

■ ■ ■ Adoption/Correction/Additional Line/Change of any data in the Business Permit

■ ■ ■ Procedures

STEP	APPLICANT ACTIVITY	OFFICE ACTIVITY	PERSON RESPONSIBLE	FORMS
1	Present original Business Permit and supporting documents relevant to the adoption/correction/change of data in the business permit to the Business Bureau	Assessment by Licensing Officer, preparation and release of print-out (Other Request Form) to the taxpayer	Licensing Officer	Other Request Form
2	Proceed to City Treasurer's Office	Receipt of payment and Issuance of Official Receipt	Cashier	Official Receipt
3	Proceed to concerned Regulatory Office(s), IF APPLICABLE	IF APPLICABLE, depending on the request, line of business and location, Taxpayer may be requested to have the form be signed/approved by concerned Regulatory Office(s)	IF APPLICABLE, concerned Regulatory Office(s)	Other Request Form
4	Proceed to Business Bureau	Receipt of the completed transaction and supporting documents; Approval by the BB Chief; Encoding of amendments & Reprinting of Business Permit, and Release of permit to taxpayer	Receiving Asst. Records Asst. BB-Chief Releasing Asst.	Business Permit
END OF TRANSACTION				

■ ■ ■ Requirement

- Business Permit (Original)
- SOLE PROPRIETORSHIP: If represented, Special Power of Attorney with CLEAR XEROX ID of authorized person and taxpayer/applicant (Original SPA)
- CORPORATIONS/PARTNERSHIPS/OTHERS: Board Resolution/Secretary Certificate relative to the request and to the authorized representative with CLEAR XEROX ID of signatory and authorized person (Original Board Resolution/Secretary Certificate)
- Supporting documents relevant to the adoption/correction/additional/change of data in the business permit:
 - Transfer/change/correction of address: Lease Contract
 - Adoption/Change of Trade Name: DTI Registration or SEC Registration
 - Correction of Name: Birth Certificate, Marriage Certificate
 - Transfer of Ownership (SOLE PROPRIETORSHIP):
 - Deed of Sale (Original)
 - Affidavit of Transfer if transfer between spouses, siblings, ascendants, descendants
 - Community Tax Certificate of New Owner (Xerox)
 - Barangay Clearance of New Owner (Original)

- CLEAR Xerox ID of parties
- Transfer of Ownership (CORPORATION/PARTNERSHIP/OTHERS):
 - Deed of Sale (Original)
 - Community Tax Certificate of New Owner (Xerox)
 - Barangay Clearance of New Owner (Original)
 - Certificate of Registration from SEC; or from CDA of New Owner (Xerox)
 - Articles of Incorporation/Partnership/Cooperation and By Laws of New Owner (Xerox)
 - Board Resolution/Secretary Certificate (Original)
 - CLEAR XEROX ID of signatories and authorized person
- Transfer of Ownership to an heir where permit tee has died: Death Certificate of permit tee, Marriage Certificate of spouse, Death certificate of spouse (if applicable),
 - Death Certificate of permit tee
 - Marriage Certificate of Spouse
 - Death Certificate of Spouse (if applicable)
 - Birth Certificate of Transferee
 - Waiver of Rights of other Heirs
 - CLEAR XEROX ID of signatories in the waiver and transferee
- Additional Line of Business (SOLE PROPRIETORSHIP):
 - Valid ID of taxpayer, if personally applied by the taxpayer
 - If represented, Special Power of Attorney stating additional line and authorized representative with CLEAR XEROX ID of taxpayer and authorized person
 - Other supporting documents depending on the nature of additional business line
 - Barangay Resolution, in case of business lines which may cause nuisance
- Additional Line of Business (CORPORATION/PARTNERSHIP/OTHERS)
 - Articles of Incorporation/Partnership/Cooperation
 - Board Resolution/Secretary Certificate as to the additional line of business and authorized representative with CLEAR XEROX ID of signatory and authorized representative
 - Other supporting documents depending on the nature of additional business line
 - Barangay Resolution, in case of business lines which may cause nuisance
- Transfer of Rights of stall awardees/occupants of public markets
 - Transfer of rights entered into by the parties duly notarized
 - Market Committee Resolution approving the transfer OR if the resolution is still on process, Certification from the market master/supervisor certifying that the approval from the market committee is still on process
 - Market clearance from CTO certifying of no delinquencies
- OTHERS, depending on the change of data