



Republic of the Philippines
City of Cagayan de Oro
**BUSINESS PERMITS AND LICENSING
DIVISION**



REQUIREMENTS FOR AMENDMENT

- ❖ 1. Letter request addressed to the BPLD Chief
- ❖ 2. City Planning Approval
- ❖ 3. Certificate of Occupancy for new business address
- ❖ 4. Sketch (Google Map form) of new business 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 business address
- ❖ 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)