

Barangay Form 1 – Page 1 of 2 (May 14 2019)		Number:
	Republic of the Philippines Province of Rizal Municipality of Tanay <b>BARANGAY KATIPUNAN BAYANI</b> <b>Application for Barangay Business Permit</b>	Date
		Received by:
		Received on:

**INSTRUCTIONS:**

1 Provide accurate information and print legibly to avoid delays. Incomplete application form will be returned to the applicant.

2 Ensure that all documents attached to this form (if any) are complete and properly filled out.

**I APPLICANT SECTION**

**1 BASIC INFORMATION**

Transaction Type: <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Retirement		TIN No:	DTI/ SEC/CDA Registration No/Date:
Type of Business:	<input type="checkbox"/> Single <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative		
Amendment: From	<input type="checkbox"/> Single <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative		
To	<input type="checkbox"/> Single <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative		

Are you enjoying tax incentives from any Government Entity?   ☐ No   ☐ Yes, please specify the entity?

Name of Applicant/Taxpayer		
Last Name:	Firstname:	Middle Name:
Business Name:		
Trade Name/Franchise:		

**2 OTHER INFORMATION**

Business Address:		
Postal Code:	Email Address:	
Telephone No:	Mobile No:	
Owner's Address:		
Postal Code:	Email Address:	
Telephone No:	Mobile No:	
In case of emergency, provide name of the contact person:		
Telephone/Mobile No:		Email address:
Business area (sqm)	Total number of employees in establishment: _____ Male   _____ Female	Number of employees residing within LGU: _____ Male   _____ Female

Note: Fill up only if business place is rented/not owned

Lessor's Full Name:
Lessor's Full address:
Lessor;s Full telephone/mobile no.:
Lessor's email address:
Monthly rental:

**3 BUSINESS ACTIVITY**

Line of Business	No of units	Capitalization (for new business)	Gross/Sales Receipts (for renewal)	
			Essential	Non-Essential

**I DECLARE UNDER PENALTY OF PERJURY** that the foregoing information are true based on my personal knowledge and authentic records. Further, I agree to comply with the regulatory requirement and other deficiencies within 30 days from release of the business permit.

**Signature of Applicant/Taxpayer over printed name**

**POSITION/TITLE**

Barangay Form 1 – Page 2 of 2 (May 14 2019) <b>Application for Barangay Business Permit</b>				
<b>II LGU SECTION (Do not fill up this section)</b>				
<b>1 VERIFICATION OF DOCUMENTS</b>				
Description	Office/Agency	Yes	No	Not needed
Business Registration (New)	DTI/SEC/CDA			
Occupancy Permit (new)	Municipal Engineering's Office			
Certificate of Annual Inspection (Renewal)	Municipal Engineering's Office			
Proof of RPT payment (Land/Building/Machinery)	Municipal Treasurer's Office			
Valid Fire Safety Inspection Certificate	Bureau of Fire Protection			
Contract of Lease				
Sworn Statement of Gross Receipt (Renewal)				
Verified by:				
Signature over printed name				
<b>LOCAL TAXES</b>	Account Code	Amount Due		
BUSINESS TAX (Retailers ONLY with Gross sales/receipts ranging P0.00 to P30000)	4-01-02-010			
Surcharge on late payment – 25% of tax due	4-01-05-020			
Interest on unpaid tax – 2% monthly	4-01-05-030			
<b>REGULATORY FEES AND CHARGES</b>				
Fees and Charges on billboards, signboards, neon signs and outdoor advertisements	4-01-03-030			
Garbage Collection Fee for one year	4-01-06-010	360.00		
Barangay Business Permit Plate (Retailers ONLY with Gross sales/receipts ranging P0.00 to P30000)	4-02-01-030			
Barangay Business Permit Sticker (Retailers ONLY with Gross sales/receipts ranging P0.00 to P30000)	4-02-01-030			
Barangay Business Clearance	4-02-01-040			
Others, please specify:				
<b>TOTAL FEES for LGU</b>				
Business Club/Association Dues (MOA with Business Club/Association)				
<b>TOTAL COLLECTIBLE</b>				
Assessed by:				
Signature over printed name				
Payment and Release Details				
OR No	OR Date	OR Amount		
Received by		Date Received:		