

CERTIFIED LIST OF EMPLOYEES

SAMPLE FORM

CERTIFICATION

This is to certify that I, (name of person issuing the certification) as (position/authority of the person issuing the certification) of (registered business name or name of taxpayer/business owner/corporation) have the authority to issue herein certification for and in behalf of the above cited business.

It is hereby further certified that the names listed hereunder comprises the COMPLETE list of all employees for said business working at the business address (address of the business/specific branch to which certification or employees listed correspond to) and covered by Permit No. _____ and Business ID No. _____

This certification is issued as part of the requirements for the issuance of the business or mayor's permit of the above-cited business.

The following are the employees with their respective position or job descriptions, to wit:

NAME OF EMPLOYEE	POSITION
1.	
2.	
3.	

Note: Businesses with multiple permits, business addresses and/or branches must issues a separate certification for each and every permit, business address and/or branch.

Done this day of (date) at (place of issuance)

(printed name and signature of person issuing the certification)
Affiant

Valid ID and No. (ID and number exhibited to notary public)

Subscribed and sworn to before me on this day of (date) at (place of issuance) by the above named affiant who exhibited to me his/her valid identification document described above.

Notary Public