

APPLICATION FORM FOR BUSINESS PERMIT

TAX YEAR : 2017

CITY OF MALOLOS

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

☐ New

☐ Renewal

Mode of Payment :

☐ Annually

☐ Semi-Annually

☐ Quarterly

Date of Application:

DTI/SEC/CDA Registration No. :

TIN No.

DTI/SEC/CDA Registration No. :

Type of Business:

☐ Single

☐ Partnership

☐ Corporation

☐ Cooperative

Amendment:

From

☐ Single

☐ Partnership

☐ Corporation

To

☐ Single

☐ Partnership

☐ Corporation

Are you enjoying tax incentive from any Government Entity?

☐ Yes

☐ No

Please specify the entity?

Name of Taxpayer/ Registrant

Last Name:

First Name:

Middle Name:

Business Name:

Trade name/ Franchise:

2. OTHER INFORMATION

Note: For renewal applications, do not fill up this section unless certain information have changed.

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 contact person:

Telephone/ Mobile No:

Email Address:

Business Area (in sq m.):

Total No.of Employees in Establishment:

No.of Employees Residing within LGU:

Note: Fill Up Only If Business Place is Rented

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 business permit.

SIGNATURE OF APPLICANT/TAXPAYER OVER PRINTED NAME

POSITION/TITLE

Application Form for Business Permit

II. LGU SECTION (Do Not Fill Up This Section)

1. VERIFICATION OF DOCUMENTS

Description	Office Agency	Yes	No	Not Needed
Occupancy Permit (For New)	Office of the Building Official			
Barangay Clearance (For Renewal)	Barangay			
Sanitary Permit/Health Clearance	City Health Office			
City Environmental Certificate	Bulacan Environmental and Natural Resources Office			
Market Clearance (For Stall Holders)	Malolos Public Market			
Valid Fire Safety Inspection Certificate	Bureau of Fire Protection			

Customer Feedback: Kamusta ang naging serbisyo ng BPLO sa inyo? Bilugan ang sagot.

Lubos na nasiyahan

Nasiyahan

Nakuntento

Di Nasiyahan

Lubos na nadismaya

Komentaryo / Mungkahi:

Verified by: BPLO

"Every risk is worth taking as long as it's for a good cause, and contributes to a good life"