



|  |                                    |  |  |  |                                      |   |  |
|--|------------------------------------|--|--|--|--------------------------------------|---|--|
|   |                                    | Republic of the Philippines<br>Province of Capiz<br><b>MUNICIPALITY OF PANAY</b> |  |   |                                      | TO AVOID DELAY,<br>STRICTLY NO ERASURES<br>AND SUPPLY ALL<br>AVAILABLE DATA AND<br>NECESSARY<br>DOCUMENTS |  |
| <b>APPLICATION FORM FOR BUSINESS PERMIT</b>  |                                    |  |  | BPLO Tel No.: (036)6212-021  |                                      |   |  |
| <b>Application Status:</b>   |                                    | <b>Transfer:</b>   |  | <b>Change Ownership Status:</b>  |                                      |   |  |
| <input type="checkbox"/> New   | <input type="checkbox"/> Ownership | <input type="checkbox"/> From Single to Partnership                              | <input type="checkbox"/> From Partnership to Corporation |  |                                      |   |  |
| <input type="checkbox"/> Renewal   | <input type="checkbox"/> Location  | <input type="checkbox"/> From Single to Corporation                              | <input type="checkbox"/> From Corporation to Single      |  |                                      |   |  |
| <input type="checkbox"/> Additional  |                                    | <input type="checkbox"/> From Partnership to Single                              | <input type="checkbox"/> From Corporation to Partnership |  |                                      |   |  |
| Tax Year   |                                    | Date   |  | Business Permit No.  |                                      |   |  |
| CTC No.<br>(cedula)  |                                    | BIR TIN  |  | DTI/SEC/CDA Reg. No.   |                                      |   |  |
| Type of Organization   |                                    | <input type="checkbox"/> Single  | <input type="checkbox"/> Partnership                     | <input type="checkbox"/> Corporation   | <input type="checkbox"/> Cooperative |   |  |
| Name of Applicant  |                                    | Last Name  |  | First Name   |                                      | Middle Name   |  |
| Business Name/Trade Name/Franchise   |                                    |  |  |  | Date Business Started                |   |  |
| Name of Corporation<br>(for corporations only)   |                                    |  |  |  |                                      |   |  |
| Name of President/<br>Treasurer of Corporation   |                                    | Last Name  |  | First Name   |                                      | Middle Name   |  |
| Business Address (complete address)  |                                    |  |  | Owner's Address (complete address)   |                                      |   |  |
|  |                                    |  |  |  |                                      |   |  |
| Contact No.<br>(telephone/cellphone no.)   |                                    |  |  | Email Address/Website  |                                      |   |  |
| Property Index No.   |                                    |  |  | Total Area Used for Business<br>(square meters)  |                                      |   |  |
| Total No. of Employees   |                                    |  |  | No. of Employees Residing in Panay   |                                      |   |  |
| Lessor's Name<br>(if establishment is rented)  |                                    |  |  | Monthly Rental<br>(in PHP)   |                                      |   |  |
| Is the Business Using a Signboard?   |                                    |  |  | Area of Signboard<br>(square meters)   |                                      |   |  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   |                                    |  |  |  |                                      |   |  |
| BUSINESS ACTIVITY (to filled up by BPLO personnel)   |                                    |  |  |  | Application No.                      |   |  |
| Line of Business   |                                    | Total Capital Investment<br>(for new)  |  | Previous Year's Gross Sales/<br>Receipts (for renewals)  |                                      | Basis of Assessment<br>(attached)   |  |
| <input type="checkbox"/> Manufacturer/Importer/Producer  |                                    | ₱  |  | ₱  |                                      | <input type="checkbox"/> PIL  |  |
| <input type="checkbox"/> Contractor/Service Establishment  |                                    |  |  |  |                                      | <input type="checkbox"/> Book of Accounts   |  |
| <input type="checkbox"/> Retailer  |                                    |  |  |  |                                      | <input type="checkbox"/> Articles of Inc.   |  |
| <input type="checkbox"/> Dealer/Distributor/Wholesaler   |                                    |  |  |  |                                      | <input type="checkbox"/> Inspection   |  |
| <input type="checkbox"/> Other   |                                    |  |  |  |                                      | <input type="checkbox"/> Other  |  |
| Remarks  |                                    |  |  | BPLO Evaluator   |                                      |   |  |
| I hereby agree to the immediate cancellation of this application or the permit to be issued, as well as undertake to comply with all orders to cease and desist from operating, including closure orders, should any appropriate government agency find any falsehood or misrepresentation and deficiencies in this application or in the operation of the above-described business. |                                    |  |  |  |                                      |   |  |
| Signature of Applicant Over Printed Name   |                                    |  |  | FOR SINGLE PROPRIETORSHIP: Attach SPA w/ clear photocopy of ID of Authorized Person to transact and the taxpayer/applicant<br>FOR CORPORATION/PARTNERSHIP & OTHERS: Notarized Board Resolution/Secretary's Certificate authorizing person to transact and clear photocopy of ID of signatory and person authorized |                                      |   |  |
| Position/Title   |                                    |  |  |  |                                      |   |  |

| APPLICATION FORM FOR BUSINESS PERMIT                                       |                                       |                           |                                    |
|--|---------------------------------------|---------------------------|------------------------------------|
| ASSESSMENT AS PER LINE OF BUSINESS <i>(to filled up by BPLO personnel)</i> |                                       |                           |                                    |
|  |                                       |                           | Amount Due (in PHP)                |
| Gross sales/business tax   |                                       |                           |                                    |
| Penalty/Surcharge  |                                       |                           |                                    |
| Mayor’s permit fee   |                                       |                           |                                    |
| Inspection fee   |                                       |                           |                                    |
| Plate/sticker fee  |                                       |                           |                                    |
| Garbage fee  |                                       |                           |                                    |
| Police clearance fee   |                                       |                           |                                    |
| Sanitary inspection fee  |                                       |                           |                                    |
| Medical/health examination fee   |                                       |                           |                                    |
| Zoning/locational clearance fee  |                                       |                           |                                    |
| Tax on signboards/billboards   |                                       |                           |                                    |
| Fire code fee  |                                       |                           |                                    |
| Certification fee  |                                       |                           |                                    |
| Permit fee for sale of tobacco   |                                       |                           |                                    |
| Tax on delivery vans/trucks  |                                       |                           |                                    |
| Fee for storage of combustible and flammable materials                     |                                       |                           |                                    |
|  |                                       |                           |                                    |
|  |                                       |                           |                                    |
|  |                                       |                           |                                    |
| TOTAL AMOUNT PAYABLE   |                                       |                           | ₱                                  |
| Remarks  |                                       | Assessed by:<br><br>_____ |                                    |
| VERIFICATION OF DOCUMENTS <i>(to filled up by BPLO personnel)</i>          |                                       |                           |                                    |
| REQUIREMENTS <i>(check if complied)</i>                                    |                                       |                           | REMARKS                            |
| ✓  | Barangay Clearance                    |                           |                                    |
| ✓  | Community Tax Certificate             |                           |                                    |
| ✓  | Police Clearance                      |                           |                                    |
| ✓  | Sanitary Permit                       |                           |                                    |
|  | Health Certificate                    |                           |                                    |
|  | Brgy. Cert. for New Business          |                           |                                    |
|  | Brgy. Cert. for Closure/Retirement    |                           |                                    |
|  | Sketch of Business Location           |                           |                                    |
|  | Zoning Locational Clearance           |                           |                                    |
|  | Electric bills (4 consecutive months) |                           |                                    |
|  | CDA Reg./Cert. of Good Standing       |                           |                                    |
|  | Building Permit                       |                           |                                    |
|  | BSP Registration                      |                           |                                    |
|  | DTI Registration                      |                           |                                    |
|  | Lease Contract/Agreement              |                           |                                    |
|  | SEC Registration                      |                           |                                    |
|  | Articles of Incorporation             |                           |                                    |
|  | Tax Declaration (Land)                |                           |                                    |
|  | Tax Declaration (Bldg.)               |                           |                                    |
|  | Fire Safety Inspection Cert. (BFP)    |                           |                                    |
|  | Occupancy Permit                      |                           |                                    |
|  | Secretary's Cert/SPA                  |                           |                                    |
|  | MGB Clearance                         |                           |                                    |
|  | Previous Year’s NFA Permit            |                           |                                    |
|  | FDA License                           |                           |                                    |
|  | Environmental Compliance Certificate  |                           |                                    |
|  | SSS Clearance                         |                           |                                    |
|  | Pag-ibig Cert. of Good Payee          |                           |                                    |
|  | DENR Cert. to Transport               |                           |                                    |
|  |                                       |                           |                                    |
|  |                                       |                           |                                    |
| Reviewed & Encoded by:<br><br>_____  |                                       |                           | RECOMMENDING APPROVAL<br><br>_____ |
| BPLS Encoder   |                                       |                           | BPLO – Designate                   |