Memorandum Circular No. 8

To: All Licensed Employment and Manning Agencies and Authorized Service and Construction Contractor

Subject: Guidelines on Transfer of Business Address

In accordance with the provisions of Article 29 of the Labor Code and Section 7, Rule V, Book 1 of its Rules, the following guidelines on the transfer of business address are hereby issued for the information and guidance of all concerned:

1. All licensed employment and manning agencies and authorized service and construction contractors shall seek prior approval by the Administration of any change of business address thru a formal letter with the following attachments:
   
   a. Copy of the company's formal notice to the Bureau of Domestic Trade or Securities and Exchange Commission on the transfer of business address;
   
   b. In case of a corporation, Board Resolution duly registered with the SEC authorizing transfer of business address;
   
   c. Copy of the BDT/SEC acknowledgment notice on the transfer;
   
   d. Copy of the contract of lease or proof of building ownership;
   
   e. List of officers/employees; names of terminated employees, if any, and cause/s for termination; bio-data and passport-size picture of new employees, if any.

2. The new office space shall be subject to the normal ocular inspection procedures by duly authorized representative of the Administration.

3. Approval of the transfer or official recognition
of new addresses shall be issued by the Administration upon compliance by the agency concerned with the monitoring requirements stated above.

For compliance.

08 February 1983.

CRESCENCIO M. SIDAYAO
Officer-in-Charge