

**ADOPTION/CHANGE OF BUSINESS NAME**

***Sole Proprietorship:***

1. Mayor's Permit for the current year (Original)
2. DTI Certificate (Photocopy)
3. SPA of the authorized person with specific authority to transact the adoption/change of business name
4. Clear photocopy of ID of the authorized person
5. If the business owner is the one transacting, present a photocopy of the owner's ID
6. Service/Reprinting Fee: P50.00