

DOCUMENTARY REQUIREMENTS FOR TRANSFER OF OWNERSHIP
PARTNERSHIP/CORPORATION/COOPERATIVE
TO SINGLE PROPRIETORSHIP

- Mayor's (Business) Permit for the current year (Original)
- Deed of Sale / Transfer / Assignment
- Barangay Clearance (latest and original for new business owner with complete business address)
- Cedula (latest, new owner)
- Special Power of Attorney of the authorized person with specific authority to transact the Transfer of Ownership, if with liaison (latest, notarized original)
- Corporate Secretary's Certificate / Partnership Resolution / Board Resolution of the authorized signatory with specific authority of the transacting person to execute Deed of Sale / Transfer / Assignment on behalf of partnership / corporation / cooperative (latest, notarized original)
- Government Issued ID of new Owner, and all Authorized Representatives if with liaison (1 photocopy)
- For Foreign Nationals - Authority to Engage Business in the Philippines (visa / passport)
- 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)
- Application for Transfer of Ownership completely filled out by new owner.
- DTI and CENRO (if applicable - 1 photocopy)
- Service Fee: Php50.00
- OTHER DOCUMENTS SPECIFIC TO THE BUSINESS LINES:

