

BUSINESS APPLICATION FOR 2025



LIST OF REQUIREMENTS AND WHERE TO FILE YOUR BUSINESS APPLICATIONS

TYPES OF BUSINESS TRANSACTIONS:

- New Business
- Renewal
- Business Retirement
- Amendment

PROCESSING PERIOD:

January 2-20, 2025

OPERATING HOURS:

- Monday-Saturday | 08:00AM to 05:00PM



NOTE: Bulk transactions that can be accommodated for same-day processing is limited to five (5) only. For bulk transactions involving more than five (5) businesses, taxpayer-clients will be given another date when they can pick up their permits, provided that all businesses concerned are cleared for renewal/do not have deficiencies.

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New Business Applications Requirements

- Duly Accomplished Unified Business Application 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]

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Business Registration Renewal Requirements

- Duly Accomplished Unified Business Application Form (4 copies)
- Copy of the 2024 Tax Order of Payment
- Financial Documents: 2024 Monthly/Quarterly BIR VAT or Non-VAT, Quarterly Percentage Tax Return, Sworn Certificate of Gross Sales/Receipts and/or Sales Breakdown per Branch
- 2023 Audited Financial Statement/Income Tax Return

Business Permit Renewal Requirements

- Photocopy of 2025 Tax Order of Payment
- Photocopy of approved Unified Business Application Form
- Photocopy of 2025 Official Receipt
- Photocopy of valid Fire Safety Inspection Certificate

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

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Business Retirement Requirements

- Duly Accomplished Unified Business Application Form (4 copies)
- Barangay Certificate of Retirement/Cessation of Business
- 2024 Monthly/Quarterly BIR VAT or Non-VAT/Breakdown of Sales per Branch
- Original and photocopy of 2023 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)

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

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Business Amendment Requirements

- Duly Accomplished Unified Business Application 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

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

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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"> • Environmental Compliance Certificates (ECC) • LLDA Permit • Zoning / Valid Temporary Use Permit from LGU
Cold Storage Warehouse for Processed/Frozen Meats	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"> • Tax Bill and OR for the current year • Surety Bond (Insurance Coverage) • Previous Travel License Permit
Junkshop, Vulcanizing Shop, Carwash, Auto Repair Shop	<ul style="list-style-type: none"> • Lot area of at least 100 sq. meters • Lot title of owner or contract of lease plus TCT of Lessor
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 Handlers, 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"> • At least 200 meters radius away from public institutions, schools, churches • Certification of "No Objection" from the City Council • PAGCOR Accreditation
Pet Shops, Veterinary Clinic and Hospital, Zoo	<ul style="list-style-type: none"> • Animals Certification of Registration from Bureau of Animal Industry • Veterinary Clearance from the City Veterinary Office
Pharmacy / Drugstore / Food and Beauty Products Manufacturing	FDA 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 may be
Rent-A-Car / Transport Services	LTO Franchise
Restobar, Night Clubs, Cocktail Lounge, Beer House	<ul style="list-style-type: none"> • 200 meters away from public institutions, schools, churches • Health Certificates (for GROs, Waiters, Cooks, and other workers) • Working Permit of personnel • Fire Safety Certificate
School/Education Institution	DepEd or CHED Accreditation
Security Agency	PNP Clearance/PCSUCIA National License (Camp Crame)
SER engaged 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

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TRANSACTION SITES

Pasig City Hall Annex 1

(Ayala Malls The 30th, Brgy. Ugong)

- Bagong Ilog
- Kapitolyo
- Oranbo
- Pineda
- San Antonio
- Ugong

Pasig City Hall Annex 2

(Robinsons Metro East, Brgy. Dela Paz)

- Dela Paz
- Manggahan
- Santolan

Temporary Pasig City Hall

(Eulogio Amang Rodriguez, Brgy. Rosario)

- Caniogan
- Maybunga
- Rosario
- San Miguel
- Sta. Lucia

Old Pasig City Hall

(Caruncho Ave., Brgy. San Nicolas)

- Bambang
- Bagong Katipunan
- Buting
- Kalawaan
- Kapasigan
- Malinao
- Palatiw
- Pinagbuhatan
- Sagad
- San Joaquin
- San Jose
- San Nicolas
- Sta. Cruz
- Sta. Rosa
- Sto. Tomas
- Sumilang

Mutya ng Pasig Mega Market

(3/F Multipurpose Hall | Market Ave., Brgy. San Nicolas)

- Mutya ng Pasig Mega Market Stallholders