

**DOCUMENTARY REQUIREMENTS FOR NEW
APPLICATION
SINGLE PROPRIETORSHIP**

- **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)**
- **Special Power of Attorney, if applicable (latest, notarized original)**
- **Government Issued ID of Owner, and all Authorized Representatives if with SPA (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), Stall Status for government-owned public markets.**
- **Consent from the Property Owner (If without rental: notarized 1 photocopy with any proof of ownership)**
- **DTI and CENRO (if applicable - 1 photocopy)**
- **OTHER DOCUMENTS SPECIFIC TO THE BUSINESS LINES:**
