

TRANSFER OF BUSINESS ADDRESS

Corporation/Partnership:

1. Mayor's Permit for the current year (Original)
2. Original Barangay Clearance (new address)
3. Lease Contract, if rented (Certified True Copy)
4. Tax Declaration of Property, if owned (photocopy)
5. Board Resolution/ Secretary's Certificate/
Partnership Resolution of the authorized
signatory and the specific authority of the
transacting person to process the Transfer of
Business Address
6. Clear photocopy of ID of the authorized
transacting person and the authorized signatory
7. Approval of concerned ROs in the application
Form
8. Fire Safety Inspection Certificate (new address)
9. Service/Reprinting Fee: P75.00 10. Sketch Map