

# **BUSINESS APPLICATION FOR 2023**

## **LIST OF REQUIREMENTS AND WHERE TO FILE YOUR BUSINESS APPLICATIONS**

### **TYPES OF BUSINESS TRANSACTIONS:**

- New Business
- Business Retirement
- Renewal
- Amendment

### **PROCESSING PERIOD:**

January 3 - 20, 2023

### **OPERATING HOURS:**

- Monday - Friday: 08:00 AM - 06:00 PM
- Saturday: 08:00 AM - 03:00 PM

# BUSINESS APPLICATION FOR 2023

## NEW BUSINESS APPLICATIONS

### REQUIREMENTS

- Duly Accomplished Unified Business Form (4 copies)
- DTI/SEC Registration/Articles of Incorporation
- Certificate of Conformance (Valid Lease/Sub-Lease Contract/Certificate of Non-rental)
- Picture of the Place of Business (Front)
- Location Map/Sketch of the Place of Business
- Government-issued ID
- Updated Fire Safety Inspection Certificate
- Barangay Clearance\*
- Certificate of Occupancy

*\*Must be obtained from the barangay where the business is located.*

For those who will process any of the business applications via authorized representative, you will be asked to present the following: (1) authorization letter signed by the owner; (2) photocopy of owner's valid government-issued ID, and (3) photocopy of authorized representative's valid government-issued ID

[Also check Other Special Requirements Specific to Line of Business]

# BUSINESS APPLICATION FOR 2023

## RENEWAL

### REQUIREMENTS

- Duly Accomplished Unified Business Form (indicate Occupancy Permit No.) (4 copies)
- 2022 Environmental Permit to Operate from CENRO
- 2022 Sanitary Permit from CHD - Sanitary Office
- 2022 Fire Safety Inspection Certificate from BFP
- 2022 Certificate of Conformance from CPDO-Zoning Unit
- 2022 Barangay Clearance
- 2022 Monthly/Quarterly BIR VAT or Non-VAT/Breakdown of Sales per Branch
- Original and photocopy of 2021 Income Tax Return/Audited Financial Statement

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[Also check Other Special Requirements Specific to Line of Business]



# BUSINESS APPLICATION FOR 2023

## BUSINESS RETIREMENT

### REQUIREMENTS

- Duly Accomplished Unified Business Form (4 copies)
- Barangay Certificate of Retirement/Cessation of Business
- 2022 Monthly/Quarterly BIR VAT or Non-VAT/Breakdown of Sales per Branch
- Original and photocopy of 2021 Income Tax Return/Audited Financial Statement with Breakdown of Sales per Branch, if applicable
- Original Mayor's Permit and Business Plate (to be surrendered to the Treasurer's Office)
- Photocopy of Official Receipt of last payment
- Certification of Termination of Lease (if renting)

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# BUSINESS APPLICATION FOR 2023

## AMENDMENT

### REQUIREMENTS

- Duly Accomplished Unified Business Form (4 copies)
- Supporting Documents on Changes
  - Change of Business Name: New DTI/Amended Articles of Incorporation
  - Change of Address and Area: New Barangay Clearance, Certificate of Occupancy,
  - New Certificate of Conformance, New Lease of Contract (if applicable)
  - Change in Gross Declaration: BIR Income Tax Return/Financial Statement or VAT/Non-VAT Returns
  - Others: Inspection Report for other Business Data Change/s – Signage, Personnel, Delivery Vehicle

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# BUSINESS APPLICATION FOR 2023

## Other Special Requirements Specific to Line of Business

BUSINESS ACTIVITY/LINE OF BUSINESS	SPECIAL REQUIREMENTS
Animal Facilities (Farms, Zoos, Aviaries, Apiaries, Kennels, Racetracks, Cockpits, Grooming Facilities, Pet Shops, Pounds, Animal Rescue Centers, Airport and Seaport Quarantine Stations, Animal Holding Facilities, Stables, Livestock Markets, Slaughterhouses and Poultry Dressing Plants, Veterinary Clinics and Veterinary Hospitals, and any facility that may directly deal with animals)	Veterinary Clearance from the City Veterinary Office
Auto Repair, Electronics, Radio, Electrical Equipment Shop	DTI Accreditation Certificate
Birthing Homes, Lying-in Clinic	Endorsement from City Health Department
Chemical Manufacturing Plants	<ul style="list-style-type: none"> <li>• Environmental Compliance Certificates (ECC)</li> <li>• LLDA Permit</li> <li>• Zoning / Valid Temporary Use Permit from LGU</li> </ul>
Cold Storage Warehouse	Veterinary Clearance from the City Veterinary Office
Companies Exercising Profession	PRC License, PTR
Companies Dealing in Firearms, Ammunition, and Explosives	License to Operate from the Firearms and Explosive Unit (Camp Crame)
Cooperative	CDA Accreditation
Hotels	<ul style="list-style-type: none"> <li>• Tax Bill and OR for the current year</li> <li>• Surety Bond (Insurance Coverage)</li> <li>• Previous Travel License Permit</li> </ul>
Junkshop, Vulcanizing Shop, Carwash, Auto Repair Shop	<ul style="list-style-type: none"> <li>• Lot area of at least 100 sq. meters</li> <li>• Lot title of owner or contract of lease plus TCT of Lessor</li> </ul>
Lending Institution	License to Operate from SEC
LPG Dealers, Gasoline Station	DOE Accreditation
Manning / Crewing Service	License to Operate from DOLE
Meat Cutting Plant	Veterinary Clearance from the City Veterinary Office
Meat Dealer (Hog or Cattle)	Veterinary Clearance from the City Veterinary Office
Meat Depot	Veterinary Clearance from the City Veterinary Office
Meat Market (Wet Market, Flea Market, Rolling Stores, Meat Shops/Stalls, Lechon Houses and Stands, Ambulant Meat Stalls/Vendors/Peddlers, Supermarkets and Grocery Stores, Restaurants, Canteens and Eateries, Catering Services, Hotels and Other Institutional Buyers, Meat Chandlers, Meat Online Seller)	Veterinary Clearance from the City Veterinary Office
Pawnshop / Money Changer / Remittance Agency / Foreign Exchange Dealer	Certification to Operate from Banko Sentral ng Pilipinas
PAGCOR Allowed activities	<ul style="list-style-type: none"> <li>• At least 200 meters radius away from public institutions, school, churches</li> <li>• Certification of "No Objection" from the City Council</li> <li>• PAGCOR Accreditation</li> </ul>
Pet Shops, Veterinary Clinic and Hospital, Zoo	<ul style="list-style-type: none"> <li>• Animals Certification of Registration from Bureau of Animal Industry</li> <li>• Veterinary Clearance from the City Veterinary Office</li> </ul>
Pharmacy / Drugstore / Food and Beauty Products Manufacturing	BFAD License
Poultry Dressing Plant	Veterinary Clearance from the City Veterinary Office
Real Estate Lessor	Proof of Ownership
Recruitment / Manpower Agencies	License to Operate from DOLE or POEA as the case maybe
Rent-A-Car / Transport Services	LTO Franchise
Restobar, Night Clubs, Cocktail Lounge, Beer House	<ul style="list-style-type: none"> <li>• 200 meters away from public institutions, school, churches</li> <li>• Health Certificates (for working personnel, waiters, cooks, and other workers)</li> <li>• Working Permit of personnel</li> <li>• Fire Safety Certificate</li> </ul>
School/Education Institution	DepEd or CHED Accreditation
Security Agency	PNP Clearance/PCSUCIA National License (Camp Crame)
SER engage in Construction Business	Certification of Philippine Construction Accreditation Board
Slaughterhouse	Veterinary Clearance from the City Veterinary Office
Travel Agencies (Large Scale)	Cultural Affairs Travel Certificate
Warehouse/Depot	Certification stating the type of commodity to be stored
Water Refilling Station	Certification of Water Potability from the City Health Department/Certification of Sanitary Inspection