

TRANSFER OF OWNERSHIP

(from sole proprietorship to corporation/partnersh

1. Mayor's Permit for the current year (Original)
2. Deed of Sale/Deed of Transfer/
Deed of Assignment
3. Articles of Incorporation or
Partnership (Certified True Copy)
**photocopy of the SEC Certificate/AOI can be
accepted, provided the original copy is
presented to the Licensing Officer*
4. Original Barangay Clearance (new owner)
5. Cedula (new owner)
6. Board Resolution/ Secretary's Certificate/
Partnership Resolution of the authorized
signatory and the specific authority of the
transacting person to process the Transfer of
Ownership
7. Clear photocopy of ID of the old owner,
authorized person and the authorized signatory
8. Application for Transfer of Ownership (to be
filled up by the new owner
9. Certified List of Employees (executed by new ow
10. Affidavit/Inspection Report for transfer owners
11. Original FSIC and CENRO (new owner)
12. Service Fee: Php 50.00