

**DOCUMENTARY REQUIREMENTS FOR NEW  
APPLICATION  
PARTNERSHIP/CORPORATION/COOPERATIVE**

- **Application Form (notarized and completely filled up)**
  - **Barangay Clearance (latest and original for new business permit application with complete business address)**
  - **Sketch map (drawing or google map with complete address and contact number)**
  - **Cedula (latest)**
  - **Corporate Secretary's Certificate / Partnership Resolution / Board Resolution ( latest, notarized original)**
  - **Government Issued ID of Corporate Secretary and Authorized Representative (1 photocopy)**
    - ◆ **For Foreign Nationals - Authority to Engage Business in the Philippines (visa / passport)**
  - **Certified List of Employees / Certificate of No Employee ( notarized original and 1 photocopy)**
  - **Any proof of ownership (If owned: Tax Declaration, Land Title, Deed of Sale)**
  - **Contract of Lease with Tax Declaration of Lessor (If rented: notarized 1 photocopy)**
  - **Consent from the Property Owner (If without rental: notarized 1 photocopy with any proof of ownership)**
  - **SEC/CDA Registration, Articles of Incorporation/Partnership/Cooperation and By-Laws (notarized photocopy or present original upon submission of photocopy)**
  - **OTHER DOCUMENTS SPECIFIC TO THE BUSINESS LINES:**
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