

**TRANSFER OF OWNERSHIP**  
**(from corporation/ partnership to sole proprietorship)**

1. Mayor's Permit for the current year (Original)
2. Deed of Sale/ Deed of Transfer/ Deed of Assignment
3. Board Resolution/ Partnership Resolution/ Secretary's Certificate with authority to sign the deed of Sale/ Deed of Transfer in behalf of the Corporation/ Company
4. Original Barangay Clearance (new owner)
5. Cedula (new owner)
6. SPA of the authorized person with specific authority to transact the Transfer of Ownership - TRANSFERER/TRANSFEROR
7. Clear photocopy of ID of the authorized person and the authorized signatory
8. If the business owner is the one transacting, present a photocopy of the owner's ID
9. Application for Transfer of Ownership ( to be filled up by the new owner)
10. Service/ Reprinting Fee: P50.00