



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





**MUNICIPAL
TREASURER'S OFFICE
(MTO)**
ADMINISTRATIVE SERVICES





2. PAYMENT OF BUSINESS TAX AND OTHER FEES (NEW BUSINESS)

Receive payment of business tax and other fees from persons who establish, operate, conduct or maintain their respective business within the municipality.

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Mayor's Permit Application Form (2 copies) 2. Approved Verification of Documents Form from BPLO 3. Approved Assessment Form		BPLO OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present all requirements to the Cashier	Accept all requirements, verify for completeness and accept payment	Depending on the approved assessment value	5 mins.	Cashier/Collectors
2. Wait	Issue Official Receipt		5 mins.	Cashier/Collectors
3. Receive Official Receipt	Release the Official Receipt and instruct the client to proceed to the BPLO for the release of Mayor's Permit		5 mins.	Cashier/Collectors
TOTAL:		None	15 minutes	