

**DOCUMENTARY REQUIREMENTS FOR FOR
TRANSFER OF OWNERSHIP
PARTNERSHIP/CORPORATION/COOPERATIVE**

- 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)
- Corporate Secretary's Certificate / Partnership Resolution / Board Resolution of the authorized signatory with specific authority of the transacting person to process the Transfer of Ownership (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)
- 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)
- Application for Transfer of Ownership completely filled out by new owner.
- OTHER DOCUMENTS SPECIFIC TO THE BUSINESS LINES:

- Service Fee: Php50.00

