

**DOCUMENTARY REQUIREMENTS FOR TRANSFER
OF BUSINESS ADDRESS
SINGLE PROPRIETORSHIP**

- **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)**
- **Special Power of Attorney of the authorized person with specific authority to transact the Transfer of Business Address, if applicable (latest, notarized original)**
- **Affidavit of Transfer of Business Address**
- **Government Issued ID of Owner, and all Authorized Representatives if with SPA (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**