

**DOCUMENTARY REQUIREMENTS FOR  
ADDITIONAL LINE OF BUSINESS  
PARTNERSHIP/CORPORATION/  
COOPERATIVE**

- Mayor's (Business) Permit for the current year (Original)
  - Sketch map (drawing or google map with complete address and contact number)
  - Corporate Secretary's Certificate / Partnership Resolution / Board Resolution of the authorized signatory and the specific authority of the transacting person to process the Additional Line of Business ( latest, notarized original)
  - Government Issued ID of Authorized Signatory and all Authorized Representatives (1 clear photocopy)
  - SEC/CDA Registration, Articles of Incorporation/Partnership/Cooperation and By-Laws (notarized photocopy or present original upon submission of photocopy)
  - OTHER DOCUMENTS SPECIFIC TO THE BUSINESS LINES:
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- Service / Reprinting Fee: Php50.0

