

**DOCUMENTARY REQUIREMENTS
FOR NEW APPLICATION
(SOLE PROPRIETORSHIP)**

- **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)**
- **Special Power of Attorney (latest, notarized original)**
- **Government Issued ID of Owner and all Authorized Representative (1 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)**
- **DTI and CENRO (*if applicable* – 1 photocopy)**

FOR SPECIFIC BUSINESS LINE:
