

**DOCUMENTARY REQUIREMENTS  
FOR ADDITIONAL LINE OF  
BUSINESS  
SINGLE PROPRIETORSHIP**

- **Mayor's (Business) Permit for the current year (Original)**
- **Sketch map (drawing or google map with complete address and contact number)**
- **Special Power of Attorney of the Authorized Representative to transact the Additional Line of Business, if applicable ( latest, notarized original)**
- **Affidavit of Additional Line ( latest, notarized original)**
- **Government Issued ID of Owner, and all Authorized Representatives if with SPA (1 clear photocopy)**
- **OTHER DOCUMENTS SPECIFIC TO THE BUSINESS LINES:**

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- **Service / Reprinting Fee:  
Php50.00**

