

TRANSFER OF OWNERSHIP*(sole proprietorship)*

1. Mayor's Permit for the current year (Original)
2. Deed of Sale/Deed of Transfer/Deed of Assignment
3. Original Barangay Clearance (new owner)
4. Cedula (new owner)
5. SPA of the authorized person with specific authority to transact the Transfer of Ownership
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. Application for Transfer of Ownership (to be filled up by the new owner)
9. Lease Contract and Stall Status (For Public Market)
10. Service/Reprinting Fee: P50.00