

**DOCUMENTARY REQUIREMENTS**

**FOR NEW APPLICATION**

**(PARTNERSHIP/CORPORATION/COOPERATIVE)**

- **Application Form (notarized and completely filled up)**
- ✓ **Barangay Clearance (latest/original/for new business application with complete business address)**
- ✓ **Sketch (drawing with complete address and contact number)**
- ✓ **Cedula (latest)**
- **Corporate Secretary Certificate/Partnership Resolution/Board Resolution (latest, notarized original)**
- **Government Issued ID of Corporate Secretary and all Authorized Representative (1 photocopy)**
  - **For Foreign Nationals - Authority to Engage Business in the Philippines (visa/passport photocopy)**
- **Certified List of Employee/Certificate of No Employee (notarized original and 1 photocopy)**
- - **Any proof of Ownership (if owned: Tax Dec, Land Title, Deed of Sale)**
  - **Contract of Lease with Tax Declaration of Lessor (if rented: notarized 1 photocopy)**
  - **Consent from the Property Owner (if without rental: notarized 1 photocopy with any proof of ownership)**
- **SEC Registration, Article of Inc., by Laws (notarized photocopy or present original with photocopy)**

**SPECIFIC BUSINESS LINE:**

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