



REPUBLIC OF THE PHILIPPINES
CITY OF MANDALUYONG
BUSINESS PERMITS AND LICENSING OFFICE

Application Form for Business

TAX YEAR _____

_____ CITY

- New
- Renewal
- Additional
- Transfer

- Ownership
- Location

- Amendment

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

- From Partnership to Corporation
- From Partnership to single
- From Corporation to Partnership

Mode of payment

- Annually
- Bi-annually
- Quarterly

Date of Application		DIT/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 Tax payer:		Last Name	First Name
Business Name:		Middle Name	
Tradename/Franchise:			
Name of President/Treasurer of corporation:			
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 sqm)		Total No. of Employees in Establishment	Total # 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

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 Liaison Officer or any authorized representative, kindly present an authorization letter signed by the identified responsible person of the corporation.

SUBSCRIBED AND SWORN BEFORE ME THIS _____ DAY OF _____, 20 ____ at THE CITY/MUNICIPALITY OF _____, AFFIANT EXHIBITED TO ME HIS/HER RESIDENCE CERTIFICATE NO. A _____ ISSUED AT _____ ON _____.

DOC. NO. _____
PAGE NO. _____
BOOK NO. _____
SERIES OF 20 _____

NOTARY PUBLIC

Application Form for Business
Application No. 000-000-000-000

ASSESSMENTS:					
LOCAL TAXES	REFERENCE	AMOUNT DUE	PENALTY	TOTAL	ASSESSED BY
Local business					
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					
Garbage Charges					
Delivery Trucks/Vans Permit Fee					
Sanitary Inspection Fee					
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 Business Clearance	Barangay			
Locational Clearance	Zoning Admin.			
Sanitary / Health Clearance	City Health Dept.			
Occupancy Permit	Bldg. Official			
Fire Safety Clearance	City Fire Dept.			
Others, please specify:				

Assessment reviewed by: _____ Application checked by: _____ Approval recommended by: _____

Approved by: _____
CITY MAYOR

Date of Approval: _____

- 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.