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| **Annex 1 (Page 1 of 2): Application Form for Business Permit TAX YEAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CITY/MUNICIPALITY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|   | New |   |   |   |   | **Amendment:** | **Mode of Payment** |
|   | Renewal |  |  |  |   | From Single to Partnership |  |   | Annually |
|   | Additional |  |  |  |   | From Single to Corporation |  |   | Bi-Annually |
|   |  |  |  |   | From Partnership to Single |  |   | Quarterly |
|   | **Transfer:** |  |  |  |   | From Partnership to Corporation |
|   | Ownership |  |  |  |   | From Corporation to Single |
|   | Location |   |   |   |   | From Corporation to Partnership |
| Date of Application: | DTI/SEC/CDA Registration No.: |
| Reference No.: | DTI/SEC/CDA date of registration: |
| Type of Organization:  Single  Partnership  Corporation  Cooperative | TIN: |
| Are you enjoying tax incentive from any Government Entity? ( ) yes ( ) no Please specify the entity: |
| Name of Tax payer: |
| Last Name | First Name | Middle Name |
| Business Name: |
| Trade name/Franchise: |
| Name of President/Treasurer of corporation: |
| Last Name | First Name | Middle 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: | # of Employees Residing in LGU: |
| If Place of Business is Rented, please identify the following : **Lessor’s Name** | **Monthly Rental:** |
| Last Name: | First Name: | Middle Name: |
| **Lessor’s Address** |
| House No./Bldg. No. | Subdivision |
| Street | City/Municipality |
| Barangay | Province |
| Tel. No. | Email Address: |
| In case of Emergency:  | 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 |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| ***I undertake to comply with the regulatory requirement within 30 days from release of the business permit.*** |
| SIGNATURE OF APPLICANT OVER PRINTED NAME: | POSITION/TITLE  |

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| **Annex 1 (Page 2 of 2): Application Form for Business Application No. 000-000-000-0000**  |
| **ASSESSMENTS:** |
| **LOCAL TAXES** | **REFERENCE** | **AMOUNT DUE** | **PENALTY** | **TOTAL** | **ASSESSED BY** |
| Gross Sales Tax /Business Tax |   |   |   |   |   |
| Tax on delivery vans/trucks |   |   |   |   |   |
| Tax on storage for combustible/flammable of explosive substance  |   |   |   |   |   |
| Tax on signboard /billboards |   |   |   |   |   |
| **REGULATORY FEES AND CHARGES** |   |   |   |   |   |
| Mayors Permit Fee |   |   |   |   |   |
| Fermented Liqour (Beer) |  |  |  |  |  |
| Penalty |  |  |  |  |  |
| Garbage Charges/fee |   |   |   |   |   |
| Delivery Trucks/Vans Permit Fee |   |   |   |   |   |
| Sanitary Inspection Fee |   |   |   |   |   |
| Medical Fee |  |  |  |  |  |
| Police Clearance Fee |  |  |  |  |  |
| Annual Inspection Fee |  |  |  |  |  |
| Miscellaneous Fee |  |  |  |  |  |
| Plate & Sticker |  |  |  |  |  |
| Building Inspection Fee |   |   |   |   |   |
| Electrical Inspection Fee |   |   |   |   |   |
| Mechanical Inspection Fee |   |   |   |   |   |
| Plumbing Inspection Fee |   |   |   |   |   |
| Signboard/Billboard Renewal Fee |   |   |   |   |   |
| Signboard/Billboard Permit Fee |   |   |   |   |   |
| Storage and Sale of Combustible/ Flammable or Explosive Substance |   |   |   |   |   |
| **VERIFICATION OF DOCUMENTS** |
| **Description** | **Office/Agency** | **Date Issued** | **VERIFIED BY:** |
| Barangay Clearance | Barangay |   |   |
| Zoning Clearance | Zoning Admin. |   |   |
| Market Clearance | Market Admin. |  |  |
| Municipal Treasurer’s Clearance | Mun. Treas. |  |  |
| Sanitary / Health Clearance | Mun. Health Dept. |   |   |
| Occupancy Permit | Bldg. Official |   |   |
| Fire Safety Inspection Certificate | Mun. Fire Dept. |   |   |
| Real Property Tax | Treasurer’s Office |  |  |
| Bureau of Internal Revenue | BIR Officer |  |  |
| Others, please specify: |   |   |   |
|  DINA ALCARAZ FRANCISCO FRANCO R. BENAVIDEZ |
| Assessment reviewed by: |  |  |  | Approval Recommended by: |  |
|  |  |
|  |
|  |  |  |  |  |
| **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 application form are complete and properly filled out. |

Definition of Terms

1. New – refers to a business that has not applied for a business permit yet.
2. Renewal – refers to a business that has operated in the years passed, and will renew its business permit for the new year.
3. Additional – refers to new business other than what was given a business permit for. It is a new line or new nature of business.
4. Transfer
* Ownership – refers to reassigning of the business to a new owner or holder.
* Location – refers to moving the business to a new site or place.
1. Amendment – refers to changes in the forms of business

 From Single to Partnership, From Single to Corporation, From Partnership to Single, From Partnership to Corporation, From Corporation to Single, From Corporation to Partnership

1. Mode of Payment – refers to manner to pay related taxes and fees.

Annual, Semi-annual, Quarterly

1. Date of Application – refers to the date that the business applied for business permit.
2. DTI/SEC/CDA Registration No. – refers to the registration number given by relevant of the three national government agencies in charge to record and catalogue businesses – DTI for single proprietorships, SEC for corporations and CDA for cooperatives.
3. DTI/SEC/CDA Registration Date – refers to the day, month, year that the business got its registration certificate from relevant of the three national government agencies
4. Reference Number – refers to a number that the BPLO may assign for easy identification of the business applicant in its inventory of business applicants.
5. Name of Taxpayer – refers to the entity that pays the pertinent taxes. This may either be a person or juridical entity i.e. business single proprietor, partnership, corporation or cooperative.
6. Business Name – refers to the unique label that identifies a business. This is registered with DTI so that there are no businesses with the same name.
7. Trade name/Franchise – refers to the brand name, trademark of the business. This usually applies to franchises where there are several businesses and products owned by different persons/entities under one mother owner.
8. Business Activity
* Code – refers to an identification system for the business, depending on the line of business. This usually follows the Local Tax Code.
* Line of Business – refers to the field or specialization of the business. This also follows the Local Tax Code.
* No. Of Units – refers to the number of machineries and vehicles that the business owns and uses for its operations. This is taxed.
* Capitalization (new business) – refers to the equity of a business enterprise. It includes all assets, stocks, and long-term debts. It is a measurement of the size of a business enterprise.
* Gross Sales/Receipts

Essential – refers to proceeds from core products of the business enterprise

Non-essential – refers to proceeds from by products of the business enterprise

1. Assessment
* Local Taxes – refer to financial charges levied upon taxpayers (individual or legal entity) to support government such that failure to pay is punishable by law. These charges are found in the Local Tax Code.
* Regulatory Fees & Charges – refer to financial charges imposed upon taxpayers for services rendered by government to ensure public safety.
* Reference – refers to the legal basis from which the financial charges are based upon. It may be the Local Tax Code or local ordinance.
* Amount Due – refers to the appropriate amount to be paid as a result of assessment.
* Penalty – refers to amount owed by the taxpayer as a consequence of non-compliance to relevant legal issuance.
* Assessed by – refers to the local government staff who calculated the appropriate amounts of taxes, fees and charges
1. Verification Documents – refer to proof of evidence certifying that the taxpayer has complied with the various regulatory obligations set by the local government to ensure safety of its constituents in general.