



APPLICATION FOR CERTIFICATE OF CONFORMANCE

REQUIREMENTS FOR NEW BUSINESS

1. Title (xerox)
2. Tax declaration of LAND (Updated) (xerox)
3. Notarized lease agreement (for Lessee/Lessor)
4. Notarized SPA/Authorization (if representative w/ ID)
5. For multiple ownership/If lessor is not the owner (i.e., Extrajudicial, S.P.A, Notarized authority to enter into contract, Notarized consent of owner/s)
6. Picture of establishment and business space inside & outside
7. Sketch plan with dimensions signed by the owner
8. For lot/building/house LESSOR (DTI, Articles of Incorporation, SEC)
9. For business inside subdivision/condominium
 - a. Submit Certificate of No Objection from Homeowners Assoc./Bldg. Admin
10. For business under CMP or awarded lots without Tax Declaration or Title.
 - a. HOA Certification of Membership and Permit to conduct the business
 - b. Pasig Urban Settlement Office (PUSO) Clearance (PUSO Office)
11. Barangay Clearance
12. Occupancy Permit
13. Barangay's Certificate of No Objection, Barangay Resolution and Documents from Public Hearing for LPG stores/Gas Station
 - a. Attendance of Attendees with their signature, addresses, Photograph of the public hearing, Agenda of the meeting and minutes of the meeting
14. When needed: Additional requirements after first evaluation (depends on the business case)
15. Google map showing location of business
16. For GRAB/TNVS wide capture of the car inside the parking area

REQUIREMENTS FOR RENEWAL

1. OLD CERTIFICATE OF CONFORMANCE (xerox)
2. BUSINESS PERMIT OFFICIAL RECEIPT FOR THE CURRENT YEAR

BUSINESS NAME: _____

Location of Business: _____

Area of Business space (sqm.) _____ **No. of employee** _____ **Parking slot:** _____

Type of Activity/Product: _____

Representative/Owner: _____ **Signature:** _____

Home Address: _____ **Contact Number:** _____