



TRANSFER OF SITE FORM

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Form No.	ROASD-1058
Revision No.	0
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PART A: GENERAL INSTRUCTIONS

1. Use this form to request the transfer of the Company's registered address/es with PAGCOR to a new operating address/es.
2. Write your answers in block letters. If the information required is not applicable, write "NA"
3. Print your application form and all documentary requirements on an A4-size paper.
4. Original documents must be submitted to the ROASD Office. Applications with incomplete information / requirements will not be accepted.

Note: For any inquiries regarding your application, you may contact ROASD through : 8522 0299 local 1188 / 1189

PART B : REQUIRED ATTACHMENTS / SUPPORTING DOCUMENTS

This notification form must be accompanied by the following supporting documents:

- ☐ Letter request for the transfer of existing operating site/s
- ☐ Lease Agreement covering the new operating site/s
- ☐ Valid Mayor's Permit / Business Permit
- ☐ Certified True Copy of BIR Registration of the new operating site/s
- ☐ Certified True Copy of Letter of No Objection (for RPP/RPSM applicant)
- ☐ Surrender of previously issued Certificate

ALL REQUESTS FOR TRANSFER OF OPERATING SITE/S SHALL BE SUBJECT TO INSPECTION

PART C. NOTIFICATION DETAILS

DATE: _____

NAME OF COMPANY: _____

TYPE OF LICENSE / ACCREDITATION: _____

REASON FOR RELOCATION: _____

TRANSFER OF OPERATING SITE / ADDRESS:

FROM		TO	
CURRENT OPERATING ADDRESS	FLOOR ARE	NEW OPERATING ADDRESS	FLOOR ARE
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	

(Note: Please use additional sheet/s if the space provided above is not sufficient)

PART D. AUTHORIZED REPRESENTATIVE

PRINTED NAME: _____

POSITION TITLE: _____

CONTACT NUMBER: _____ EMAIL ADDRESS: _____

SIGNATURE OVER PRINTED NAME