

**DOCUMENTARY REQUIREMENTS FOR TRANSFER
OF OWNERSHIP
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)
 - 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), Stall Status for government-owned public markets.
 - 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)
 - OTHER DOCUMENTS SPECIFIC TO THE BUSINESS LINES:
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- Service Fee: Php50.00