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Copy S' John, thanks.

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**Sent:** Monday, 15 July 2019 3:07 PM

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7/24/2025

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**Subject:** RE: Permits & Licenses

Dear All,

In line with the proper display of branch permits & licenses, we would like to reiterate our previous instructions below about the posting of branch permit inside the store. However, in some branches, they were allowed to use an acrylic permit holder(binder) to display their permits & licenses. In such cases, we would like to request that when displaying using the acrylic holder/ ring binder, the first permit that must be seen should be the branch's **Certificate of Registration (BIR 2303)** next is your **Annual Registration fee (BIR payment form 0605) with the receipt** then the rest of the permits follows. For the BIR "Ask for your Receipt", this must be displayed separately but make sure that it is displayed properly and conspicuously.

Hi Sir Archie,

We would like to seek the assistance of your auditors to check the compliance of the branch with regards to the display of branch permits (wall posting & acrylic/binder display) during audit visits.

Thanks,  
John

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**From:** John Buenaventura [mailto:treasupervisor@eo-executiveoptical.com]

**Sent:** Tuesday, February 07, 2017 3:07 PM

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**Subject:** Permits & Licenses

**Importance:** High

Dear All,

We would like to reiterate in this email the concerns and SOP concerning our Permits & Licenses. Please ensure that **all listed permits and licenses below must be posted in a conspicuous place at all times.**

1. Certificate of Registration (BIR 2303)
2. "Ask for your Receipt" Notice
3. Annual Registration fee (BIR payment form 0605)
4. Barangay Clearance



5. Mayor's Permit
6. Fire Safety Inspection Certificate
7. Sanitary Permit
8. Business Plate/Sticker

Item nos. 1 & 2 are one time issuance and not renewable, therefore, this must always be posted in the branch. Item nos. 3 to 8 are subject for renewal annually. We have started the renewal process of the said permits but make sure that the existing permits (year 2016) are posted inside the branch until you receive the new permits (year 2017). For item nos. 6 & 7, these permits are subject for inspection by the Bureau of Fire and Health Department, respectively. So, please be ready when they visit our branch for inspection.

Also, When BIR personnel visits/inspects your branches, they will ask for your **Books of Account**. When they ask you this, **DO NOT** show them your cashier's notebook or any other notebooks/ledgers/journals used by the branch. Instead, tell them that the Book of Account is in the Head Office for updating of records. Or you can immediately call Treasury Department for assistance. They will also ask if we are using a **POS (Point-of-Sale)**. The response is we "**DO NOT**" use this. Our branch computer is for inventory and monitoring purposes only. We issue manual receipts for our transactions.

Should you have any other questions and inquiries, please don't hesitate to email or call Treasury Department.

Thanks,  
John