

UNIFIED APPLICATION FORM FOR NEW BUSINESS PERMIT (ONLINE)

		Payment	
X	NEW		Annually
	RENEWAL		Bi-annually
	ADDITIONAL		Quarterly

Date of Receipt
Tracking Number
Business ID Number

A. 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 Corportation:

☐ Filipino ☐ Foreign

B. 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 Declaratiion No. or Property Identification No.

Tatol Capitalization (PH):

Do you Have Tax incentives from any Government Entity?

☐ Yes (Please attach a copy of your cetificate) ☐ 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 againts 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