

BUSINESS BUREAU

APPLICATION PROCEDURES

FOR RETIREMENT

Step	Applicant / Client Activity	Office Activity
1	Presents Original business permit, and other supporting documents relevant to the retirement of business permit to the Business Bureau	Assessment by Licensing Officer, preparation and release of Retirement Form to the taxpayer
2	Proceed to City Treasurer's Office	Verification and assessment of Tax Obligations; Receipt of payment; issuance of Official Receipt and inspection of establishment
3	Proceed to Business Bureau	Receipt of completed transaction and business plate; Approval of BB Chief; Encoding & Stamp RETIRED on the application, blue file and original permit; and Release of retirement form and Original business permit stamped RETIRED to the taxpayer

LIST OF REQUIREMENTS:

SOLE PROPRIETORSHIP

- Business Permit (Original)
- Official Receipts
- Business Plate
- Affidavit of Retirement stating reason of retirement and effectivity
- If represented, Special Power of Attorney with CLEAR XEROX ID of taxpayer/applicant and authorized person (Original SPA)
- Death Certificate of permittee AND marriage certificate of spouse of permittee OR birth certificate of child of permittee, in case of death of permittee

CORPORATION / PARTNERSHIP / OTHERS

- Business Permit (Original)
- Official Receipts
- Business Plate
- Board Resolution/Secretary Certificate stating reason for Retirement of the Business and its effectivity; and authorized representative AND CLEAR XEROX ID of signatory and authorized representative (Original Board Resolution/Secretary Certificate)