

## TRANSFER OF BUSINESS ADDRESS

### *Sole Proprietorship:*

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. SPA of the authorized person with specific authority to transact the Transfer of Business Address
6. Clear photocopy of ID of the authorized person
7. If the business owner is the one transacting, present a photocopy of the owner's ID
8. Approval of concerned ROs in the application Form
9. Fire Safety Inspection Certificate (new address)
10. Service/Reprinting Fee: P75.00 11. Sketch Map