

## ■ ■ ■ Cancellation of Business Permit

### ■ ■ ■ Procedures

STEP	APPLICANT ACTIVITY	OFFICE ACTIVITY	PERSON RESPONSIBLE	FORMS
1	Submit documents (Affidavit of Cancellation/Board Resolution) to receiving section of the Business Bureau	Receive application for cancellation; preparation of Cancellation letter, Approval by the BB Chief	Receiving Section BB Chief EDP Section Head	Cancellation document
2	Proceed to City Treasurer's Office	Approval of the cancellation document	District Treasurer	
3	Proceed to Business Bureau	Endorsement to CITC	EDP Section Head	Endorsement
4		Release of Cancelled Application	EDP Section Head	Cancelled Application
<b>END OF TRANSACTION</b>				

### ■ ■ ■ Requirement

#### SOLE PROPRIETORSHIP

- Request form
- Official Receipt

#### CORPORATION / PARTNERSHIP / OTHERS

- Board Resolution/Secretary stating reason for cancellation and authorized representative with CLEAR XEROX ID of signatory and authorized representative
- Computerized Print Out of Application