



REPUBLIC OF THE PHILIPPINES  
CITY GOVERNMENT OF PASIG  
BUSINESS PERMIT AND LICENSE OFFICE



Checklist Control # \_\_\_\_\_

Issued by: \_\_\_\_\_

Received by: \_\_\_\_\_

Signature over Printed Name  
Owner/Authorized Representative

Date issued \_\_\_\_\_

BUS. ID NO. \_\_\_\_\_ NAME OF TAXPAYER \_\_\_\_\_

APPLICATION FORM CONTROL NO. \_\_\_\_\_ DATE OF APPLICATION \_\_\_\_\_

**CHECKLIST OF REQUIREMENTS FOR BUSINESS RENEWAL APPLICATION**

- Duly accomplished and notarized application form with Latest Tax Order of Payment (Verification of negative List)
- Copy of the previous year's / Latest compliance
  - 1) Certificate of conformance (secure from CPDO)
  - 2) Valid and updated Fire Safety Inspection Certificate (FSIC)
  - 3) Sanitary Permit to Operate (secure from the City Health Office)
  - 4) CENRO (Environmental Permit to Operate)
- BIR Monthly Vat/Quarterly Vat/ Quarterly Tax Return (2019)
  - 1) Certificate of Declared Gross Sales signed by the authorized signatory
  - 2) Certificate of Breakdown per Branch, if applicable
  - 3) Certificate of Gross Sales per line of Business
- Certificate of Tax Exemption, if applicable
- 2019 ITR/Audited Financial Statement for submission on or before May 30,2020
- Picture/Photo (if not yet submitted)
  - 1) Sketch of Location – (2R, colored)
  - 2) Façade / Frontage of Business Establishment (3R, colored)
- Barangay Clearance 2020

**IMPORTANT INSTRUCTION:**

PROVIDE/SUBMIT PHOTOCOPY/XEROX copy of each document duly certified as true copy, arranged in accordance with the checklist as TOP sheet.

**NOTE :** Any missing documents on the above mentioned checklist is a ground for denying the application.

\*2018 Income Tax Return / Audited Financial Statement (with SEC confirmation if applicable) to be submitted to Treasurer's office

**REMARKS:**

[ ] Passed

[ ] Failed

(Issue Acknowledgement Receipt)

(Issue Denial Form)

\_\_\_\_\_  
CHECKED AND VERIFIED BY:

\_\_\_\_\_  
DATE/TIME



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CHECKLIST OF REQUIREMENTS FOR NEW BUSINESS APPLICATION

**Requirements for New Application:**

- Duly accomplished and notarized application form
- Certificate of Conformance (secure from the City Planning Dev't. Ofc. - CPDO)
  1. Requirements: - Proof of ownership of place of business (Tax Declaration or TCT-Transfer Certificate of Title)
  2. Contract of Lease (if renting)
  3. Authorization Letter or Certification if allowed to use the place/space (secure from the owner of the Place/Space)
- Fire Safety Inspection Certificate (FSIC) - For Business or Occupancy (secure from the office of BFP - Bureau of Fire Protection)

**SINGLE PROPRIETORSHIP**

- DTI Business Name Registration (secure from Negosyo Center-Pasig located at the GAD & Livelihood compound beside Pasig City Hall)

**CORPORATION / PARTNERSHIP**

- SEC Articles of Incorporation/Partnership showing a complete & updated list of the names of Incorporators/partners

**COOPERATIVES**

- CDA Registration (Secure from the Cooperative Development Authority Located at the 6<sup>th</sup> Floor Pasig City)
- Barangay Clearance 2020
- Picture/Photo of the Business Establishment
  1. Location of business (size 2R colored)
  2. Façade/Frontage of the Business(size 3R colored)
- Compliance to other National Agencies if applicable