

## CERTIFICATION RELATED TO BUSINESS LICENSE & FEES

*Certification of last payment to be used in the:*

- *Renewal of Business License*
- *Certification of No Business for the residents of Cagayan de Oro City*
- *Requesting for medical and hospital assistance, scholarship*
- *SSS Claims and other purposes*
- *Certification of Retirement of Business to be used in the Bureau of Internal Revenue for Closing of Business and for verification purposes*

Office Address	:	The City Hall, 1 <sup>st</sup> Floor Annex Building City Finance Department, Capistrano-Hayes Streets Cagayan de Oro City
Contact No.	:	088 857 5043, 088 857 5044
Email Address	:	citytreasurer.cagayandeoro@gmail.com
Frontline Personnel	:	Ms. Venus Sabejon Ms. Cecilia Abbu
Frontline Supervisor	:	Engr. Leonil G. Mistula
Office Head	:	Mr. Glenn C. Bañez, MPA, Ph.D.
Client/s	:	Last Payment - Cagayan de Oro business owners No Business - Indigents and any citizen of Cagayan de Oro Retirement of Business - Owners of businesses who closed their business
Requirement/s	:	Certification of Business Retirement – Notice of Retirement (For Retirement of Business) Barangay Certification (For “No Business” Certification)
Schedule	:	Monday to Friday, 8:00 AM to 5:00 PM Saturday, 9:00 AM to 3:00 PM
Fee/s	:	P 50.00 Certification Fee
Duration	:	6 - 9 minutes

**HOW TO AVAIL OF THE SERVICE:**

<b>STEP</b>	<b>CLIENT ACTION</b>	<b>LGU ACTION</b>	<b>OFFICE OR UNIT AND PERSON RESPONSIBLE</b>	<b>LOCATION OF SERVICE</b>	<b>DURATION OF SERVICE</b>
1	Go to the Kiosk and select <b><i>ALL OTHER FEES OR INQUIRIES.</i></b> Press the Business Payment icon.	Machine print out of queuing number	Kiosk Assistants	City Treasurer's Office, Ground Floor City Hall Annex Building	2-3 minutes
2	Pay required tax at corresponding counter when number is called (Please take extra care to observe color coding of transaction in the display monitor).	Issue Official Receipt	Revenue Collector, Business Tax Division		2-3 minutes
3	Present Official Receipt	Prepare and release the certification	Frontline Personnel, Computer Division		2-3 minutes