



Application Form for Business Permit
 Tax Year _____
 City/Municipality _____



UNIFIED FORM

- New
- Renewal
- Additional

Amendment

- From Single to Partnership
- From Single to Corporation
- From Partnership to Single
- From Partnership to Corporation
- From Corporation to Single
- From Corporation to Partnership

Mode of Payment

- Annually
- Bi-annually
- Quarterly

Transfer

- Ownership
- Location

Date of Application:		DTI/SEC/CDA Registration No.:	
Reference No.:		DTI/SEC/CDA Date of Registration:	
Kind of Organization:		TIN:	
Are you enjoying tax incentive from any Government Entity? () Yes () No Please specify the entity:			
Name of Taxpayer:		Middle Name:	
Last Name:		First Name:	
Business Name:			
Trade Name/Franchise:			
Name of President/Treasurer of Corporation:		Middle Name:	
Last Name:		First Name:	

Business Address	Owner's Address
House No./Bldg. No.	House No./Bldg. No.
Building Name	Building Name
Unit No.	Unit No.
Street	Street
Barangay	Barangay
Subdivision	Subdivision
City/Municipality	City/Municipality
Province	Province
Tel. No.	Tel. No.
Email Address	Email Address

Property Index Number (PIN)					
Business Area (in sq. m.):		Total No. of Employees in Establishment:		No. of Employees Residing in LGU:	
If place of Business is rented, please identify the following:				Monthly Rental:	
Lessor's Last Name:		First Name:		Middle Name:	
Lessor's Address		House No./Building No.			
Street		City/Municipality			
Barangay		Province			
Tel. No.		Email Address			
In case of emergency: (Name of Contact Person)		Tel. No./Mobile Phone No./Email Address:			
Business Activity		No. of Units	Capitalization (for new business)	Gross Sales/Receipts (for renewal)	
Code	Line of Business			Essential	Non-essential

SIGNATURE OF APPLICANT OVER PRINTED NAME	POSITION/TITLE
For corporation, only responsible person (President, Chief Accountant and Corporate Secretary) should sign the form. In case of duly authorized representative, kindly present authorization letter signed by the identified responsible person of the corporation.	