

**[POEA MEMORANDUM CIRCULAR NO. 23, s 1993,
June 21, 1993]**

TRANSFER OF BUSINESS ADDRESS

Further to Memorandum Circular No. 8, Series of 1983 dated February 08, 1983 and in consonance with the provisions of Article 29 of the Labor Code as amended and Section 13, Rule II, Book II of the Rules and Regulations Governing Overseas Employment, as amended, the following guidelines on the transfer of business address are hereby issued for the information and guidance of all concerned:

1. All licensed landbased and seabased agencies/entities shall seek approval of the Administration of any change of business address thru formal letter specifying the actual date of occupancy, together with the following attachments:

- a. Accomplished LRO Form No. 2 — application form for transfer of business address (duly notarized);
- b. Copy of the company's formal notice to the Bureau of Domestic trade or Securities and Exchange Commission on the transfer of business address;
- c. In case of a corporation, Board Resolution/Secretary's Certificate duly registered with the SEC authorizing transfer of business address;
- d. Copy of the contract of lease or proof of building ownership, specifying office floor area, minimum requirement of which is 60 sq. meters;
- e. List of new officers/employees if any together with their appointments, biodata and passport size picture, list of terminated/resigned employees together with cause of termination/resignation not previously submitted to this Administration;
- f. Original copy of proof of publication of new address in a news paper of general circulation (to be submitted after inspection)

2. Inspection of the new business address shall be done upon receipt of application for transfer together with all of the above-enumerated requirements. The agency is therefore expected to have effected its transfer immediately. Final acknowledgment of the transfer shall be issued upon compliance with the required minimum standard of operations as officially indicated in the inspection results.

3. Agencies which fail to submit with the letter application the above enumerated requirements shall be issued a no objection letter, allowing the transfer and conduct of business thereat subject to the submission of required documents within thirty (30) days from filing of the letter of application but without prejudice to the outcome of the ocular inspection that shall be conducted. Failure of the agency