

**DOCUMENTARY REQUIREMENTS
FOR ADOPTION / CHANGE OF
BUSINESS NAME
SINGLE PROPRIETORSHIP**

- **Mayor's (Business) Permit for the current year (Original)**
- **DTI Certificate (Photocopy) or Franchise Agreement**
- **Special Power of Attorney of the Authorized Representative to transact the Adoption or Change of Business Name, if applicable (latest, notarized original)**
- **Affidavit of Adoption or Change of Business Name (latest, notarized original)**
- **Government Issued ID of Owner, and all Authorized Representatives if with SPA (1 clear photocopy)**
- **Service / Reprinting Fee: Php50.00**