

**DOCUMENTARY REQUIREMENTS FOR TRANSFER
OF BUSINESS ADDRESS
PARTNERSHIP/CORPORATION/COOPERATIVE**

- **Mayor's (Business) Permit for the current year (Original)**
- **Barangay Clearance (original, new address)**
- **Sketch map (drawing or google map with complete address and contact number)**
- **Corporate Secretary's Certificate / Partnership Resolution / Board Resolution of the authorized signatory and the specific authority of the transacting person to process the Transfer of Business Address (latest, notarized original)**
- **Government Issued ID of Owner and all Authorized Representatives (1 clear 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)**
- **Approval of concerned ROs (computer generated by the BPLS)**
- **Fire Safety Inspection Certificate (new address)**
- **Service / Reprinting Fee: Php50.00**