



## SEC-eSPARC – CBP Integration

This new feature allows successfully registered applications in eSPARC to proceed to the Central Business Portal (CBP) and continue the subsequent steps for the BIR, Social Service Agencies (SSS, PAG-IBIG and PhilHealth), LGU and FDA registration online. At the end of the registration process in eSPARC, the applicant will be redirected to and be allowed to continue the registration to other government agencies in CBP. This new feature is available to both new and previously registered applications in eSPARC.

### Quick Guide

You can proceed to the CBP from eSPARC in two ways.

**Option 1: By clicking the button found on the email notification of the eSPARC (See Figure 1).**

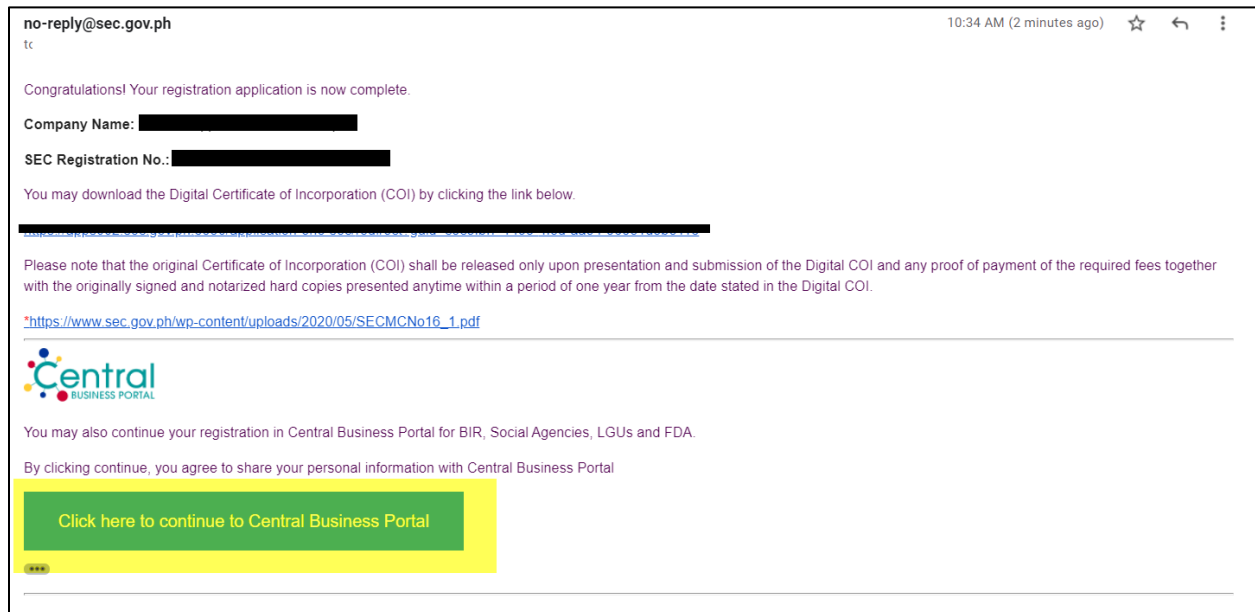


Figure 1: Email notification showing the button to continue to CBP

**Option 2: By clicking the “Continue to Central Business Portal” button found on the Application Summary page (See Figure 2 and Figure 3).**

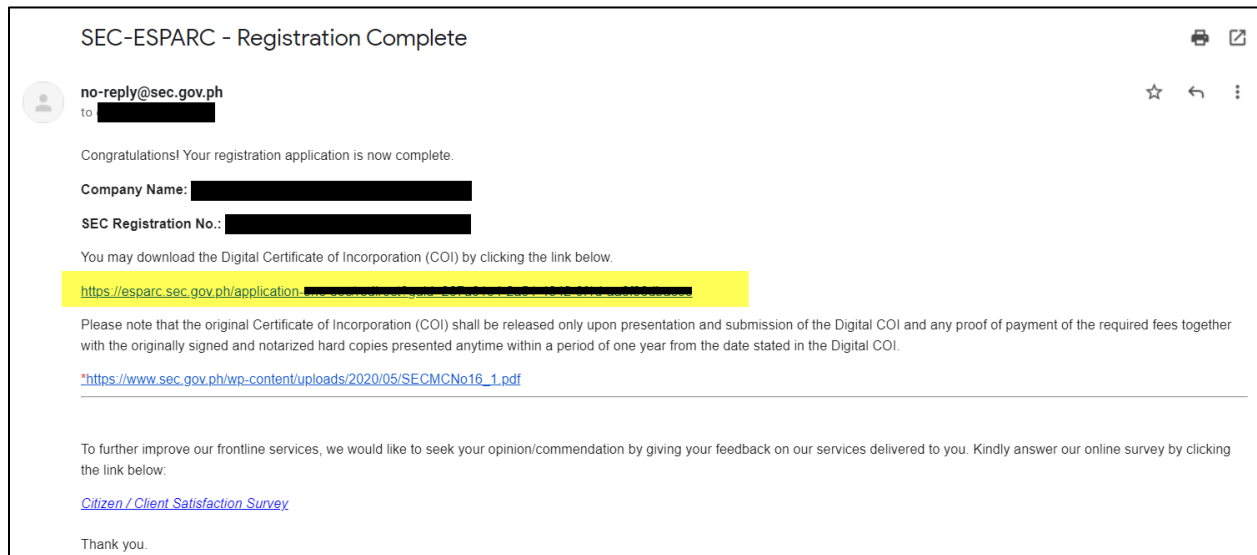
The screenshot shows the top portion of a web form. At the top, a green header contains the SEC logo and the text "SECURITIES AND EXCHANGE COMMISSION" and "REGISTRATION APPLICATION FORM". Below this, a white box contains the following information: "Application Reference Number:" followed by a redacted black box; a red note: "Please take note of your application reference number for easy tracking of your application."; "COMPANY NAME:" followed by a redacted black box; and "STATUS: Approved by SEC". Below a horizontal line is the "Central BUSINESS PORTAL" logo. Text below the logo reads: "Continue your registration in Central Business Portal for BIR, Social Agencies, LGUs and FDA. By clicking continue, you agree to share your personal information with Central Business Portal". A prominent green button with a white arrow icon and the text "Continue to Central Business Portal" is highlighted with a yellow background. A red "Exit" button is located in the bottom right corner of the white box. At the bottom of the entire page, the text "SECURITIES AND EXCHANGE COMMISSION 2022" is centered.

*Figure 2: Summary Page for Approved Regular Application showing the button to continue to CBP*

The screenshot shows a more detailed summary page. It includes: "COMPANY NAME:" followed by a redacted black box; "STATUS: Approved by SEC"; and "SEC Registration Number:" followed by a redacted black box. A blue button with a download icon and the text "Download Digital COI" is positioned to the right of the registration number. Below this is a section titled "Documentary Requirements - Click ⬇️ to download" with a list: 1. Application Summary Form, 2. Cover Sheet, 3. Articles of Incorporation (with a sub-item a. Stock Corporation), and 4. By-laws. A note follows: "Note: Please note that the original copy of the Certificate of Incorporation (COI) shall be released only upon presentation and submission of the Digital COI, copy of the proof of payment of the assessed registration fees together with the originally signed and authenticated\* or notarized hard copies anytime within a period of one year from the date stated in the Digital Certificate of Incorporation." Below the note is a URL: "\*https://www.sec.gov.ph/wp-content/uploads/2020/05/SECMCNo16\_1.pdf". The "Selected SEC Office:" is listed as "Legazpi Extension Office SEC Bldg., 2nd Floor Chiniei (Avon) Bldg. Rizal St. Albay District Legazpi City". Below a horizontal line is the "Central BUSINESS PORTAL" logo. Text below the logo reads: "Continue your registration in Central Business Portal for BIR, Social Agencies, LGUs and FDA. By clicking continue, you agree to share your personal information with Central Business Portal". A prominent green button with a white arrow icon and the text "Continue to Central Business Portal" is highlighted with a yellow background. Below this is a survey request: "To further improve our frontline services, we would like to seek your opinion/commendation by giving your feedback on our services delivered to you. Kindly answer our online survey by clicking the link below:" followed by a blue link: "Citizen / Client Satisfaction Survey". A red "Exit" button is located in the bottom right corner of the white box.

*Figure 3: Summary Page for OneSEC Application showing the button to continue to CBP*

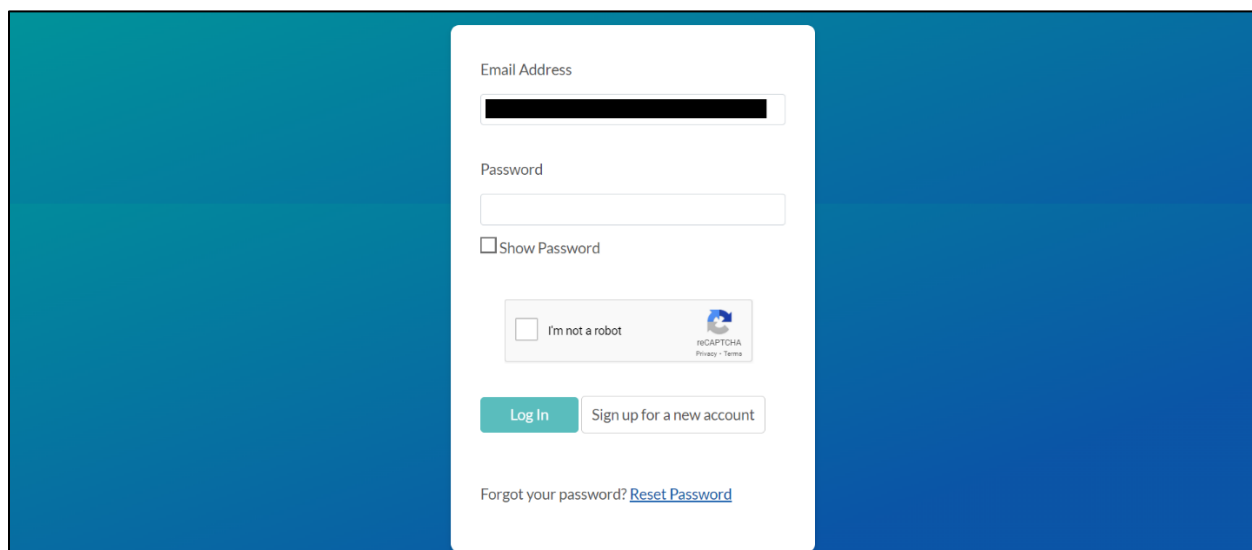
*Note: For previously approved applications, including applications registered through the OneSEC, you can go to the Application Summary page by clicking the link on the email notification previously sent by eSPARC (See Figure 4).*



*Figure 4: Email notification showing the link to go to the Application Summary Page.*

By proceeding to the CBP, you agree to share your personal information and your business details in eSPARC to the CBP. This will enable the CBP to check if you are already registered in the system and populate the business details in the unified form that is needed in your company's registration with BIR and other government agencies.

You will be redirected to the CBP login page if you have an existing account in CBP (See Figure 5).



*Figure 5: Login page of the Central Business Portal*

Otherwise, you will be redirected to the Account Creation page and will be asked to first sign-up with the CBP (See Figure 6).

**Welcome to CBP!**  
One stop shop to register your business

\* Email Address

\* Mobile Number

\* First Name

Middle Name

\* Last Name

Suffix

Please read carefully and thoroughly the Terms of Use and Privacy Policy.

I agree to the Central Business Portal's [Terms of Use](#).

I agree to the Central Business Portal's [Privacy Policy](#).

Figure 5: Account Creation page of the Central Business Portal

Upon login to the CBP, you will now be able to apply for BIR TIN and automatically get employer numbers from SSS, PAG-IBIG and PhilHealth. You can also proceed to the LGU and FDA online registration process through the CBP. To know more about the processes inside the CBP, kindly visit <https://business.gov.ph/help-center>.