

APPLICATION FORM FOR BUSINESS PERMIT

TAX YEAR _____

CITY/MUNICIPALITY _____

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 ☐ RenewalMode 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 ☐ CooperativeAmendment : From ☐ Single ☐ Partnership ☐ CorporationTo ☐ Single ☐ Partnership ☐ CorporationAre 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 the business permit.

SIGNATURE OF APPLICANT/TAXPAYER OVER PRINTED NAME

POSITION / TITLE