

APPLICATION FORM FOR RENEWAL OF BUSINESS PERMIT
(ONLINE)

		Payment	
	NEW		Annually
X	RENEWAL		Bi-annually
	ADDITIONAL		Quarterly

Date of Receipt
Tracking Number
Business ID Number

C. BUSINESS INFORMATION AND REGISTRATION

Please choose one

☐

☐

Sole Proprietorship

Male

☐

Female

☐

☐

One Person Corporation

Male

☐

Female

☐

Partnership

☐

Cooperation

☐

Cooperative

DTI/SEC/CDA Registration Number:

Tax Identification Number (TIN):

Business Name:

Trade Name/Franchise (If applicable):

Main Office Address:

House/Bldg. No.

Name of Building

Lot. No.

Block. No.

Street

Barangay

Subdivision

City/Municipality

Province

Zip Code

Telephone No.:

Mobile No.:

Email Address:

(For Sole Proprietorship)

Name of Owner:

Surname

Given Name

Middle Name

Suffix

(For Corporations/Cooperative/Partnerships)

Name of President/Officer in Charge:

Surname

Given Name

Middle Name

Suffix

For Corporation:

☐ Filipino

☐ Foreign

D. BUSINESS OPERATION

Business Area (in sq.m):

Total No. of Employees in Establishment

No. of Employees

No. of Delivery Vehicles (if applicable)

Total Floor Area (in sq.m):

Male

Female

Residing within

Van/Truck

Motorcycle

☐ Same as Main Office Address

Business Location Address:

House/Bldg. No.

Name of Building

Lot. No.

Block. No.

Street

Barangay

Subdivision

Municipality/Province

Province

Zip Code

Owned?

☐ Yes

☐ No

If Yes, Tax Declaration No.

or Property Identification No.

Taxol Capitalization (PH):

Do you Have Tax incentives from any Government Entity?

☐ Yes (Please attach a copy of your certificate)

☐ No

Business Activity (Please check one):

☐ Main Office

☐ Branch Office

☐ Admin Office Only

☐ Warehouse

☐ Others

Pls. Specify

I DECLARE UNDER PENALTY OF PERJURY that all information in this application are true and correct based on my personal knowledge and authentic records submitted to the . Any false or misleading information supplied, or production of fake/falsified document shall be grounds for appropriate legal action against and automatically revokes the permit. I hereby agree that all personal data (as defined under the Data Privacy Law of 2012 and its implementing Rules and Regulations) and account transaction information of records with the City/Municipal Government may be processed, profiled or shared to requesting parties or purpose of any court, legal process, examination, inquiry and audit or investigation of any authority.

SIGNATURE OF APPLICANT/OWNER OVER PRINTED NAME

DESIGNATION / POSITION / TITLE