45 Min consultation with Partner Accounting Firm to discuss your responsibility as a new business owner in The Philippines
- Free 45 Min consultation with our Legal Partners on other legal matters

what you need to prepare

- Signed Contract
- Filled out Registration Form
- All 5 Incorporators' or Sole Prop owner's Tax Identification Number (TIN)
- Business Address

timetable

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	
SEC Registration	■	■	■	■	■	■	■	■	
BIR Registration	■	■	OR & INVOICE Printing can take 4 to 6 weeks						■
Business Permit	■	■	■	■	■	■	■	■	
SSS	■	■	■	■	■	■	■	■	
PhilHealth	■	■	■	■	■	■	■	■	
PAGIBIG Fund	■	■	■	■	■	■	■	■	

process

1. Sign up and make initial payment
2. Submit Signed Contract and Registration Form
3. Sign the Articles of Incorporation prepared by our team
4. Sit back and Relax for 30 working days
5. Turnover of documents. You're ready for business!

how much

Sole Proprietorship	P 7,500
Domestic Incorporation	P 35,000
Foreign Incorporation	P 45,000
Quarterly Business Permit Renewal	P 6,000
SSS, Phil-health, Pag-Ibig, other government agency related application	P 5,000
Post-SEC (BIR and LGU only)	P 25,000
Post-DTI (BIR and LGU only)	P 5,000

Payment Schedule

- 50% Professional Fee upon engagement
- 100% Government Fund
- 50% Upon Completion

Package Deal

Company Incorporation SEC Registration Only	Company Incorporation Post SEC Only	Full Company Incorporation	Company Incorporation + Virtual Office
Php 20,000	Php 29,000	Php 39,000	Php 60,000
SEC Registration Only	—	SEC Registration Only	SEC Registration Only
—	<ul style="list-style-type: none"> • BIR • Application for 'Authority to Print' (OR) • Books of Account • Annual Registration (0605) • DST Doc Stamp for Lease • DST Doc Stamp for Subscribed Capital 	<ul style="list-style-type: none"> • BIR • Application for 'Authority to Print' (OR) • Books of Account • Annual Registration (0605) • DST Doc Stamp for Lease • DST Doc Stamp for Subscribed Capital 	<ul style="list-style-type: none"> • BIR • Application for 'Authority to Print' (OR) • Books of Account • Annual Registration (0605) • DST Doc Stamp for Lease • DST Doc Stamp for Subscribed Capital
—	<ul style="list-style-type: none"> • LGU • Barangay Permit • Mayors Permit • Fire and Safety • Zoning Permit • Location Clearance • Insurance (CGL) 	<ul style="list-style-type: none"> • LGU • Barangay Permit • Mayors Permit • Fire and Safety • Zoning Permit • Location Clearance • Insurance (CGL) 	<ul style="list-style-type: none"> • LGU • Barangay Permit • Mayors Permit • Fire and Safety • Zoning Permit • Location Clearance • Insurance (CGL)
—	—	—	12 months VOS 101 plan (Business Address and Mail Handling)