



# San perton hand sanitizer

**"It looks like all you need.."**

## XII - STEM NEWTON

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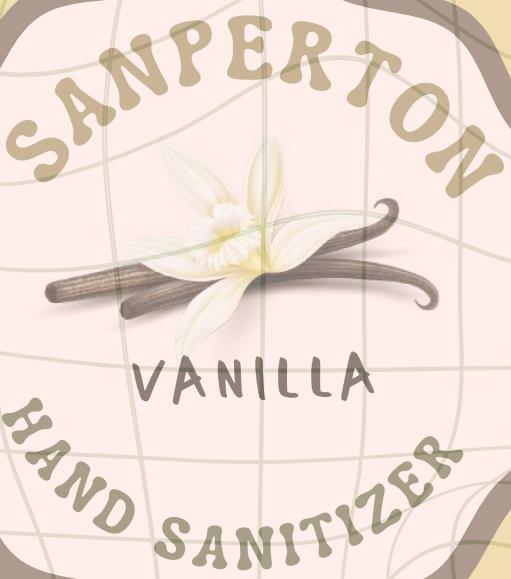


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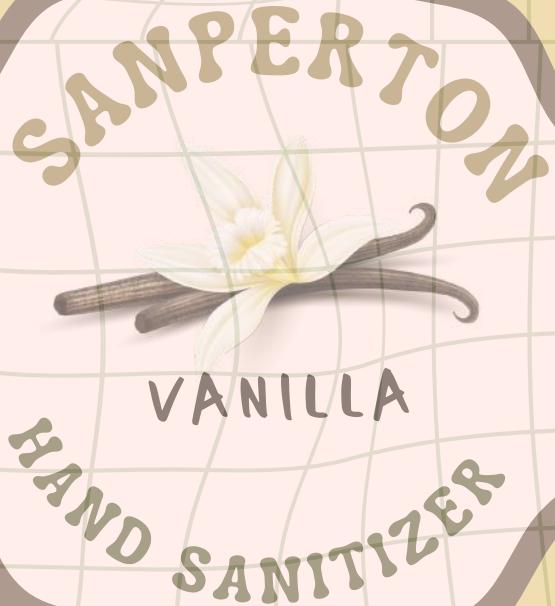


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Sanitizer  
san perton  
hand



# 1. Company Profile



# I. A. Executive Summary

The COVID-19 pandemic has highlighted the essential role of disinfectants in maintaining hygiene. Prior to the pandemic, sanitizers and alcohol were already utilized to clean hands and stop the spread of germs. However, the outbreak has brought alcohol to the forefront as a means of combating the virus. With this in mind, our group has come up with a business idea to provide scented sanitizers that not only kill 99.99% of germs, but also have a pleasant smell.

Our group has brainstormed different names for the business and eventually voted for "SANPERTON", a combination of the words "sanitizer", "perfume", and "newton". The name was chosen as it is catchy and may attract the attention of students.

Initially, our target market was senior high school students at Parañaque National High School-Main, but we have realized that junior high school students, as well as teachers and non-teaching personnel, may also be interested in our product. We conducted marketing research among senior high school students to better understand their preferences for sanitizers, including the scents they prefer, the sizes they consider suitable, and the prices they can afford (ranging from 40-60 PHP).

Based on our marketing research, we have come up with strategies to promote our product. We aim to reduce our environmental impact by offering a 20% discount on the next purchase for buyers who return an empty bottle of our sanitizer. The empty bottles will be traded for new ones with our bottle suppliers.

The organizational structure of our business, "SANPERTON", will consist of a general manager, two personnel for sanitizer production, one sales representative, and one cashier. The business will be located in Luistro Bldg. at Parañaque National High School-Main and will be open from 8:30 AM to 4:30 PM. SANPERTON will be known for providing a 99.99% germ-killing sanitizer with a pleasant scent.

## **I.B. GOAL / OBJECTIVES/ VISION/ MISSION**

### **Goal**

The goal of our business is to produce high-quality, organic, scented hand sanitizers that promote proper hygiene and safety among our customers and offer an effective alternative for disease protection. We aim to leave a legacy and raise awareness about the importance of self-care to prevent illnesses.

### **Objectives**

- To promote health and safety on the school premises.
- To always achieve the desired results for our suppliers.
- To assure our commitment to giving quality sanitizer to everybody.
- To seek out new and enhanced best practices in order to be a successful business to our suppliers.
- Dignity, sincerity, and professionalism
- We are dedicated to earning our customers' trust and ensuring that their requirements are fulfilled in all that we do.
- Our goal is to introduce a potential personal care product that will complement Sanperton's product line.
- Our team developed an alcoholic hand sanitizer spray that provides immediate exclusion of bacteria that serve as a trigger for a common attack while also providing skin protection.
- Display the proper hand hygiene strategy in PNHS-Main.

### **VISION**

To be the number one supplier of the best quality, uniquely made, long-lasting hand sanitizer in the Philippines. Our company will be the most valued and trusted when it comes to increasing self-appeal and hygiene.

## MISSION

Our mission is to reduce the number of individuals affected by COVID-19 and other illnesses caused by bacteria and viruses. We aim to achieve this by providing a reliable and effective alternative solution to hand washing. Our top-notch, long-lasting hand sanitizer will not only promote self-appeal and hygiene, but also ensure that our customers have a quick and convenient method for avoiding illness. We strive to be the number one supplier of quality hand sanitizers in the Philippines, and to be valued and trusted by our customers for our commitment to their health and well-being.





SANPERTON

LAVENDER

HAND SANITIZER

## 2. Industry Analysis and Market Analysis

SANPERTON

LAVENDER

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## **2A. SOCIO-ECONOMIC, DEMOGRAPHIC, AND OTHER CHARACTERISTICS**

The scope of this industry is around the premises of PNHS-Main targeting students, teachers as well as staff. Our business offers hygienic hand sanitizer with scents for people who are not only looking for cleanliness but also with mixtures of scents' that will last long. Disinfectants, pump dispensers, and bottles have appeared everywhere, including schools, shopping malls, and even in our bags and pockets, especially when the COVID-19 outbreak is at its peak. Hand sanitizers have sold out across the country, leaving only empty shelves where disinfectant products would normally be found. Health and personal hygiene should be important considerations when going out. Cleaning hands at key times with soap and water or hand sanitizer that contains at least 60% alcohol is one of the most important steps you can take to avoid getting sick and spreading germs to those around you. Even over the past decade, there has been a growing concern about people's hand hygiene habits, even in cleaning things. When soap and water are unavailable, hand sanitizers and wipes are considered an acceptable alternative because they rely on alcohol to vanquish certain viruses and bacteria.

## **2B. MARKET NEEDS**

We have noticed a lack of businesses that mainly sell hygiene products like sanitizers. Places like schools, offices, or areas with high foot traffic often lead to people who are looking for hand sanitizers. Our company, Sanperton, will cater to this as our products will mainly be sanitizers. Our products are affordable, eco-friendly, and safe for both the user and the environment. We also offer different scents and sizes to choose from. Our customer base has a varied range of ages, backgrounds, and daily budgets. Current market trends are mainly different scents like citrus or sweet smelling, also having aesthetic packaging, have skyrocketed at an incredible rate mainly due to the pandemic as well as after, and the pandemic has left its effects around the globe, especially here in the Philippines.

Sanitizers have skyrocketed due to several factors, but are mainly due to COVID-19, where people have bought sanitizers to help prevent community transmissions. Our main competitor, Aroma Et Zoe, is one of the few oppositions. Our products have a range of offers of scents like fruity Lemon, blueberry, and strawberry to warm scents like cinnamon, and vanilla or tea tree and bubblegum. Our customers can choose whichever scent they like in three sizes, 30ml, 50ml, and 100ml. Along with these scents and sizes, our company is the only one that offers a 20% discount to our customers for their next purchase when they return an empty plastic bottle of Sanperton.

## **2C. KEY SUCCESS FACTOR**

### **PROPER PRICING**

Good pricing and discounts are to be offered where people could afford them within their budgets, and even students can avail of them.

### **MEN/EMPLOYEES**

Skilled and efficient people are a great advantage in business in order to establish a good environment with our customers.

### **MARKETING**

Having a strategic focus in our business could help in properly targeting our consumers and promoting our product line to the market.

LAVENDER  
HAND SANITIZER

## PRODUCT LINE

The production of our product will be monitored and upgraded according to the consumers' needs and feedback to continually produce better quality hand sanitizer.

## ONLINE ENGAGEMENT

This can be used as well to promote our business line to gain exposure and as a tool to further channel suggestions from our customers.

## 2D. MARKETING STRATEGY AND IMPLEMENTATION

Sanperton will position itself in the ground level of Luistro Bldg. of Parañaque National High School-Main. Sanperton Corp.'s supervisors will ensure high quality products in the market. Our business will provide good quality hand sanitizers that allows its customers to choose and decide their desired scent for their purchase. The store will welcome its customers with cleanliness and fresh surroundings, just like a reflection of the product they are selling.

### STRATEGY PYRAMID

#### Tactics:

- Informative and creative jingle. This allows us to attract more customers that will interest them to buy our product.
- Advertisement. The use of social media will be implemented. By the help of social media platforms, such as Facebook, Instagram, and Twitter, we can advertise our product so that people might be interested. We will create infographics and brand promotion that will soon be posted on these social media platforms.

# STRATEGY PYRAMID

## Program:

The sales staff are knowledgeable about the making of our product. Every ingredient and tools that were used are on the packaging so that customers can see the product's composition. Also, conduct surveys to the customers for their feedback through suggestion boxes. This will help the company to improve the service needed.

Table 1 : STRATEGIC PLAN SUMMARY

PRODUCTS	PRICING
<p>Sanperton's products are the following:</p> <ul style="list-style-type: none"><li>- 30ml Hand sanitizer (Fruity Lemon scented)</li><li>- 50ml Hand sanitizer (Fruity Lemon scented)</li><li>- 100ml Hand sanitizer (Fruity Lemon scented)</li> <li>- 30ml Hand sanitizer (Fruity Blueberry scented)</li><li>- 50ml Hand sanitizer (Fruity Blueberry scented)</li><li>- 100ml Hand sanitizer (Fruity Blueberry scented)</li> <li>- 30ml Hand sanitizer (Fruity Strawberry scented)</li><li>- 50ml Hand sanitizer (Fruity Strawberry scented)</li><li>- 100ml Hand sanitizer (Fruity Strawberry scented)</li> <li>- 30ml Hand sanitizer (Floral Lilac scented)</li><li>- 50ml Hand sanitizer (Floral Lilac scented)</li><li>- 100ml Hand sanitizer (Floral Lilac scented)</li> <li>- 30ml Hand sanitizer (Floral Lavender scented)</li><li>- 50ml Hand sanitizer (Floral Lavender scented)</li><li>- 100ml Hand sanitizer (Floral Lavender scented)</li> <li>- 30ml Hand sanitizer (Fresh Lemon scented)</li><li>- 50ml Hand sanitizer (Fresh Lemon scented)</li><li>- 100ml Hand sanitizer (Fresh Lemon scented)</li> <li>- 30ml Hand sanitizer (Fresh Orange scented)</li><li>- 50ml Hand sanitizer (Fresh Orange scented)</li><li>- 100ml Hand sanitizer (Fresh Orange scented)</li> <li>- 30ml Hand sanitizer (Fresh Mint scented)</li><li>- 50ml Hand sanitizer (Fresh Mint scented)</li><li>- 100ml Hand sanitizer (Fresh Mint scented)</li></ul>	<p>Sanperton's pricing strategy include the following:</p> <ul style="list-style-type: none"><li>• According to the survey, the target customer's budget is 40-60 pesos. The products will be priced for a minimum of 40 pesos depending on the product offered.</li><li>• The company is also going to offer quantity discounts, the price for every two purchased products will be reduced for the customers.</li></ul>
LOCATION	
	<p>Sanperton's location:</p> <ul style="list-style-type: none"><li>• Sanperton Corp. will position itself in the Ground level of Luistro Blg. of PNHS-Main.</li></ul>
PROMOTION	
	<p>Sanperton's promotional strategies includes the following:</p> <ul style="list-style-type: none"><li>• Distribution of flyers, brochures, and coupons</li><li>• Promotional Poster</li><li>• Promotional Sale</li><li>• Social media platforms</li></ul>

## PRODUCTS

- 30ml Hand sanitizer (Warm Cinnamon scented)
- 50ml Hand sanitizer (Warm Cinnamon scented)
- 100ml Hand sanitizer (Warm Cinnamon scented)
- 30ml Hand sanitizer (Warm Vanilla scented)
- 50ml Hand sanitizer (Warm Vanilla scented)
- 100ml Hand sanitizer (Warm Vanilla scented)
- 30ml Hand sanitizer (Tea Tree scented)
- 50ml Hand sanitizer (Tea Tree scented)
- 100ml Hand sanitizer (Tea Tree scented)
- 30ml Hand sanitizer (Bubble Gum scented)
- 50ml Hand sanitizer (Bubble Gum scented)
- 100ml Hand sanitizer (Bubble Gum scented)

## PRICING STRATEGY

- Cost accounting will help our company to determine the price of our products. It is the most reliable tool to determine the profitability of our business. According to our survey, most of the respondents preferred the price range of 40.00 Php to 60.00 Php to purchase our hand sanitizers.
- The result of the survey helped the company in managing the pricing structure of the product. The company invested in affordable ingredients to have a well-budgeted product with amazing scents.

## EXIT STRATEGY

The company is going to offer 20% discounts for every customer who returns their empty bottles of hand sanitizers. This will allow the company to trade the used bottles to the suppliers for new ones.

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## 2E. THE SWOT ANALYSIS

Table 2: STRATEGIC PLAN SUMMARY

<u>STRENGTHS</u>	<u>WEAKNESSES</u>
<ul style="list-style-type: none"><li>Portable hand sanitizers are in-demand, especially now that we are still in the pandemic.</li><li>Hand sanitizers sold by our company were aesthetically designed.</li><li>The name of our hand sanitizer is new, but attention-catching.</li><li>Our hand sanitizer is made up of high-quality materials but still, the price is considerable for our target market.</li></ul>	<ul style="list-style-type: none"><li>Our company is not yet known by our target market.</li><li>Members and staff of our company are new into this field and have no experience in handling business.</li><li>Our products can only be bought during weekdays and only limited to students and school personnel.</li></ul>
<u>OPPORTUNITIES</u>	<u>THREATS</u>
<ul style="list-style-type: none"><li>Our company would use connections in different sections for our new product to be known.</li><li>The use of online platforms would be implemented for more popular purposes.</li><li>Tarpaulins and fliers may be used to be noticed by our target customers.</li><li>Using quantity discounts will be done as one of our company strategies.</li></ul>	<ul style="list-style-type: none"><li>High-inflation rate may affect the price of our supplies.</li><li>Supplies for our raw materials may be limited.</li><li>There are competitors that may propose better offers than ours.</li></ul>

HAND SANITIZER

## 2F. METHODOLOGY

- The gathered data comes from the primary source.
- The primary data were used for the pricing strategy in the marketing plan, operational plan, and financial analysis. The data gathered from the survey is in the questionnaire method.
- The survey was conducted both online and in person. Google Forms was used in an online survey where the survey link was sent to multiple group chats of Grades 11 & 12, while the in-person was done by facilitating the survey to available classes. The random total number of respondents is 200.

### I. Identification of the Target Market

- The target customers of Sanperton are PNHS-Main's students and staff.
- Sanperton could be found in the vicinity of Luistro Bldg. lobby of PNHS-Main SHS Campus. The store is placed strategically, where most students, teachers, and staff pass by. However, since the store is near the way going to JHS Campus, the market of Sanperton is expandable to cater to people from the campus.

#### Target Market Profile

People from PNHS-Main as follows:

- Students
- Teachers
- Non-teaching Staffs

### II. Forecast

Based on the survey result, 95% or 190 out of 200 respondents are willing to buy the products from Sanperton. According to PNHS-Main records, there are a total of at least 7,000 senior high school students enrolled. With this, the executives of Sanperton presumed that at least 75% of the senior high students will buy products from Sanperton. Additionally, at least 50% of the respondents who are said to patronize our product would buy our products 4 times a month. With this, the executives presumed that at least 2,000 pieces of sanitizer will be sold a month from our company.

## **2G. MARKETING RESEARCH: RESULT OF THE SURVEY**

Survey questionnaires were given to 200 respondents from grades 11 and 12, which are randomly selected to ensure the validity of the survey results. The data collected were summarized into:

**Table 3: RESPONDENTS' RESPONSE TO WHETHER HAND SANITIZER IS IMPORTANT FOR EVERY STUDENT OR NOT**

Response	Frequency	Percentage	Rank
Yes	191	95.50%	1
NO	9	4.50%	2
Total	200	100%	



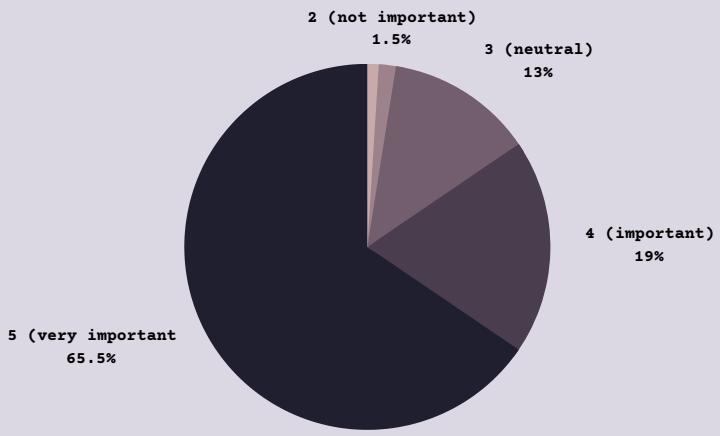
No  
4.5%

Yes  
95.5%

This graph shows the percentage of the respondents on whether hand sanitizer is important on every student or not, in a yes-or-no question. It shows that 96% of the respondents says that it hands sanitizer is truly important for every student. We may presume from this that these who have answered "yes" may be captivated by our product.

**Table 4: RESPONDENTS' RESPONSE ON HOW IMPORTANT IS HAND SANITIZER IS IMPORTANT FOR EVERY STUDENT**

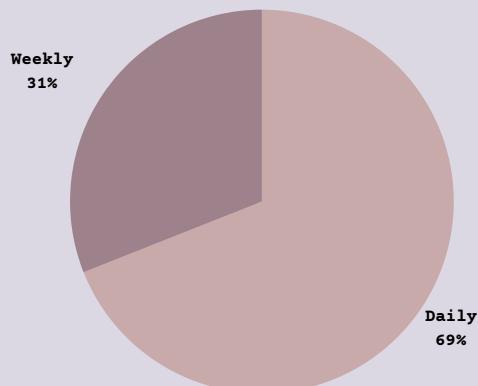
Response	Frequency	Percentage	Rank
1 (no importance at all)	2	1.00%	5
2 (not important)	3	1.50%	4
3 (neutral)	26	13.00%	3
4 (important)	38	19.00%	2
5 (very important)	131	65.50%	1
Total	200	100.00%	



This graph shows the percentage of the respondents on how important hand sanitizer is on every student in a Likert scale. 66% of the 80 respondents answered that hand sanitizer is very important. We may presume from these result that these 66% of the respondents is in need of sanitizer.

**Table 5: RESPONDENTS' RESPONSE ON HOW THEY RECEIVE THEIR ALLOWANCE**

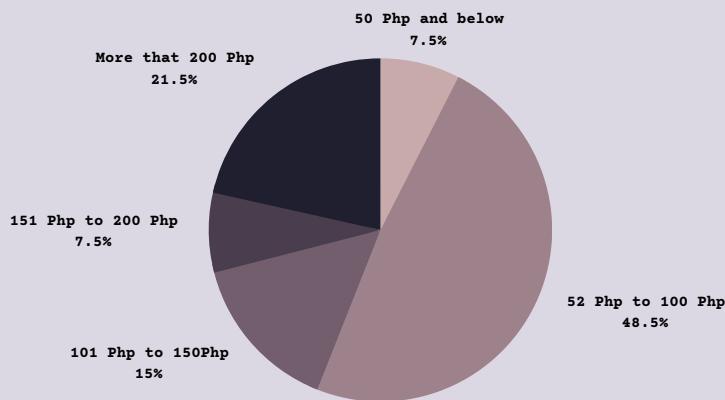
Response	Frequency	Percentage	Rank
Daily	138	69.00%	1
Weekly	62	31.00%	2
Total	200	100%	



This graph shows the percentage of how the respondents get their allowance, 69% answered Daily, which implies that most of the respondents say that they get their allowance daily.

**Table 6: RESPONDENTS' RESPONSE ON HOW MUCH THEIR AVERAGE WEEKLY ALLOWANCE IS**

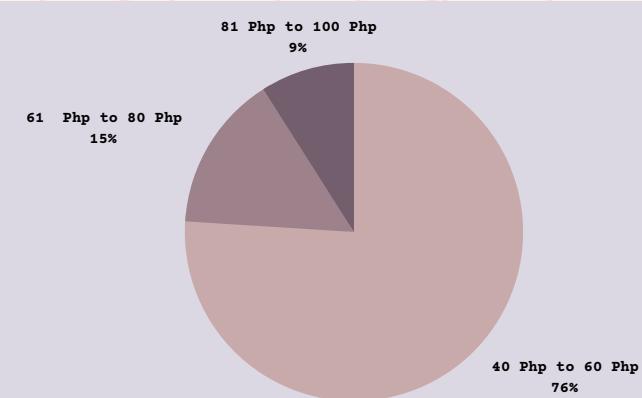
Response	Frequency	Percentage	Rank
50 Php and below	15	7.50%	4.5
51 Php to 100 Php	97	48.50%	1
101 Php to 150 Php	30	15.00%	3
151 Php to 200 Php	15	7.50%	4.5
More than 200 Php	43	21.50%	2
Total	200	100.00%	



This graph shows the percentage of the respondents' total allowance. It shows that 49% of respondents answered 51 Php to 100 Php. On the other hand, there are both 7% of respondents who answered in 50 Php and below, and 151 Php to 200 Php. This implies that most of the respondents have a 51 Php to 100 Php total allowance.

**Table 7: RESPONDENTS' RESPONSE ON WHAT PRICE RANGE OF HAND SANITIZER WOULD THEY AFFORD**

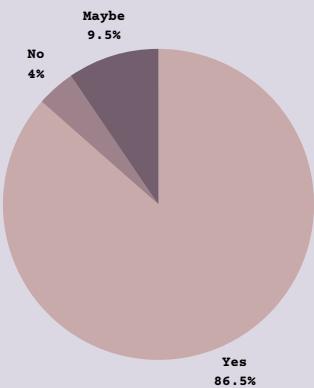
Response	Frequency	Percentage	Rank
40 Php to 60 Php	152	76.00 %	1
61 Php to 80 Php	30	15.00%	2
81 Php to 100 Php	18	9.00%	3
Total	200	100.00%	



This graph shows the percentage on how much would the respondents afford to buy a hand sanitizer. 76% of respondents answered 40 to 60 Php. 9% of 80 respondents answered 81 Php to 100 Php. Therefore, we would set the selling price of our hand sanitizer in the price range of 40 Php to 60 Php.

**Table 8: RESPONDENTS' RESPONSE ON WHETHER THEY PREFER HAND SANITIZERS WITH GOOD SCENT OR NOT**

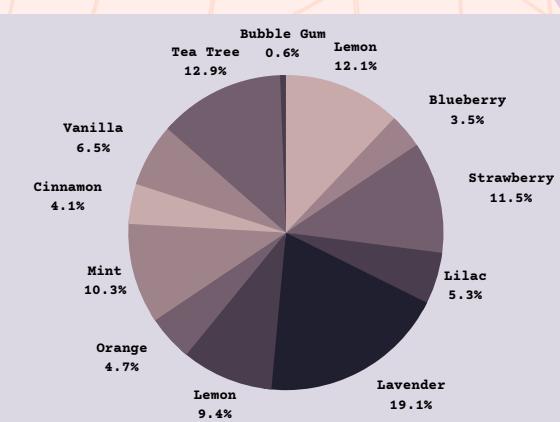
Response	Frequency	Percentage	Rank
Yes	173	86.50%	1
No	8	4.00%	2
Maybe	19	9.50%	
Total	200	100%	



This graph shows the percentage on whether the respondents preferred good scents, 86% of respondents answered Yes. While, 4% of 80 respondents answered No. This implies that most of the respondents prefer a hand sanitizer that has good scents.

**Table 9: RESPONDENTS' RESPONSE ON WHAT SCENT THEY PREFER**

Response	Frequency	Percentage	Rank
Fruity Lemon	82	13.67%	2
Fruity Blueberry	24	4.00%	10
Fruity Strawberry	78	13.00%	3
Floral Lilac	36	6.00%	7
Floral Lavender	130	21.67%	1
Fresh Lemon	64	10.67%	5
Fresh Orange	32	5.33%	8
Fresh Mint	70	11.67%	4
Warm Cinnamon	28	4.67%	9
Warm Black Pepper	0	0.00%	13
Warm Vanilla	44	7.33%	6
Tea Tree	8	1.33%	11
Bubble Gum	4	0.66%	12
<b>Total</b>	600 (more than 200 because respondents were asked to choose at least 3 scents they prefer)	100.00%	



This graph shows the possible scents that the respondents prefer. It shows that the top three preferred scent by our respondents are Floral-Lavender, Fruity-Lemon, and Fruity Strawberry. Among all the choices, Warm-Black Pepper got no votes. With these results, we would include all the scent on our menu except for the black pepper.

**Table 10: RESPONDENTS' RESPONSE TO WHETHER THEY ARE GOING TO PATRONIZE OUR BUSINESS, IF ESTABLISHED, OR NOT**

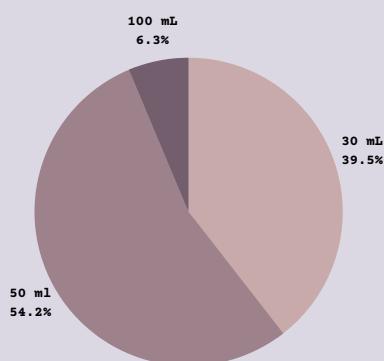
Response	Frequency	Percentage	Rank
Yes	190	95.00%	1
No	10	5.00%	2
Total	200	100%	



This graph shows the percentage of the respondents who are willing to patronize our business. 95% of respondents answered "Yes". This implies that most of the respondents are willing to patronize our business if it is established in their area.

**Table 11: RESPONDENTS' RESPONSE TO WHAT SIZE OF SANITIZER THEY WOULD PREFER TO BUY IF OUR BUSINESS IS ESTABLISHED**

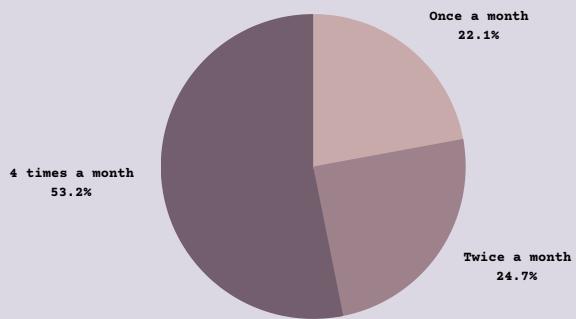
Response	Frequency	Percentage	Rank
30 mL	75	39.47%	2
50 mL	103	54.21%	1
100 mL	12	6.32%	3
Total	190	100%	



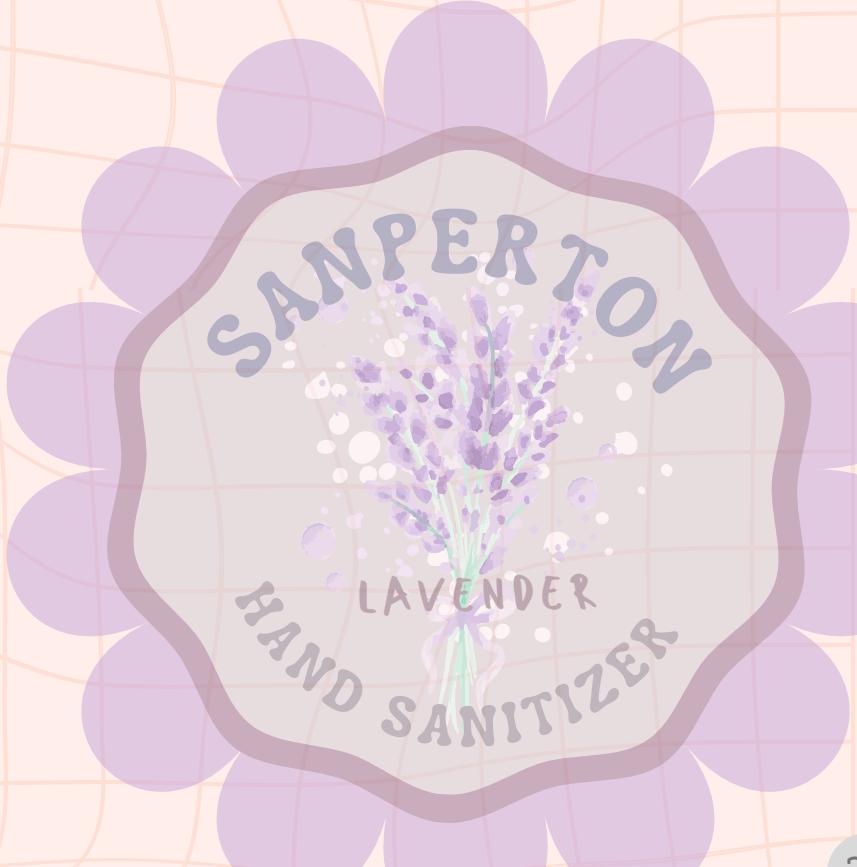
This graph shows the percentage on what size of sanitizer the respondents are willing to buy. With these results, 54% of our produced hand sanitizers will be 50 mL, 40% will be 30 mL, and 6% will be 100 mL.

Table 12: RESPONDENTS' RESPONSE TO HOW OFTEN THEY WOULD BUY OUR SANITIZER

Response	Frequency	Percentage	Rank
Once a month	42	22.11%	3
Twice a month	47	24.74%	2
4 times a month	101	53.16%	1
Total	190	100%	



This graph shows the percentage of how often the respondents would buy our product. We may presume from these results that 53% of the total respondents would buy our product four times a month, 25% would buy twice a month, and 22% would buy once a month.





SANPERTON

## 3. Local

# Situation

# Analysis



SANPERTON

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## a. Area Description

### SANPERTON'S AREA DESCRIPTION

- Sanpertron will ensure that the quality of the product is in an accurate place and always in good condition. The product will be supervised by the staff and the general manager in the company.
- The store location of the Sanpertron will be at Luistro Bldg. in Parañaque National High School-Main, Dr. Arcadio Santos Ave. Parañaque. The store offers the main product (Sanpertron Hand Sanitizer) in different scents.
- The shop will be open from 8:30 AM to 4:30 PM on Monday to Friday.

#### SHOPPING AREA

- The shopping area is located at the center of the shop and it is where the different scent of the product is located.

#### CASHIER

- The cashier area is located at the right part after the shopping area.

#### STOCK AREA

- The stock area is located at the left side of the shop before the shopping area.

#### Laboratory Area

- The laboratory area is located at the left side of the store and it is separated by a wooden wall.

#### Manager's

- The manager's desk area is located at the back side of the laboratory and it is separated by a curtain.

# SANPERTON'S LAYOUT

*SANPERTON*

## Illustration 1: Front View



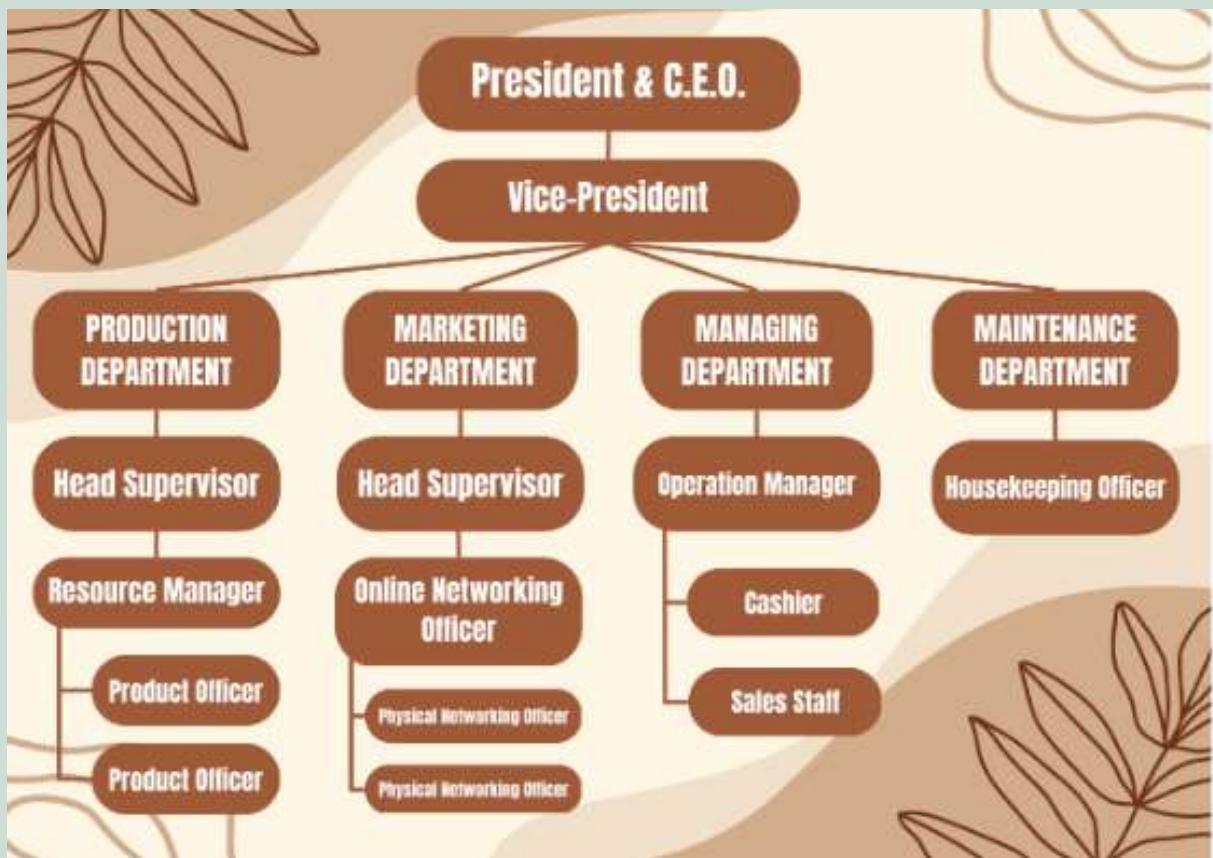
## Illustration 2: Floor Plan



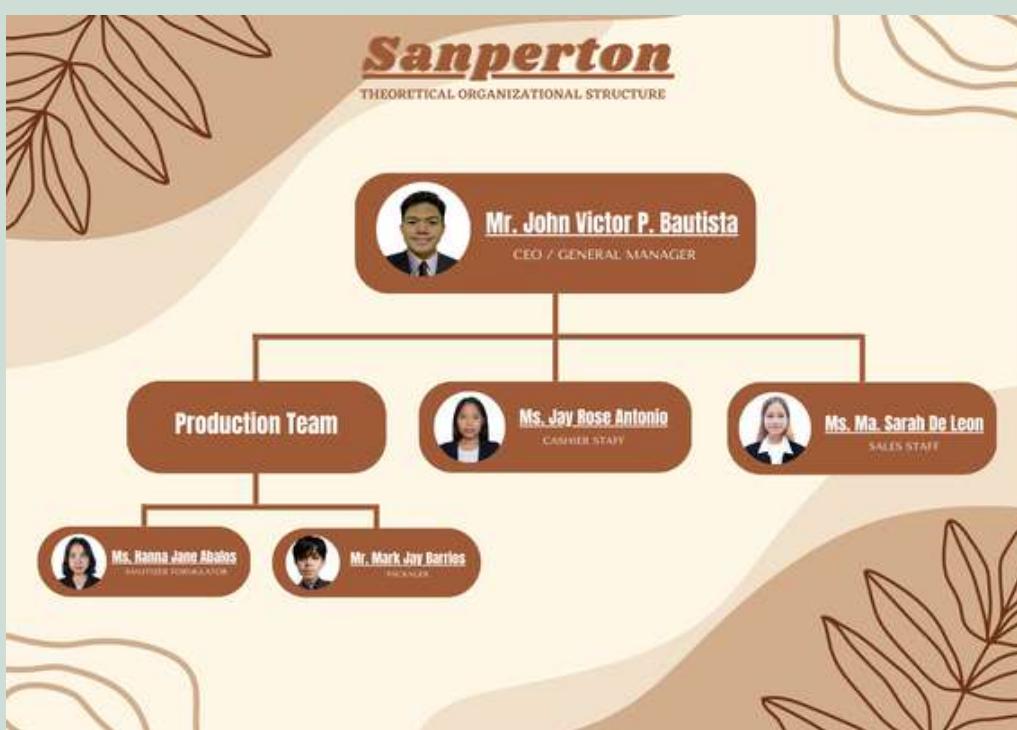
*HAND MINT SANITIZER*

## 3B. THE ORGANIZATIONAL STRUCTURE

### THEORETICAL ORGANIZATIONAL STRUCTURE



### ACTUAL ORGANIZATIONAL STRUCTURE



**Table 13: SALARY AND BENEFITS**

		Benefits			
Position	Daily Wage	PhilHealth	SSS	Pag-Ibig	Net Monthly Salary
General Manager	800.00 Php	640.00 Php	720.00 Php	320.00 Php	14,320.00 Php
Cashier Staff	720.00 Php	576.00 Php	648.00 Php	288.00 Php	12,888.00 Php
Sales Staff	580.00 Php	464.00 Php	522.00 Php	232.00 Php	10,382.00 Php
Sanitizer Formulator	750.00 Php	600.00 Php	675.00 Php	300.00 Php	13425.00 Php
Packager	580.00 Php	464.00 Php	522.00 Php	232.00 Php	10,382.00 Php

### **3C. THE LEGAL FORM**

These are the following legal forms our company must obtain for us to establish our business in our selected location:

- Partnership Agreement Form
- Registration with the Department of Trade and Industry (DTI)
- Securities and Exchange Commission (SEC) Registration
- Mayor's Business Permit
- Taxpayer Identification Number (TIN) Certificate
- Contract of Lease
- Location Clearance
- Bureau of Food and Drugs Permit
- Community Tax Certificate
- Tax Declaration Form
- Building Permit
- Sanitary Permit
- Public Liability Insurance
- Fire Safety Inspection Permit

# 3D. MANAGEMENT CONTROLS

## RISK MANAGEMENT PLAN

Hand sanitizer is commonly stored in plastic containers, presenting a unique and serious fire hazard. Many hand sanitizers must be maintained at temperatures below 25°F. Considering hand sanitizer is flammable, our organization will reduce the storage volume of hand sanitizer to the bare minimum required onsite, and we will not store it near heat sources, sparks, or open flames.

## PLAN FOR MANAGING RISKS

- We will take precautions to ensure the safety of our business to prevent potential threats. We will leave a warning and a reminder of how to use the product properly at the back of the bottle because our product has the potential to be flammable. Our company may run into situations where conducting online controlled experiments is the best risk mitigation strategy. So, to avoid them, we will frequently rely on experiments when doing so will allow us to gather enough information and certainty to enable us to make a more informed choice. Choosing the risk's priority is one of the most important aspects of risk management.
- We cannot just let one person determine all possible risks in our business. And then after that we still need to see if the risk level that an individual did is worth mitigating or accepting and whether it would be better to eliminate the problem risk altogether. So, Eventually, everyone has to come together and prioritize all the risks by likelihood and level of impact, and decide that this risk is worth the investment to mitigate. That one, with low likelihood and low impact if triggered, is a reasonably acceptable risk because resources are better spent on higher risk concerns. We cannot simply allow one person to identify all potential risks in our company. Subsequently, we must determine whether the risk level identified by the individual is worth mitigating or accepting, and whether it would be preferable to eliminate the issue of risk. As a result, eventually everyone will have to sit down and rank all the risks according to likelihood and amount of impact before deciding which risks are worth the expenditure to reduce. Which risks are reasonable to tolerate, given that resources are better allocated to difficulties with higher risk.

## **3D. MANAGEMENT CONTROLS**

### **CONTINUITY PLAN**

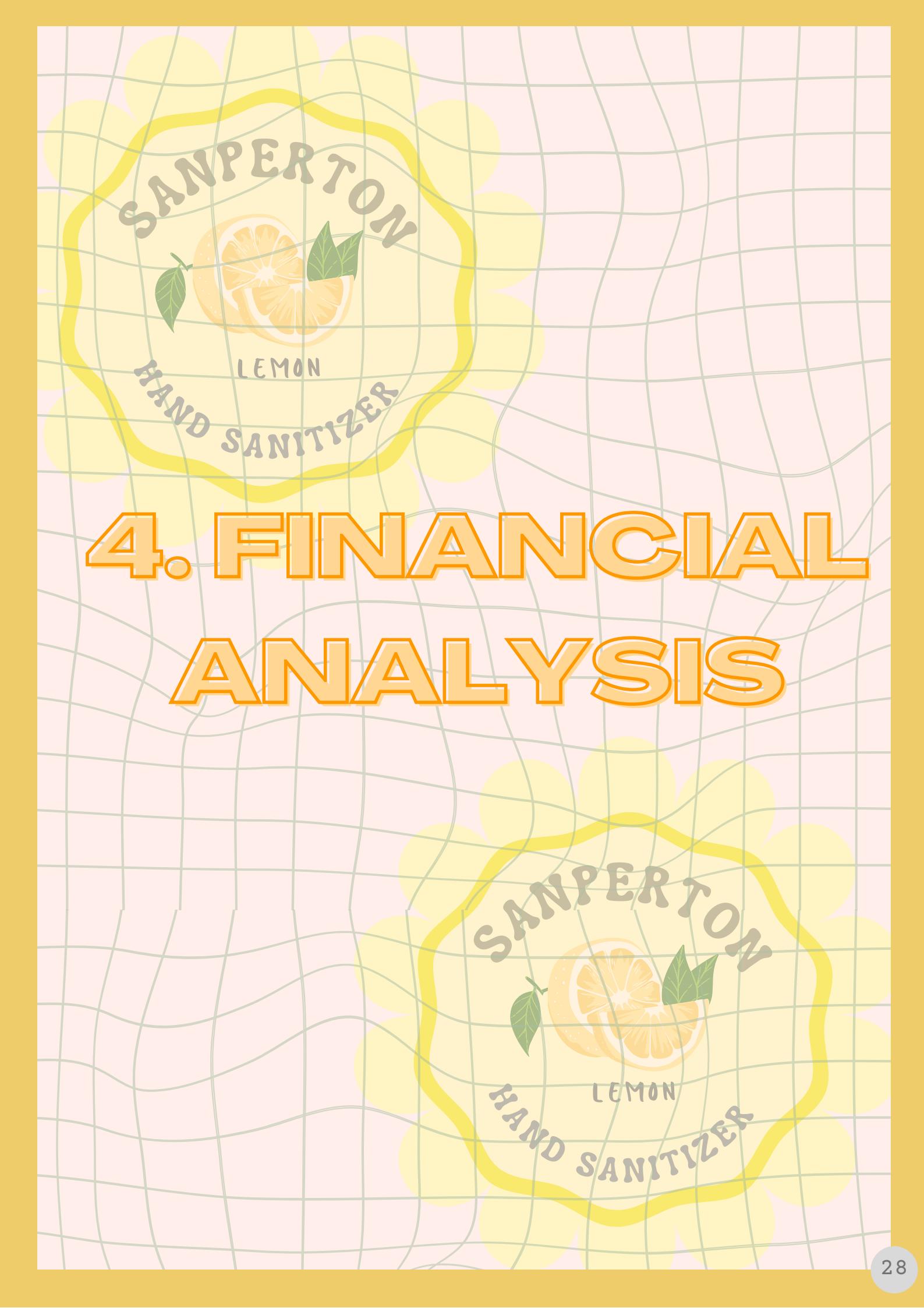
The continuity of the business is being controlled and handled by the general manager, he is responsible for any emergencies that may happen to the company such as different forms of promotional events, disasters and equipment and production malfunctions, to ensure that the business still runs, the general manager will handle specific solutions to the problem, he/she will also operate the emerging events and assign an assistant to make reports in the business status to ensure business continuity.

## **3E. THE DAILY OPERATIONS**

The day-to-day operations of our business involves focusing on giving the greatest service to our customers as well as assisting our co-students and teachers in moisturizing and cleaning their hands with our product. The SANPERTON will be accessible from 8:30 a.m. to 4:30 p.m. every day of the week. In terms of the general manager's role, he will oversee all events that take place within our establishment. The cashier, on the other hand, will be completely focused on the cashier. We also have sales personnel who will be responsible for serving our customers, as well as housekeeping employees who will be accountable for keeping our organization pleasant and always organized, as well as other sanitary measures within our establishment area.

## **3F. LOCATION AND FACILITIES**

The store will be located at Luistro Bldg. in Parañaque National High School-Main, Dr. Arcadio Santos Ave. Parañaque. The store will be less expensive but in high quality like the equipment and materials. The store will be focusing on cleanliness and neatness in order to provide satisfaction to customers.



## 4. FINANCIAL ANALYSIS

# 4A. CAPITAL EXPENDITURES

## SANPERTON'S CAPITAL EXPENDITURES

Sanperton's capital expenditures that are needed for the business to operate are itemized as follows:

### A. TOOLS & EQUIPMENT

Table 13: SALARY AND BENEFITS

Tools and Equipment	Quantity	Unit Price	Price
Printer	1 pc.	10,000 Php	10,000 Php
Receipt Printer	1 pc.	6,800 Php	6,800 Php
Computer Set	2 sets	17,800 Php	35,600 Php
Autoclave Sterilizer	1 pc.	10,250 Php	10,250 Php
Measuring Cup (1 set with different sizes)	12 sets	50 Php	600 Php
Mixing Bowl	12 pcs.	115 Php	1,380 Php
Mixing Spoon	12 pcs.	115 Php	1,380 Php
Rubber Scraper	12 pcs.	25 Php	300 Php
Measuring Jug	2 pcs.	70 Php	140 Php
Funnel	12 pcs.	20 Php	240 Php
Heavy Duty Scissors	2 pcs.	300 Php	600 Php
Heavy Duty Puncher	1 pc.	340 Php	340 Php
			Total: 67,630 Php

AND SANITIZER

## B. MATERIALS

Table 15: MATERIALS

Materials	Quantity	Unit Price	Price
Bottle/ Container (30mL)	1,550 pcs.	10 Php	15,500 Php
Bottle/ Container (50 mL)	2,125 pcs.	12 Php	25,500 Php
Bottle/ Container (100 mL)	250 pcs	14 Php	3,500 Php
Aloe Vera Gel (1L)	60 pcs.	300 Php	18,000 Php
70% Isopropyl Alcohol (3.4L)	35 pcs.	130 Php	4,550 Php
Essential Oil (10mL)	36 pcs.	20 Php	720 Php
Water-Based Color (10 mL)	12 pcs.	25 Php	300 Php
Sticker Paper (100 pcs. per Ream)	3 reams	170 Php	510 Php
Drawstring Pouch	3,925 pcs.	4.70 Php	18,448 Php
Cardboard	165 pcs.	6 Php	990 Php
Bond Paper (500 pcs. per Ream)	3 pcs.	200 Php	600 Php
Printer Ink	4 pcs.	45 Php	180 Php
Hemp Rope (25 meters each)	16 pcs.	29 Php	464 Php
Latex Gloves (100 pcs. Per box)	1 box	-	150 Php
			<b>Total: 67,630 Php</b>

AND SANITIZER

## C. STORE RENOVATION

Table 16: FURNITURE AND FIXTURES

Furniture and Fixtures	Quantity	Unit Price	Price
Tables	2 pcs.	699 Php	1398 Php
Chairs	5 pcs.	400 Php	2000 Php
Shelves Rack	2 pcs.	500 Php	1000 Php
Board Standee	1 pc.	200 Php	200 Php
Cash Drawer	1 pc.	600 Php	600 Php
Cabinet	5 pc.	550 Php	2750 Php
Plants	5 pcs.	200 Php	1000 Php
Mat Rug	2 pcs.	49 Php	98 Php
Clock	1 pc.	95 Php	95 Php
Doors	3 pcs	5000 Php	15000 Php
Glass Wall	6 pcs	7000 Php	42000 Php
Curtain	2 pcs.	190 Php	380 Php
Garbage Can	2 pcs.	55 Php	110 Php
Computer Set	2 pcs.	7000 Php	14000 Php
Aircon	2 pcs.	9000 Php	18000 Php
Sink	1 pc	3000 Php	3000 Php
Divider	1 pc	2500 Php	2500 Php
Curtain Holder	1 pc	30 Php	30 Php
Water Dispenser	1 pc	600 Php	600 Php
Signage	4 pcs	60 Php	240 Php
Labor for Contractor	-	-	15000 Php
			<b>Total: 67,630 Php</b>

## D. TOTAL CAPITAL EXPENDITURES

Table 17: TOTAL CAPITAL EXPENDITURES

Particulars	Total Amount
Tools and Equipment	67,630 Php
Materials	89,412 Php
Store Renovation	120, 001 Php
	<b>Total: 277,043 Php</b>

## SOURCE AND USE OF FUNDS

Funds that will be used will come from the members of this partnership. Each member has a 10% contribution of the total start-up cost of 277,043 Php.

Table 18: SOURCE OF FUNDS

Source of Funds	Amount
Partnership Members	277,043 Php

## 4B. ADMINISTRATIVE AND OPERATING EXPENSES

### WAGES

refers to the remuneration given to the human resource of the business and other fringe benefits (bonuses) which has an estimated cost of 240,000 Php (for the first year).

### OTHER EXPENSES

refers to the electricity expenses and legal fees which has estimated cost of 100,000 Php a year

## SUPPLIES AND MATERIALS

refers to the supplies and materials that will be used in the operation of the business which has an estimated cost of 132,464 Php a month.

## DEPRECIATION EXPENSE

refers to the reduction in fixed assets that represents usage during the period.

## 4C. FINANCIAL PROJECTIONS

At least 50% of the total population at Paranaque National High School-Main are Sanperton's target audience. In order to create the monthly financial forecasts, it is crucial to project the following:

- 190 out of the 200 poll respondents, or 89%, said they would patronize our business once it was launched. This is a strong hint that plenty of individuals would be interested in or have the potential to purchase from Sanperton.
- 190 out of the 200 poll respondents, or 89%, said they would patronize our business once it was launched. This is a strong hint that plenty of individuals would be interested in or have the potential to purchase from Sanperton.
- A total of 190 people will buy from Sanperton. This strongly suggests that if customers are pleased with our goods and services, they are more likely to use them again and become a regular customer of Sanperton.

## 4D. SENSITIVITY ANALYSIS

### IMPORTANT ASSUMPTIONS

- The Sanperton hand sanitizer's price range is 40-60 Php, depending on the size.
- The company will employ 5 employees.
- The store will be located at Luistro Bldg. in Parañaque National High School-Main, Dr. Arcadio Santos Ave. Parañaque.

### CAPITAL REQUIREMENT

Table 19: CAPITAL REQUIREMENT

Particulars	Total Amount
Tools and Equipment	67,630 Php
Materials	89,412 Php
Store Renovation	120, 001 Php
	<b>Total: 277,043 Php</b>

### FIXED COST

Table 20: ADMINISTRATIVE AND OPERATING EXPENSES

Particulars	Total Amount
Wages	68,600 Php
Other Expenses	8,000 Php
Supplies and Materials	89,412.00 Php
	<b>Total: 277,043 Php</b>

# COMPUTATIONS

## 1. BREAK-EVEN POINT

Formula for Break-Even Point (BEP):

Break-Even Point = Total Fixed Cost ÷ Price-Variable Cost

$$= 277,043 \div 50 - 24.82$$

Break-Even Point = 5,516 hand sanitizers

Interpretation: Computed results shows that Sanperton must sell a total of 5,516 hand sanitizers in order to break even.

## 2. THE PAYBACK PERIOD

Formula for the Payback Period (PP):

Payback Period = Cost of Project/Investment ÷ Annual Cash Inflow

$$= 277,043 \div 138,630$$

Payback Period = 1.998 or 2 years

Interpretation: Computed results shows that Sanperton needs to operate for 1.99 or almost 2 years in order to cover its investments. This was based on the assumption that projected cash inflow is correct.

## 3. RETURN ON INVESTMENT

Formula for Return on Investment (ROI):

Return on Investment = (Net Income ÷ Total Invested Capital) × 100

$$= (138,630 \div 277,043) \times 100$$

Return on Investment = 50.04%

Interpretation: Computed results shows that the return on investment for Sanperton is 50.04%.

## OVERALL ASSESSMENT

Based on the computed ratios, it can be said that Sanperton is a viable and promising business to venture.

## 4E. FINANCIAL REPORT

Table 21: COST PRICE AND SELLING PRICE

PRODUCT	VARIATION	COST PRICE	SELLING PRICE
Fruity Lemon	30 mL	19.04 Php	40
	50 mL	24.82 Php	50
	100 mL	34.68 Php	60
Fruity Blueberry	30 mL	19.04 Php	40
	50 mL	24.82 Php	50
	100 mL	34.68 Php	60
Fruity Strawberry	30 mL	19.04 Php	40
	50 mL	24.82 Php	50
	100 mL	34.68 Php	60
Floral Lilac	30 mL	19.04 Php	40
	50 mL	24.82 Php	50
	100 mL	34.68 Php	60
Floral Lavender	30 mL	19.04 Php	40
	50 mL	24.82 Php	50
	100 mL	34.68 Php	60
Fresh Lemon	30 mL	19.04 Php	40
	50 mL	24.82 Php	50
	100 mL	34.68 Php	60
Fresh Orange	30 mL	19.04 Php	40
	50 mL	24.82 Php	50
	100 mL	34.68 Php	60
Fresh Mint	30 mL	19.04 Php	40
	50 mL	24.82 Php	50
	100 mL	34.68 Php	60
Warm Cinnamon	30 mL	19.04 Php	40
	50 mL	24.82 Php	50
	100 mL	34.68 Php	60
Warm Vanilla	30 mL	19.04 Php	40
	50 mL	24.82 Php	50
	100 mL	34.68 Php	60
Warm Tea Tree	30 mL	19.04 Php	40
	50 mL	24.82 Php	50
	100 mL	34.68 Php	60
Bubble Gum	30 mL	19.04 Php	40
	50 mL	24.82 Php	50
	100 mL	34.68 Php	60

Table 22: COST OF GOOD SOLD

PRODUCT	VARIATION	QUANTITY SOLD	COST PRICE	COST OF GOOD SOLD (COGS)
Fruity Lemon	30 mL	190	19.04	3617.6
	50 mL	250	24.82	6205
	100 mL	50	34.68	1734
Fruity Blueberry	30 mL	70	19.04	1332.8
	50 mL	90	24.82	2233.8
	100 mL	30	34.68	1040.4
Fruity Strawberry	30 mL	180	19.04	3427.2
	50 mL	240	24.82	5956.8
	100 mL	50	34.68	1734
Floral Lilac	30 mL	100	19.04	1904
	50 mL	120	24.82	2978.4
	100 mL	40	34.68	1387.2
Floral Lavender	30 mL	280	19.04	5331.2
	50 mL	380	24.82	9431.6
	100 mL	70	34.68	2427.6
Fresh Lemon	30 mL	150	19.04	2856
	50 mL	200	24.82	4964
	100 mL	50	34.68	1734
Fresh Orange	30 mL	90	19.04	1713.6
	50 mL	110	24.82	2730.2
	100 mL	40	34.68	1387.2
Fresh Mint	30 mL	160	19.04	3046.4
	50 mL	220	24.82	5460.4
	100 mL	50	34.68	1734
Warm Cinnamon	30 mL	80	19.04	1523.2
	50 mL	100	24.82	2482
	100 mL	30	34.68	1040.4
Warm Vanilla	30 mL	110	19.04	2094.4
	50 mL	140	24.82	3474.8
	100 mL	40	34.68	1387.2
Warm Tea Tree	30 mL	40	19.04	761.6
	50 mL	50	24.82	1241
	100 mL	30	34.68	1040.4
Bubble Gum	30 mL	30	19.04	571.2
	50 mL	40	24.82	992.8
	100 mL	20	34.68	693.6
			TOTAL	93,670.00 Php

**Table 23: SALES**

PRODUCT	VARIATION	QUANTITY SOLD	SELLING PRICE	SALES
Fruity Lemon	30 mL	190	40	7600
	50 mL	250	50	12500
	100 mL	50	60	3000
Fruity Blueberry	30 mL	70	40	2800
	50 mL	90	50	4500
	100 mL	30	60	1800
Fruity Strawberry	30 mL	180	40	7200
	50 mL	240	50	12000
	100 mL	50	60	3000
Floral Lilac	30 mL	100	40	4000
	50 mL	120	50	6000
	100 mL	40	60	2400
Floral Lavender	30 mL	280	40	11200
	50 mL	380	50	19000
	100 mL	70	60	4200
Fresh Lemon	30 mL	150	40	6000
	50 mL	200	50	10000
	100 mL	50	60	3000
Fresh Orange	30 mL	90	40	3600
	50 mL	110	50	5500
	100 mL	40	60	2400
Fresh Mint	30 mL	160	40	6400
	50 mL	220	50	11000
	100 mL	50	60	3000
Warm Cinnamon	30 mL	80	40	3200
	50 mL	100	50	5000
	100 mL	30	60	1800
Warm Vanilla	30 mL	110	40	4400
	50 mL	140	50	7000
	100 mL	40	60	2400
Warm Tea Tree	30 mL	40	40	1600
	50 mL	50	50	2500
	100 mL	30	60	1800
Bubble Gum	30 mL	30	40	1200
	50 mL	40	50	2000
	100 mL	20	60	1200
			TOTAL	186,200.00 Php

**Table 24: COMPREHENSIVE INCOME**

SANPERTON	
Statement of Comprehensive Income for the Month Ended December 31, 2022	
SALES	186,200.00 Php
Less Cost of Goods Sold	93,670.00 Php
Gross Profit	92,530 Php
Less Operating Expense	
Salary Expense	61,397.00 Php
Rent	3,600.00 Php
Supplies	800.00 Php
Pag-Ibig	1,372.00 Php
SSS	3,087.00 Php
PhilHealth	2,744.00 Php
Miscellaneous	8,000.00 Php
Total Operating Expense	81,000.00 Php
Net Profit	11,530.00 Php

**Table 25: PARTNER'S EQUITY**

SANPERTON	
Statement of Partner's Equity As of December 31, 2022	
Partner's Beginning Capital	277,043.00 Php
Add Net Income	11,530.00 Php
Partner's Ending Capital	288,573.00 Php

### Partner's Equity Table

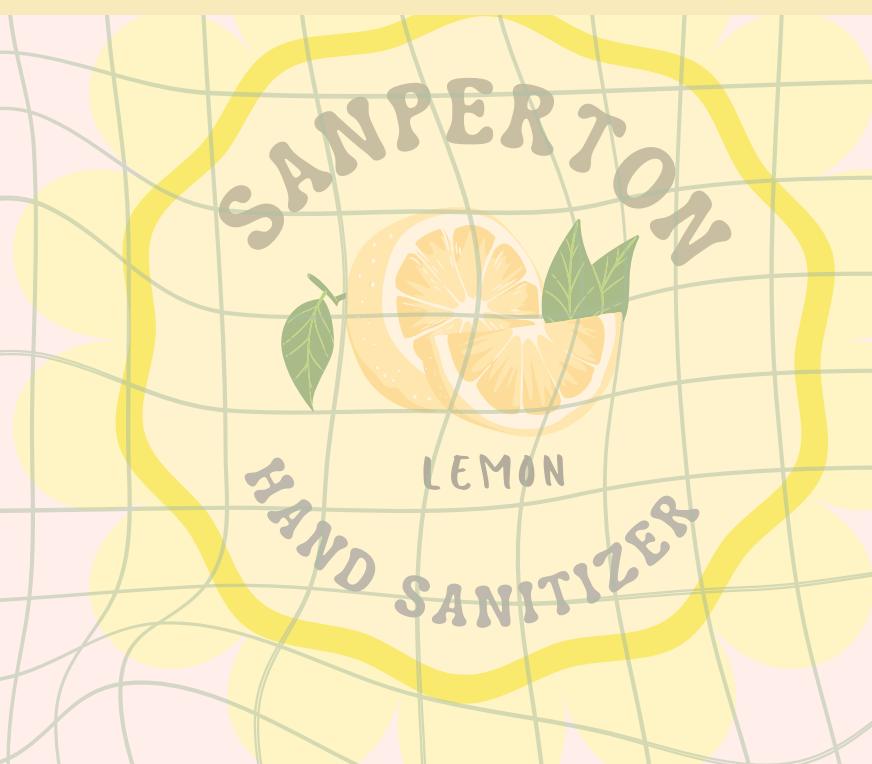
Name of Partners	Initial Investment	Share on Net Income	Withdrawal	Ending Capital
Arcona	27,704.30 Php	10%	0	28,857.30 Php
Bagsic	27,704.30 Php	10%	0	28,857.30 Php
Bandillo	27,704.30 Php	10%	0	28,857.30 Php
Bautista	27,704.30 Php	10%	0	28,857.30 Php
Binalla	27,704.30 Php	10%	0	28,857.30 Php
Fernandez	27,704.30 Php	10%	0	28,857.30 Php
Abizar	27,704.30 Php	10%	0	28,857.30 Php
Busano	27,704.30 Php	10%	0	28,857.30 Php
Cadungog	27,704.30 Php	10%	0	28,857.30 Php
Dela Paz	27,704.30 Php	10%	0	28,857.30 Php

**Table 26: CASH FLOWS**

<b>SANPERTON</b>	
<b>Statement of Cash Flows as of December 31, 2022</b>	
<b>Cash Flow from Operating Activities</b>	
<b>Cash Received from the Customers</b>	<b>186,200.00 Php</b>
<b>Cash Paid to Suppliers</b>	<b>89,412.00 Php</b>
<b>Cash Paid for Expenses</b>	<b>81,000.00 Php</b>
<b>Cash Flow from Investing Activities</b>	
<b>Cash Paid for Equipments</b>	<b>62,650.00 Php</b>
<b>Cash Paid for Furniture and Fixtures</b>	<b>120,001.00 Php</b>
<b>Cash Paid for Tools</b>	<b>4,980.00 Php</b>
	<b>3,087.00 Php</b>
<b>Cash Flow from Financing Activities</b>	
<b>Cash Invested by the Owner/s</b>	<b>277,043.00 Php</b>
<b>Cash Ending Balance</b>	<b>105,200.00 Php</b>

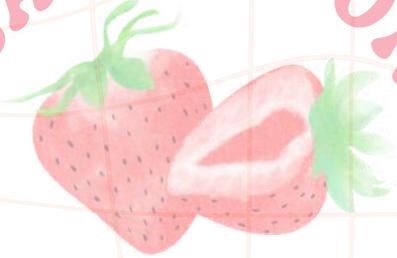
**Table 27: FINANCIAL POSITION**

<b>SANPERTON</b>	
<b>Statement of Financial Position as of December 31, 2022</b>	
<b>Asset</b>	
<b>Current Assets</b>	
Cash	105,200.00 Php
Supplies	89,412.00 Php
<b>Total Current Assets</b>	<b>194,612.00 Php</b>
<b>Non-Current Assets</b>	
Tools	4,980.00 Php
Furniture and Fixtures	120,001.00 Php
Equipments	62,650 Php
<b>Total Non-Current Assets</b>	<b>187, 631 Php</b>
<b>Total Assets</b>	<b>382, 243. 00 Php</b>
<b>Liabilities and Capital</b>	
Liabilities	0.00 Php
Partner's Equity	288, 573. 00 Php
<b>Total Liabilities and Capital</b>	<b>288, 573. 00 Php</b>





SANPERTON

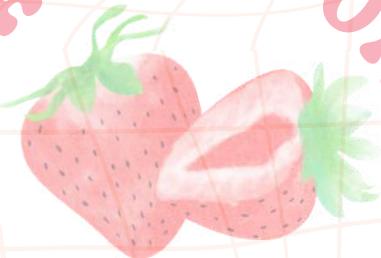


STRAWBERRY  
HAND SANITIZER

## 5. APPENDICES



SANPERTON



STRAWBERRY  
HAND SANITIZER

## 5A. SURVEY SAMPLES



### Sanperton (Hand Sanitizer)

Good day, Everyone! We are from 12 STEM - Newton. We were to conduct a survey for our subject, Entrepreneurship, to know your preference in buying a hand sanitizer. Please answer the questions based on what you desire. Thank you!

johnvictor.bautista@depedparanaquecity.com Switch account

\* Required

Email \*

johnvictor.bautista@depedparanaquecity.com



### Sanperton (Hand Sanitizer)

johnvictor.bautista@depedparanaquecity.com Switch account

\* Required

#### Survey Questions

Do you think it's necessary to have a hand sanitizer for every student? \*

- Yes  
 No

In a scale of 1-5, how important is hand sanitizer for every student? \*

1    2    3    4    5  
Not Important                     Very Important

In what way do you receive your allowance? \*

- Daily  
 Weekly



### Sanperton (Hand Sanitizer)

johnvictor.bautista@depedparanaquecity.com Switch account

\* Required

#### Personal Information/Demographic Question

Name (optional)

Your answer \_\_\_\_\_

Age \*

\_\_\_\_\_

Gender \*

- Male  
 Female  
 Other: \_\_\_\_\_

'D SANITY'

## **5B. LEGAL FORM SAMPLES**

### **Partnership Agreement Form**

#### **Sample Partnership Agreement**

##### **1. Partners**

\_\_\_\_\_  
\_\_\_\_\_  
(Partners) make the following  
Partnership Agreement.

##### **2. Creation of Partnership**

As of \_\_\_\_\_, the Partners agree to enter into a Partnership for the  
purpose of operating a business known as: \_\_\_\_\_  
(Partnership Business).

The name of the Partnership (if different from name of Partnership Business) shall be:  
\_\_\_\_\_ (Partnership Name).

##### **3. Nature of Partnership Business**

The Partnership Business will consist of the following business activities:

---

---

##### **4. Contributions to the Partnership**

The Partners will make the following contributions to the Partnership:

Partner Name	Cash Contribution	Other Contributions (describe property and/or work; give cash value)	Total Contribution Value
	\$	Total cash value:	\$
	\$	Total cash value:	\$
	\$	Total cash value:	\$

Sample Partnership Agreement

## **5B. LEGAL FORM SAMPLES**

### **Registration with the Department of Trade and Industry (DTI)**



This certifies that

is a business name registered in this office pursuant to the provisions of Act 3883, as amended by Act 4147 and Republic Act No. 863, and in compliance with the applicable rules and regulations prescribed by the Department of Trade and Industry.

This certificate issued to

is valid from 9 February 2013 to 9 February 2020 subject to continuing compliance with the above-mentioned laws and all applicable laws of the Philippines, unless voluntarily cancelled.

In testimony whereof, I hereby sign this

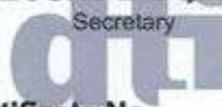
#### **Certificate of Business Name Registration**

and issue the same on this 9th day of February 2013 in the Philippines.

A handwritten signature in black ink, appearing to read "GREGORY L. DOMINGO".

GREGORY L. DOMINGO

Secretary



#### **Certificate No.**

This certificate is not a license to engage in any kind of business and valid only at the scope indicated herein.

DEPARTMENT OF  
TRADE & INDUSTRY  
PHILIPPINES

TRN 6887675

Documentary Stamp Tax Paid PhP 15.00

## **5B. LEGAL FORM SAMPLES**

### **Securities and Exchange Commission (SEC) Registration**

#### **SECURITIES AND EXCHANGE COMMISSION SEC FORM 28.1-4**

#### **APPLICATION FOR INDIVIDUAL REGISTRATION RENEWAL**

**For the Year \_\_\_\_\_**

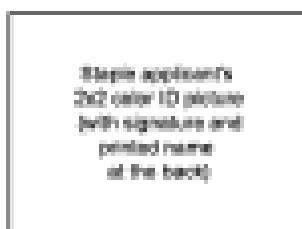
(To be accompanied in every copy with cover sheet; 2 copies per SEC & 1 receiving copy for the applicant)

Associated Person

Salesperson

Last Name	First Name	Middle Name	Certificate of Registration No.		
Residence Address		Phone No.	TIN		
Name of Employer/Firm			Employer's Certificate of Registration No.		
Firm/Principal Business Address	Street	City	Province	Postal Code	
Branch ID#	Office of Employment Address:	Street	City	Province	Postal Code

The above-named employer hereby makes application for the renewal of its registration of the above named individual and hereby certifies that the information contained in its/her most recent filing of SEC Form 28.1-4 is true, correct, current, accurate and complete.



Printed Name/Signature/Designation of Authorized Signatory

Reviewed by:

\_\_\_\_\_  
Signature of Associated Person

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

For BDO only: SP Registration No. \_\_\_\_\_ AP Registration No. \_\_\_\_\_

1. For Associated Person, photocopy of the Certificates of Attendance to the SEC AP Seminar and the corresponding examination results for all Modules attended. For non-participants, an Undertaking that he/she will attend/Make-up Certification Seminars/Examinations.
2. Photocopy of previous year's AP/SP scores
3. Payment of renewal fee:  

Salesperson	P: 1,015	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Associated Person	P: 1,015	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\_\_\_\_\_  
Signature of Processor

\_\_\_\_\_  
Date

SEC Form 28.1-4  
October 2004

# 5B. LEGAL FORM SAMPLES

## Mayor's Business Permit

**REPUBLIC OF THE PHILIPPINES  
CITY GOVERNMENT OF PARANAQUE  
BUSINESS PERMITS & LICENSING OFFICE**

**PROJECT  
*ELO*  
EXCELLENCE IN LOCAL GOVERNANCE**

**MAYOR'S PERMIT  
TO OPERATE BUSINESS**

**2020**

DATE ISSUED 2020-01-24 TAX YEAR 3921

This certifies that  
PHILIPPINE DUPLICATORS, INC.  
 with registered trade name as  
PHILIPPINE DUPLICATORS, INC.  
 with business address at  
CCC BLDG. KM. 14 WEST SERVICE ROAD, EDISON AVE., MERVILLE, PARANAQUE CITY

has been granted a BUSINESS PERMIT to operate the following businesses under City Ordinance No. 19-29 otherwise known as the Revenue Code of the City of Paranaque, subject to the provisions of other pertinent laws, ordinances and related administrative regulations.

KIND/S OF BUSINESS/ES	Area of Establishment:
IMPORTER - GESTETNER PRODUCTS WHOLESALE - GESTETNER PRODUCTS	<u>1,640.53</u>
	Total No. of Employees: <u>184</u>
	TIN: <u>000-412-893</u>
	SSS: <u>03-2816300-1</u>
	SEC/DTI/CDA: <u>-</u>

Locational Clearance No.: 16-02350

**RENEWAL**  
SUBJECT TO INSPECTION AND REASSESSMENT. ANY VIOLATION OF LAWS, RULES AND REGULATIONS WILL RESULT TO THE REVOCATION OF THIS PERMIT.

**THIS PERMIT IS VALID UNTIL**  
**12-31-2020**

BUSINESS TAX	
MAJOR'S PERMIT FEE	<u>552,073.46</u>
WATER INSPECTION FEE	<u>10,000.00</u>
SANITARY PERMIT FEE	<u>1,000.00</u>
ANNUAL BUILDING FEES	<u>1,200.00</u>
ANNUAL ELECTRICAL FEES	<u>1,624.00</u>
ANNUAL PLUMBING FEES	<u>240.00</u>
ANNUAL SIGN FEES	<u>144.00</u>
ZONING FEE	<u>125.00</u>
IMPROVEMENT PERMIT FEE	<u>27,500.00</u>
BLASTING PERMIT FEE	<u>300.00</u>
TAX ON DUTY FREE TRUCKS AND VAN	<u>3,000.00</u>
ANNUAL MECHANICAL FEES	<u>160.00</u>
FIRE SAFETY INSPECTION CERTIFICA	<u>7,525.95</u>
SANITARY INSPECTION FEE	<u>280.00</u>
TAX WITHHELD	<u>45,865.00</u>
FILING FEE	<u>100.00</u>
BARANGAY CLEARANCE	<u>6,330.00</u>
BARANGAY PLATE	<u>150.00</u>
MAJOR'S PERMIT ID	<u>500.00</u>
PROCESSING FEE	<u>10.00</u>
CR Number: 2279333	Total Amount: <u>992,013.35</u>
Quarter: 1-4	Total Penalty: <u>0.00</u>
CR Date: 2020-01-23	<b>Grand Total: 992,013.35</b>

**REMARKS**

1. TO SUBMIT FIRE SAFETY INSPECTION CERTIFICATE ON OR BEFORE MARCH 2020. NON-SUBMISSION OF THE REQUIREMENT WILL AUTOMATICALLY REVOKES THIS PERMIT.  
2. TO COMPLY WITH CITY ORD. NO. 07-014 S. 2007 UNTIL MARCH 2020 (PISO).

**IMPORTANT**  
Failure to renew this Business Permit/License within the prescribed period shall subject the taxpayer a twenty-five (25%) surcharge and two percent (2%) penalty per month. This permit shall be posted conspicuously at the place where the business is being conducted and shall be presented and/or surrendered to the concerned authorities upon demand. Upon closure of business, surrender this permit to the Business Permits & Licensing Office on or before the twentieth (20th) day of the month following quarter to avoid penalty.



**HON. EDWIN L. OLIVAREZ**  
CITY MAYOR

FOR AND BY AUTHORITY OF THE CITY MAYOR,

  
  
**ATTY. MELANIE T. SORIANO-MALAYA**  
CHIEF, BPLD



This Permit is not valid without a security seal.

**BIN:** 2004008052


1ST PLACE | ECONOMIC DYNAMISM CATEGORY IN 2016  
NATIONAL COMPETITIVENESS COUNCIL

3RD PLACE | ECONOMIC DYNAMISM CATEGORIZED IN 2015  
NATIONAL COMPETITIVENESS COUNCIL

MERALCO COMMUNITIES AWARDEE 2016

MOST BUSINESS FRIENDLY LGU FINALIST | 2017 | 2018 | 2019  
PHILIPPINE CHAMBER OF COMMERCE & INDUSTRY

3RD PLACE | BEST IN GOV. INTER-OPEABILITY (GOI) AWARD IN 2018  
DIGITAL CITIES PH AWARDS

3RD PLACE | MOST IMPROVED CITY IN 2019  
NATIONAL COMPETITIVENESS COUNCIL

## 5B. LEGAL FORM SAMPLES

### Mayor' Taxpayer Identification Number (TIN) Certificates Business Permit



Government of the People's Republic of Bangladesh  
National Board of Revenue

Taxpayer's Identification Number (TIN) Certificate

**TIN : 677293401460**

This is to Certify that **Md. Lokman Uddin** is a Registered Taxpayer of National Board of Revenue under the jurisdiction of **Taxes Circle-008 (Salary)**, Taxes Zone Khulna.

**Taxpayer's Particulars :**

- 1) Name : **Md. Lokman Uddin**
- 2) Father's Name : **LATE HATEM ALI BISWAS**
- 3) Mother's Name : **LATE SHOR BANU**
- 4) Current Address : **JHUM JHUMPUR, JESSORE, Kotowall, Jessore, PO : 7400**
- 5) Previous TIN : **Not Applicable**
- 6) Status : **Individual**

Date : October 29, 2014



**Please Note:**

1. A Taxpayer is liable to file the Return of Income under section 75 of the Income Tax Ordinance, 1984.
2. Failure to file Return of Income under section 75 is liable to:-
  - (a) Penalty under section 124; and
  - (b) Prosecution under section 164 of the Income Tax Ordinance, 1984.

**Deputy Commissioner of Taxes**  
Taxes Circle-008 (Salary)  
Taxes Zone Khulna  
Address : TB Clinic Mtr, Rail Road, Jessore Phone : 0421-99556

N. B: This is a system generated certificate and requires no manual signature.

## **5B. LEGAL FORM SAMPLES**

### **Contract of Lease**

#### **CONTRACT OF LEASE**

**KNOW ALL MEN BY THESE PRESENTS:**

This AGREEMENT made and entered into by and between:

The **MILAN PRESTIGE BUILDING**, a business entity duly registered under the laws of the Republic of the Philippines, with principal office located along the National Highway, Barangay Halang, Calamba City, Laguna, represented by its Proprietor Ms. JENNY G. DELA CRUZ (herein called the "LESSOR");

-and-

The **PRESIDENTIAL MANAGEMENT STAFF**, a government agency duly organized and existing under and by virtue of Philippine laws, with principal office address at the Automobile Association of the Philippines Tower, 683 Aurora Boulevard, Barangay Mariana, Quezon City, represented herein by its Assistant Secretary ANA MARIA A. CADENA (herein called the "LESSEE").

#### **WITNESSETH:**

**WHEREAS**, the LESSOR is the absolute owner of Milan Prestige Building located along the National Highway, Barangay Halang, Calamba City, Laguna;

**WHEREAS**, LESSOR is offering for lease an office space with a floor area of 80-square meters located at the ground floor of the aforesaid building (herein referred as the "Leased Premises"); and

**WHEREAS**, LESSOR is willing to lease said premises to the LESSEE and the latter is willing to LEASE the same pursuant to PMS Bids and Awards Committee Resolution no. 81 (s. 2019).

**NOW, THEREFORE**, for and in consideration of the foregoing premises, and of the herein mutual covenants, undertakings, obligation, and terms and conditions, the parties have agreed, as they hereby agree as follows:

1. **TERM OF LEASE.** The term of this lease shall be for a period of one (1) year, commencing on 01 January to 31 December 2020.
2. **RENTAL.** The amount of rental shall be **Thirty-Four Thousand Two Hundred Pesos (Php34,200.00)** per month, or a total of **Four Hundred Ten Thousand Four Hundred Pesos (Php410,400.00)** for one year inclusive of all appropriate taxes and fees to be paid within the first five (5) days of the month, provided billings are timely submitted.
3. **TAXES.** The LESSEE shall withhold and remit the withholding tax to the proper government agency. The LESSEE shall submit three (3) copies of the Certificate of Creditable Income Tax Withheld at Source together with the Lessee's monthly rental payment. Any withholding taxes deducted from the rentals not supported by the Certificate of Creditable Income Tax

038 - 01

# 5B. LEGAL FORM SAMPLES

## Location Clearance

CPOD-FORM NO. LC-881  
EFC. 100 PG. 1888  
EDC. 12/2002. MZ. 1888



Republic of the Philippines  
City of Davao  
CITY PLANNING AND DEVELOPMENT OFFICE

Application No.  
Date of Receipt  
Check Number, MZ.  
Amount Paid  
Date Received

### APPLICATION FOR LOCATIONAL CLEARANCE

NAME OF APPLICANT

NAME OF CORPORATION

(LNU) \_\_\_\_\_  
ADDRESS AND TEL. NO. \_\_\_\_\_  
COUNTRY \_\_\_\_\_  
NAME OF AUTHORIZED REPRESENTATIVE \_\_\_\_\_

(MCB) \_\_\_\_\_  
ADDRESS OF CORPORATION \_\_\_\_\_  
ADDRESS OF AUTHORIZED REP. \_\_\_\_\_

PROJECT TYPE

PROJECT NATURE

PROJECT LOCATION

PROJECT AREA: Lot \_\_\_\_\_ m<sup>2</sup>  
Building Improvement(s) \_\_\_\_\_

RIGHT OVER LAND

PROJECT TENURE

Owner  Lessee  (Specify) \_\_\_\_\_

Permanent  Temporary (No. of Yr.) \_\_\_\_\_

PROJECT CAPITALIZATION (Enter in words & in figures)

EXISTING AND USE OF PROJECT SITE

- |                                      |  |  |
|--------------------------------------|--|--|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Residential                       | <input type="checkbox"/> Institutional |
| <input type="checkbox"/> Commercial  | <input type="checkbox"/> Tenanted                          | <input type="checkbox"/> Non-Tenanted  |
| <input type="checkbox"/> Vacant lot  | <input type="checkbox"/> Agricultural (Specify crop) _____ | <input type="checkbox"/> Others _____  |

SIGNATURE OF APPLICANT \_\_\_\_\_

TM

SIGNATURE OF AUTHORIZED REP.

SUBSCRIBED AND SWEARN TO before me this \_\_\_\_\_ day of \_\_\_\_\_ in the City of Davao.  
Affiant exhibited to neither Community Tax Certificate no. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_

NOTARY PUBLIC

Date Rec.: \_\_\_\_\_  
Page No.: \_\_\_\_\_  
Book No.: \_\_\_\_\_  
Serial No.: \_\_\_\_\_

## 5B. LEGAL FORM SAMPLES

### Bureau of Food and Drugs Permit

  
Republic of the Philippines  
Department of Health  
**FOOD AND DRUG ADMINISTRATION**  
C/O DPHQ, Filinvest Corporate City, Alabang, Muntinlupa City

**LICENSE TO OPERATE**  
**Cosmetic Wholesaler**  
is hereby granted to

**HS Organic Products**  
**2720-A Juan Luna St., Gagalangin, Manila, Metro Manila**

Owner:	Mesa Shaines Lim Distributors
License Number:	LTO-3099999999999999
Application Type:	Renewal
Validity of License:	<b>12 April 2024</b>



This LTO shall be renewed within 90 days before its expiration, upon compliance with relevant laws, rules and regulations and the payment of fees. This LTO may be suspended, cancelled or revoked by this Office for cause if found violating RA 9711 and related measures.

Furthermore, with this LTO, the FDA allows the establishment to apply for a market authorization [i.e. registration (CTR) or notification] for health products prior to manufacture, importation, sale or offer for sale, distribution, transfer, advertisement and/or promotion as the case may be.

BY AUTHORITY OF THE DIRECTOR GENERAL

ENGR. ANA TRINIDAD E. RIVERA, MSc  
Director IV  
Center for Cosmetics and Household/Urban Hazardous Substances Regulation and Research

**DISPLAY IN PUBLIC VIEW**

Additional information required under FDA Circular 2014-006 are reflected at the second page of this LTO

This electronic LTO (eLTO) is computer generated and does not require signature  
Directly at [http://www.mca.gov.ph/ebusiness/submit\\_eLTO.htm](http://www.mca.gov.ph/ebusiness/submit_eLTO.htm)

FDA-0307295

## 5B. LEGAL FORM SAMPLES

### Community Tax Certificate

BIR FORM 0016 (DECEMBER, 2014)  
ANALIZA - 2/5/2015 10:24 AM - 16631009 (CC)

COMMUNITY TAX CERTIFICATE		INDIVIDUAL	TAXPAYER'S COPY	
YEAR	PLACE OF ISSUE (City / Muni. / Prov.)	DATE ISSUED		
NAME (SURNAME)	(FIRST)	(MIDDLE)	TIN (If Any):	
ADDRESS			<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE
CITIZENSHIP <b>Filipino</b>	ICR NO. (If an Alien)	PLACE OF BIRTH	HEIGHT	
CIVIL STATUS <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married	<input type="checkbox"/> Widower / Legally Separated <input type="checkbox"/> Divorced	DATE OF BIRTH	WEIGHT	
PROFESSION / OCCUPATION / BUSINESS			AMOUNT	COMMUNITY TAX DUE
A. BASIC COMMUNITY TAX (₱5.00) Voluntary or Exempted (₱ 1.00)			₱ .00	₱ .00
B. ADDITIONAL COMMUNITY TAX (tax not to exceed ₱5,000.00)			₱ .00	₱ .00
1. GROSS RECEIPTS OR EARNINGS DERIVED FROM BUSINESS DURING THE PRECEDING YEAR (₱1.00 for every ₱1,000.00)			₱ .00	₱ .00
2. SALARIES OR GROSS RECEIPT OR EARNINGS DERIVED FROM EXERCISE OF PROFESSION OR PURSUIT OF ANY OCCUPATION (₱1.00 for every ₱1,000.00)			₱ .00	₱ .00
3. INCOME FROM REAL PROPERTY (₱1.00 for every ₱1,000.00)			₱ .00	₱ 930.00
Right Thumb Print	TAXPAYER'S SIGNATURE		TOTAL	₱ .00
	<u>OIC - Municipal Treasurer</u> MUNICIPAL CITY TREASURER		INTEREST	.00
			TOTAL AMOUNT PAID	₱ .00

DOP: 05.11.2015



# SB. LEGAL FORM SAMPLES

## Tax Declaration Form

<b>PAY AS YOU EARN (PAYE)</b> <b>Employee Declaration Form (EDF)</b>																																																				
<b>In respect of income year 1 July 2015 to 30 June 2016</b>																																																				
<p>Applicable to an Employee who is entitled to the exemptions and reliefs mentioned in section 3 below and who wishes to have the exemptions and reliefs taken into consideration for the purposes of PAYE.</p> <ul style="list-style-type: none"> <li>The Employee should fill in and submit this form to his Employer.</li> <li>If an Employee has more than one Employer at any one time, the form should be submitted to <b>only ONE</b> of his Employers.</li> <li>Where during the income year ending 30 June 2016, an employee becomes entitled to new exemptions and reliefs under Section 3, he may submit to his employer a fresh EDF claiming therein the new exemptions and reliefs to which he is entitled.</li> </ul> <p>Please read the Notes at verso before you fill in this form.</p>																																																				
<b>1. Employee's Identification</b> Title (Mr, Mrs, Miss) _____ Surname _____ Other Name(s) _____ National Identity Card Number _____ Tax Account Number (TAN) _____ Identification Number of Non-Government Employee in Employer's payroll (if known) _____ Pension Number (if known - applicable to Government Pensioners) _____																																																				
<b>2. Name of Employer</b> Div/Payroll Code _____ (Applicable to Government Employees)																																																				
<b>3. Exemptions and Reliefs:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Description</th> <th style="width: 20%; text-align: right;">(Rs.)</th> </tr> </thead> <tbody> <tr> <td>3.1 Income Exemption Threshold (IET)</td> <td style="text-align: right;"></td> </tr> <tr> <td>Category A (An employee with <u>no</u> dependent)</td> <td style="text-align: right;">- Rs 285,000</td> </tr> <tr> <td>Category B (An employee with <u>one</u> dependent)</td> <td style="text-align: right;">- Rs 375,000</td> </tr> <tr> <td>Category C (An employee with <u>two</u> dependents)</td> <td style="text-align: right;">- Rs 455,000</td> </tr> <tr> <td>Category D (An employee with <u>three</u> dependents)</td> <td style="text-align: right;">- Rs 495,000</td> </tr> <tr> <td>Category E (A retired or disabled person with <u>no</u> dependent)</td> <td style="text-align: right;">- Rs 335,000</td> </tr> <tr> <td>Category F (A retired or disabled person with <u>one</u> dependent)</td> <td style="text-align: right;">- Rs 445,000</td> </tr> </tbody> </table> <p style="text-align: right;">Enter the IET Amount _____</p> <b>3.2 Additional Exemption in respect of dependent child pursuing undergraduate course</b> Name of child _____ Educational institution being attended _____ (i) _____ (ii) _____ (iii) _____ <span style="float: right; border: 1px solid black; padding: 2px;">Total Additional Exemption _____</span>						Description	(Rs.)	3.1 Income Exemption Threshold (IET)		Category A (An employee with <u>no</u> dependent)	- Rs 285,000	Category B (An employee with <u>one</u> dependent)	- Rs 375,000	Category C (An employee with <u>two</u> dependents)	- Rs 455,000	Category D (An employee with <u>three</u> dependents)	- Rs 495,000	Category E (A retired or disabled person with <u>no</u> dependent)	- Rs 335,000	Category F (A retired or disabled person with <u>one</u> dependent)	- Rs 445,000																															
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<b>3.3 Interest Relief on secured housing loan</b> <b>3.4 Relief for Medical insurance premium or contribution</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th colspan="5" style="text-align: center;">Premium or contribution allowable</th> </tr> <tr> <th style="text-align: center;">Self (Max Rs 12000)</th> <th style="text-align: center;">1st dependent (Max Rs 12000)</th> <th style="text-align: center;">2nd dependent (Max Rs 6000)</th> <th style="text-align: center;">3rd dependent (Max Rs 4000)</th> <th style="text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td>Category A</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Category B</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Category C</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Category D</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Category E</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Category F</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">Enter total premium _____</p> <p style="text-align: right;">Total Exemptions and Reliefs _____</p>							Premium or contribution allowable					Self (Max Rs 12000)	1st dependent (Max Rs 12000)	2nd dependent (Max Rs 6000)	3rd dependent (Max Rs 4000)	Total	Category A						Category B						Category C						Category D						Category E						Category F					
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Category E																																																				
Category F																																																				
<b>3.5</b> <b>4. First employment / change in employment:</b> Have you submitted an EDF to any other employer in respect of income year ending 30 June 2016? Yes <input type="checkbox"/> No <input type="checkbox"/>																																																				
<b>5. Declaration:</b> I _____ (full name of signatory in BLOCK LETTERS) do hereby declare that I am employed by the employer named at section 2 above and that the information I have given on this form is true and correct. Date _____ Signature _____																																																				
Where an employee claims additional exemption or relief under Items 3.3, 3.4 or 3.4 and it is found that the claim is unjustified or in excess by more than 10% of the amount to which he is entitled, he shall be liable to a penalty of 25% of the amount of tax underpaid under PAYE.																																																				

# 5B. LEGAL FORM SAMPLES

## Building Permit

DPW FORM NO. 77-001-B



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF PUBLIC WORKS  
METROPOLITAN MANILA COMMISSION  
OFFICE OF THE BUILDING OFFICIAL  
CITY OF MANDALUYONG  
DISTRICT/CITY/MUNICIPALITY  
AREA CODE 7401-T

APPLICATION NO.

--	--	--	--	--	--	--	--

PERMIT

--	--	--	--	--	--	--	--	--	--

DATE OF APPLICATION

ORIGINAL

RENEWAL

DATE ISSUED

BOX 1 (TO BE ACCOMPLISHED BY DESIGNING ARCHITECT / CIVIL ENGINEER IN PRINT)

NAME OF OWNER / APPLICANT		LAST NAME, FIRST NAME, M.I.	TAX ACCT. NO.
FOR CONSTRUCTION OWNED BY AN ENTERPRISE	FORM OF OWNERSHIP	MAIN ECONOMIC ACTIVITY / KIND OF BUSINESS	
ADDRESS	NO. STREET, BARANGAY, CITY / MUNICIPALITY	TELEPHONE NO.	
LOCATION OF CONSTRUCTION	NO. STREET, BARANGAY, CITY / MUNICIPALITY		
SCOPE OF WORK	<input type="checkbox"/> ADDITION OF _____ <input type="checkbox"/> REPAIR OF _____ <input type="checkbox"/> RENOVATION OF _____ <input type="checkbox"/> DEMOLITION OF _____	6 <input type="checkbox"/> OTHERS (SPECIFY) _____	7 <input type="checkbox"/> OTHERS (SPECIFY) _____
1 <input type="checkbox"/> NEW CONSTRUCTION			
USE OR TYPE OF OCCUPANCY			
RESIDENTIAL:			
11 <input type="checkbox"/> SINGLE			
12 <input type="checkbox"/> DUPLEX			
13 <input type="checkbox"/> ROWHOUSE / ACCESSORIA			
10 <input type="checkbox"/> OTHERS (SPECIFY) _____			
COMMERCIAL:			
21 <input type="checkbox"/> BANK			
22 <input type="checkbox"/> STORE			
23 <input type="checkbox"/> HOTEL/MOTEL, ETC.			
24 <input type="checkbox"/> OFFICE CONDOMINIUM/BUSINESS OFFICE BUILDING			
25 <input type="checkbox"/> RESTAURANT ETC.			
26 <input type="checkbox"/> SHOP (e.g. DRESS SHOP, TAILORING SHOP, BARBER SHOP ETC.)			
27 <input type="checkbox"/> GASOLINE STATION			
28 <input type="checkbox"/> MARKET			
29 <input type="checkbox"/> DORMITORY or OTHER LODGING HOUSE			
20 <input type="checkbox"/> OTHERS (SPECIFY) _____			
OTHER CONSTRUCTION			
60 <input type="checkbox"/> (SPECIFY) _____			
STREET FURNITURE, LANDSCAPING & SIGNBOARDS			
71 <input type="checkbox"/> PARKS, PLAZAS, MONUMENTS, POOLS, PLANT BOXES ETC.			
72 <input type="checkbox"/> SIDEWALKS, PIEMONADES, TERRACES, LAMPOSTS, ELECTRIC POLES, TELEPHONE POLES, ETC.			
73 <input type="checkbox"/> OUTDOOR ADS, SIGNBOARD, ETC.			
74 <input type="checkbox"/> FENCE ENCLOSURE			

BOX 2 (TO BE ACCOMPLISHED BY THE RECEIVING & RECORDING SECTION)

BUILDING DOCUMENTS (FIVE SETS EACH)

- |   |  |
|---|--|
| <input type="checkbox"/> SITE DEVELOPMENT AND LOCATION              | <input type="checkbox"/> MECHANICAL PLANS & SPECIFICATIONS |
| <input type="checkbox"/> ARCHITECTURAL PLAN & SPECIFICATIONS        | <input type="checkbox"/> LOGBOOK (1 COPY)                  |
| <input type="checkbox"/> STRUCTURAL DESIGNS & COMPUTATIONS          | <input type="checkbox"/> OTHERS (SPECIFY) _____            |
| <input type="checkbox"/> SANITARY / PLUMBING PLANS & SPECIFICATIONS | _____  |
| <input type="checkbox"/> ELECTRICAL PLANS & SPECIFICATIONS          | _____  |

BOX 3 (TO BE ACCOMPLISHED BY THE BUILDING OFFICIAL)

ACTION TAKEN:

PERMIT IS HEREBY GRANTED SUBJECT TO THE FOLLOWING CONDITIONS:

1. THAT THE PROPOSED CONSTRUCTION/ADDITION/REPAIR/RENovation/DEMOLITION/INSTALLATIO ETC., SHALL BE IN CONFORMITY WITH THE "NATIONAL BUILDING CODE" (PD. 1096) AND ITS CORRESPONDING IMPLEMENTING RULES AND REGULATIONS.
2. THAT A DULY LICENSED ARCHITECT/CIVIL ENGINEER HAS BEEN ENGAGED TO PREPARE PLANS & SPECIFICATIONS AND TO UNDERTAKE THE SUPERVISION/INSPECTION OF THE CONSTRUCTION OF THE PROJECT.
3. THAT A CERTIFICATE OF COMPLETION DULY SIGNED AND SEALED BY THE DESIGNING ARCHITECT/CIVIL ENGINEER AND THE ARCHITECT/CIVIL ENGINEER IN-CHARGE OF CONSTRUCTION SHALL BE SUBMITTED NOT LATER THAN SEVEN (7) DAYS AFTER COMPLETION OF THE CONSTRUCTION OF THE PROJECT.
4. THAT A "CERTIFICATE OF OCCUPANCY" SHALL BE SECURED PRIOR TO ACTUAL OCCUPANCY OF THE BUILDING.

ISSUED BY:

ENGR. ROLLY P. DANILA  
ASSISTANT CITY ENGINEER

NOTED:

ENGR. CRISANTO W. ROXAS  
CITY GOVERNMENT DEPARTMENT HEAD II

NOTE:

THIS PERMIT MAY BE CANCELLED OR REVOKED PURSUANT TO SECTIONS 305 & 306 OF THE "NATIONAL BUILDING CODE"

DATE

# SB. LEGAL FORM SAMPLES

## Sanitary Permit

		<b>Safety and Buildings Division 201 W. Washington Ave., P.O. Box 7162 Madison, WI 53707-7162</b>		County _____									
				Sanitary Permit Number (to be filled in by Co.)									
				State Transaction Number									
				Project Address (if different than mailing address)									
				Parcel # _____									
				Property Location Govt. Lot _____ _____ 1/4, _____ 1/4, Section _____ (circle one) T _____ N; R _____ E or W									
				Subdivision Name  <input type="checkbox"/> City of _____ <input type="checkbox"/> Village of _____ <input type="checkbox"/> Town of _____									
				Lot # _____ Block # _____ CSM Number _____									
<b>II. Type of Building (check all that apply)</b>		<input type="checkbox"/> 1 or 2 Family Dwelling – Number of Bedrooms _____ <input type="checkbox"/> Public/Commercial – Describe Use _____ <input type="checkbox"/> State Owned – Describe Use _____											
<b>III. Type of Permit: (Check only one box on line A. Complete line B if applicable)</b>		<input type="checkbox"/> New System <input type="checkbox"/> Replacement System <input type="checkbox"/> Treatment/Holding Tank Replacement Only		<input type="checkbox"/> Other Modification to Existing System (explain)									
<b>B.</b> <input type="checkbox"/> Permit Renewal Before Expiration		<input type="checkbox"/> Permit Revision <input type="checkbox"/> Change of Plumber <input type="checkbox"/> Permit Transfer to New Owner		List Previous Permit Number and Date Issued									
<b>IV. Type of POWTS System/Component/Device: (Check all that apply)</b>													
<input type="checkbox"/> Non-Pressurized In-Ground <input type="checkbox"/> Pressurized In-Ground <input type="checkbox"/> At-Grade <input type="checkbox"/> Mound ≥ 24 in. of suitable soil <input type="checkbox"/> Mound < 24 in. of suitable soil <input type="checkbox"/> Holding Tank <input type="checkbox"/> Other Dispersal Component (explain) <input type="checkbox"/> Pretreatment Device (explain).													
<b>V. Dispersal/Treatment Area Information:</b>													
Design Flow (gpd)	Design Soil Application Rate(gpdfs)	Dispersal Area Required (sf)		Dispersal Area Proposed (sf)	System Elevation								
<b>VI. Tank Info</b>		Capacity in Gallons New Tanks    Existing Tanks		Total Gallons	# of Units	Manufacturer		Prefab	Concrete	Site Constructed	Steel	Fiber Glass	Plastic
Septic or Holding Tank													
Dosing Chamber													
<b>VII. Responsibility Statement- I, the undersigned, assume responsibility for installation of the POWTS shown on the attached plans.</b>													
Plumber's Name (Print)		Plumber's Signature		MP/MPRS Number		Business Phone Number							
Plumber's Address (Street, City, State, Zip Code)													
<b>VIII. County/Department Use Only</b>													
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Owner Given Reason for Denial		Permit Fee \$		Date Issued		Issuing Agent Signature							
<b>IX. Conditions of Approval/Reasons for Disapproval</b>													

Attach to complete plans for the system and submit to the County only on paper not less than 8 1/2 x 11 inches in size

## **5B. LEGAL FORM SAMPLES**

### **Public Liability Insurance**



#### **PUBLIC LIABILITY INSURANCE PROPOSAL FORM**

AAR INSURANCE KENYA LIMITED  
GEORGE WILLIAMSON HOUSE, 4TH NGONG, 2ND FLOOR,  
P.O. BOX 41766-00100, TEL: 020 - 2895000/2715319  
FAX: 020 - 2715328, EMAIL: info@aar.co.ke

MPESA PAYBILL NO. 333200

#### **PART A: DETAILS OF THE PROPOSER**

1. NAME OF PROPOSER \_\_\_\_\_
2. POSTAL ADDRESS \_\_\_\_\_ POSTAL CODE \_\_\_\_\_ TOWN \_\_\_\_\_
3. TELEPHONE NO. (OFFICE) \_\_\_\_\_ MOBILE NO. \_\_\_\_\_
4. EMAIL ADDRESS \_\_\_\_\_
5. PIN NO. \_\_\_\_\_ ID NO / CERTIFICATE OF INCORPORATION \_\_\_\_\_  
(Attach copy of each)
6. BUSINESS/TRADE/OCCUPATION \_\_\_\_\_

#### **PART B: RISK DETAILS**

7. Please give a brief description of the following:

a) Works carried out	_____
b) List all premises to which cover is to operate and indicate the extend to which access to this premises is available to members of the public	_____
c) Do any of your employees work away from your premises. If so state where and the nature of their work	Yes <input type="checkbox"/> No <input type="checkbox"/> _____
d) Are any of your premises/ buildings sublet?	Yes <input type="checkbox"/> No <input type="checkbox"/>

8. Please list the limits of indemnity required for claims arising out of your possessions of the following: please indicate the number and type in each case:

## **5B. LEGAL FORM SAMPLES**

# Fire Safety Inspection Permit

	<p>Republic of the Philippines  <b>Department of the Interior and Local Government</b>  <b>BUREAU OF FIRE PROTECTION</b>  <b>NATIONAL CAPITAL REGION</b>  <b>FIRE DISTRICT III</b>  <b>Makati City Fire Station</b>          Ayala Avenue Corner Malugay St., Barangay San Antonio          7720-5729/makatifses@gmail.com</p>	
<p><b>FSIC NO. R16</b> <u><b>#N/A</b></u> <u><b>#N/A</b></u> <b>DATE</b></p>		
<h2><b>FIRE SAFETY INSPECTION CERTIFICATE</b></h2>		
<p><u><b>#N/A</b></u> FOR CERTIFICATE OF OCCUPANCY  <u><b>#N/A</b></u> FOR BUSINESS PERMIT (NEW/RENEWAL)  <u><b>#N/A</b></u> OTHERS <u><b>#N/A</b></u></p>		
<p><b>TO WHOM IT MAY CONCERN:</b></p>		
<p>By virtue of the provisions of RA 9514 otherwise known as the Fire Code of the Philippines of 2008, the application for <b>FIRE SAFETY INSPECTION CERTIFICATE</b> of <u><b>#N/A</b></u></p>		
<p>(Name of Establishment) <u><b>#N/A</b></u> with postal address at          owned and managed by <u><b>#N/A</b></u> (Name of Owner/Representative) <u><b>#N/A</b></u></p>		
<p>(Address) <u><b>#N/A</b></u></p>		
<p>is hereby <b>GRANTED</b> after said building structure or facility has been duly inspected with the finding that it has fully complied with the fire safety and protection requirements of the Fire Code of the Philippines of 2008 and its Revised Implementing Rules and Regulations.</p>		
<p>This certification is valid for <u><b>#N/A</b></u> (Description) <u><b>#N/A</b></u> valid until <u><b>#N/A</b></u></p>		
<p>Violation of Fire Code provisions shall cause this certificate null and void after appropriate proceeding and shall hold the owner liable to the penalties provided for by the said Fire Code.</p>		
<p><b>Fire Code Fees:</b>          Amount Paid: <u><b>#N/A</b></u>          O.R. Number: <u><b>#N/A</b></u>          Date: <u><b>#N/A</b></u></p>		<p><b>RECOMMEND APPROVAL:</b>  <u><b>#N/A</b></u>          CHIEF, Fire Safety Enforcement Section  <b>APPROVED:</b>  <u><b>#N/A</b></u>  <u><b>#N/A</b></u> <u><b>#N/A</b></u>          CITY/MUNICIPAL FIRE MARSHAL</p>
<p><b>NOTE:</b> "This Certificate does not take the place of any license required by law and is not transferable. Any change in the use of occupancy of the premises shall require a new certificate."</p>		
<p><b>THIS CERTIFICATE SHALL BE POSTED conspicuously</b></p>		
<p>PAALALA: "MAHIGPIT NA IPINAGBABAWAL NG PAMUNUAN NG BUREAU OF FIRE PROTECTION SA MGA KAWANI NI TO          ANG MAGBENTA O MAGREKOMENDA NG ANUMANG BRAND NG FIRE EXTINGUISHER!"</p>		
<p><b>Applicant/Owner's COPY</b></p>		<p><b>"FIRE SAFETY IS OUR MAIN CONCERN"</b></p>

# SC. RESUME

## JOHN VICTOR PABA BAUTISTA GENERAL MANAGER



**Phone:** 09664750820

**Email:** juanvictorbautista543@gmail.com

**Address:** 123 MULTINATIONAL AVENUE,  
BARANGAY MOONWALK  
PARAÑAQUE CITY

### PROFILE

I am a competent and reliable employee with sufficient knowledge for businesses. Possess strong problem-solving abilities and an attention to detail when organizing and planning. I can be on a solo or team player with an eye on detail.

### SKILLS

- Problem-Solving
- Strategic Thinking
- Planning and Organizing
- Project Management
- Teamwork and Collaboration
- Detail-Oriented
- Good Adaptability and Flexibility
- Strong Communication

### EDUCATION

**ELEMENTARY SCHOOL**  
COL. E. DE LEON ELEMENTARY  
SCHOOL  
(WITH HONOR)  
2010-2017

**JUNIOR HIGH SCHOOL**  
MOONWALK NATIONAL HIGH  
SCHOOL  
(WITH HIGH HONOR)  
2019-2021

**SENIOR HIGH SCHOOL**  
PARAÑAQUE HIGH SCHOOL- MAIN  
2021-PRESENT

### PERSONAL INFORMATION

**COMPLETE NAME:** JOHN VICTOR PABA BAUTISTA

**AGE:** 17 years old

**SEX:** MALE

**DATE OF BIRTH:** JULY 11, 2005

**PLACE OF BIRTH:** PARAÑAQUE CITY

**CIVIL STATUS:** SINGLE

**CITIZENSHIP:** FILIPINO

**HEIGHT:** 5'4

**WEIGHT:** 55 kg

**RELIGION:** BAPTIST

**MOTHER:** GINALYN V. PABA

**FATHER:** NOEL L. BAUTISTA SR.

# SC. RESUME

## HANNA JANE L. ABALOS SANITIZER FORMULATOR



📞 +6391-2350-9229  
✉️ hannahaneabalos7@gmail.com  
📍 Blk 8 Lot. 2 Aratiles II, Masville  
Brgy. BF Homes Sucat, Parañaque  
City

### PROFILE

A student who is goal-oriented and interested in entrepreneurship, and for the experience I'll gain. I am also a creative thinker who could provide great ideas. Great ideas mean success. I am very skilled in multiple lines of work. I am open to learning from others and have a great deal of dedication and respect for my team and the people I surround myself with.

### SKILLS

- Project Management
- Graphic Designing
- Innovation
- Organizational Skills
- Salesforce
- Branding & Marketing
- Teamwork
- Adaptability

### EDUCATION

- **Secondary School**  
2016-2021  
Masville National High School
- **Senior High School**  
2021-2023  
Parañaque National High  
School-Main

### PERSONAL INFORMATION

COMPLETE NAME:	Hanna Jane L. Abalos
AGE:	17 years old
SEX:	FEMALE
DATE OF BIRTH:	June 13, 2005
PLACE OF BIRTH:	Sta. Cruz, Manila
CIVIL STATUS:	SINGLE
CITIZENSHIP:	FILIPINO
HEIGHT:	5'2
WEIGHT:	45 kg
RELIGION:	CATHOLIC
MOTHER:	Leonisa L. Abalos
FATHER:	Rey Jose B. Abalos

# SC. RESUME

## MARK JAY L. BARRIOS

P A C K A G E R



+09562450896

barriosmark41@gmail.com

ARATILES 2, MASVILLE, BRGY. BF HOMES SUCAT, PARAÑAQUE CITY

### SKILLS

- Creativity
- Time management
- Planning and Organizing
- Perseverance
- Teamwork and Collaboration
- Detail-Oriented
- Good Adaptability and Flexibility
- Strong Communication

### EDUCATION

#### ELEMENTARY SCHOOL

CAÑIOGAN ELEMENTARY SCHOOL  
( WITH HONOR)  
2010-2017

#### JUNIOR HIGH SCHOOL

MASVILLE NATIONAL HIGH SCHOOL  
( WITH HIGH HONOR)

2017-2021

#### SENIOR HIGH SCHOOL

PARAÑAQUE HIGH SCHOOL- MAIN  
2021-PRESENT

### PROFILE

When it comes to doing something I am dedicated and detail-oriented. I'm eager to put my proven creativity skills to use in monitoring and maintaining. Particular interest in achieving your market objectives and assisting with packaging and general financial planning.

### PERSONAL INFORMATION

COMPLETE NAME: MARK JAY L. BARRIOS

AGE: 17 years old

SEX: MALE

DATE OF BIRTH: FEBRUARY 16, 2005

PLACE OF BIRTH: KALIBO AKLAN

CIVIL STATUS: SINGLE

CITIZENSHIP: FILIPINO

HEIGHT: 5'4

WEIGHT: 46 kg

RELIGION: CATHOLIC

MOTHER: MARICEL BARRIOS

FATHER: REXON BARRIOS

# SC. RESUME

## JAY ROSE ANTONIO CASHIER STAFF



+6393-8574-1981

jyrsantonio@gmail.com

21 Indonesia St. Betterliving  
Subdivision Brgy. Don Bosco  
Paranaque City

### SKILLS

- Organization
- Time Management
- Detail-Oriented
- Positive Attitude
- Communication
- Problem-Solving
- Multi-tasking and Adaptability
- Basic Math & Technology Literacy

### EDUCATION

**ELEMENTARY SCHOOL**  
F. SERRANO SR. ELEMENTARY  
SCHOOL  
2011 - 2016

**JUNIOR HIGH SCHOOL**  
DON BOSCO HIGH SCHOOL  
PARAÑAQUE  
2017 - 2020

**SENIOR HIGH SCHOOL**  
PARANQUE NATIONAL HIGH  
SCHOOL - MAIN  
2017 - PRESENT

### PROFILE

A reliable, punctual employee with passionate determination. Active listener with both attentiveness and detail-oriented skills. Capable of adapting to a different environment and working under pressure.

### PERSONAL INFORMATION

COMPLETE NAME:	JAY ROSE ANTONIO
AGE:	17 years old
SEX:	FEMALE
DATE OF BIRTH:	APRIL 23, 2005
PLACE OF BIRTH:	PASAY CITY
CIVIL STATUS:	SINGLE
CITIZENSHIP:	FILIPINO
HEIGHT:	5'2
WEIGHT:	60 kg
RELIGION:	CHRISTIAN
MOTHER:	ROSA ANTONIO
FATHER:	GLENN GUERRA

# SC. RESUME

## MA. SARAH JEAN P. DE LEON

SALES REPRESENTATIVE



+6391-2350-9229

mazarahjean deleon@gmail.com

BLK 1 LOT 2 EL DORADO  
VILLAS, BARANGAY DON  
BOSCO PARANAQUE CITY

### PROFILE

I am a competent and reliable employee with sufficient knowledge for businesses. Possess strong problem-solving abilities and an attention to detail when organizing and planning. I can be on a solo or team player with an eye on detail.

### SKILLS

- Problem-Solving
- Strategic Thinking
- Planning and Organizing
- Project Management
- Teamwork and Collaboration
- Detail-Oriented
- Good Adaptability and Flexibility
- Strong Communication

### EDUCATION

ELEMENTARY SCHOOL  
INUMAN ELEMENTARY SCHOOL  
( WITH HIGH HONOR)  
2010-2017

JUNIOR HIGH SCHOOL  
MAXIMO L. GATLABAYAN  
MEMORIAL NATIONAL HIGH  
SCHOOL  
( WITH HIGH HONOR)  
2017-2019

DON BOSCO HIGH SCHOOL-  
PARANAQUE  
( WITH HIGHEST HONOR)  
2019-2021

SENIOR HIGH SCHOOL  
PARANAQUE HIGH SCHOOL- MAIN  
2021-PRESENT

### PERSONAL INFORMATION

COMPLETE NAME: MA. SARAH JEAN P. DE LEON  
AGE: 18 years old  
SEX: FEMALE  
DATE OF BIRTH: NOVEMBER 4, 2004  
PLACE OF BIRTH: ANTIPOLO CITY  
CIVIL STATUS: SINGLE  
CITIZENSHIP: FILIPINO  
HEIGHT: 5'1  
WEIGHT: 45 kg  
RELIGION: CATHOLIC  
MOTHER: JEAN P. PACIFICO  
FATHER: DAN LOUIE S. DE LEON

## SD. JINGLE LYRICS

We are selling something in the  
marketplace

It's a sanitizer for the hands  
Sanitizer not intended for your face  
And when you buy this you can take it  
by the hand

Ob-la-di, ob-la-da  
Buy our products  
La, la, la, la Sanperton

Ob-la-di, ob-la-da  
Buy our products  
Promise you will not regret

( 3 x )

