**APPLICATION FOR BUSINESS PERMIT INFORMATION AMENDMENT**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Registered Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Certificate No. :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CONTACT # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_ Change Ownership \_\_\_ Change Corporate Name \_\_\_ Change Business Category**

**\_\_\_ Change Cooperative Name \_\_\_ Change Representative \_\_\_ Change Tradename**

**\_\_\_ Change Partnership Name \_\_\_ Change Nature of Business \_\_\_ Change Business Address**

**Correction of Entity**

**\_\_\_ Name of Taxpayer \_\_\_ Additional Line of Business**

**\_\_\_ Trade Name \_\_\_ Reflect Trade Name**

**\_\_\_ Ownership \_\_\_ Others**

**Remarks: Change\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Area Size in Sq.Mtrs.\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Taxpayer’s Signature over Printed Name**

 **APPROVED Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **DISAPPROVED due to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BCAS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chief, Business Tax Mapping Division**

 **JASON D. ADAZA, JD, LPT**

 **Chief**

 **Business Permits & Licensing Division**

Amendment Fee: P150.00 / Barangay Clearance Fee: P1,000.00

Requirements: **1.** Letter request addressed to the BPLD Chief **2.** City Planning Approval **3.**Certificate of Occupancy for new bus. address **4.** Sketch (Google Map form) of new bus. address **5.** Accomplished Amendment Form **6.** Homeowners Assn. Clearance (if inside subdivision) **7.** Barangay Fee or Cert. Fee for Amendment **8.** Secretary’s Cert. (if corporation) **9.**Contract of Lease (if renting) / Tax Declaration **10.** Original Business Permit **11.** If Corporation, Board Resolution or Secretary’s Cert. To change Bus. Add. **12.** Affidavit of Loss 13. DTI Certification (Photocopy) 14. Amended SEC Registration **15.** Photocopy 2 valid ID’s with Signature of Owner or Authorized Representative **16.** Special Power of Attorney (SPA)