



A GUIDE TO The Processing and Issuance of Business Permits

CHECKLIST OF REQUIREMENTS

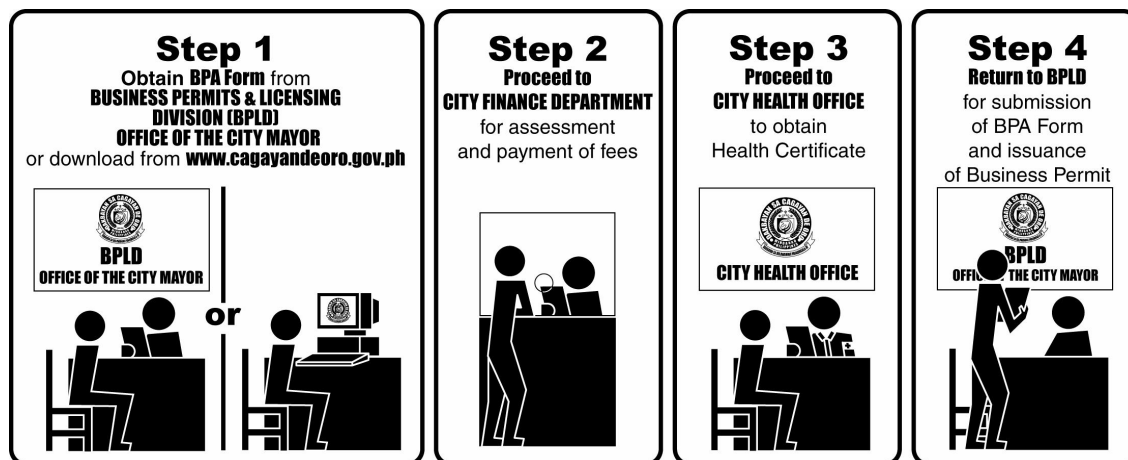
To be submitted with Business Permit Application (BPA) Form

- 1 Barangay Clearance from Office of the Barangay Council
- 2 Location Sketch (*for new businesses*)
- 3 Photocopy of Securities and Exchange Commission (SEC) Registration or Cooperative Development Authority (CDA) Accreditation for Corporations, Associations, Partnerships or Cooperatives (*for new businesses*)

Additional Requirements for Specific Business

- | | |
|--|---|
| <input type="checkbox"/> Contractors | CONTRACTOR'S LICENSE |
| <input type="checkbox"/> Sale of Medicines | LICENSE TO OPERATE from the Bureau of Food and Drug (BFAD) |
| <input type="checkbox"/> Amusement Places or Devices | RCB CLEARANCE from the Regulatory and Complaints Board (RCB) |
| <input type="checkbox"/> Educational Institutions | ACCREDITATION from the Department of Education (DepEd) |

FLOW CHART





NEW

RENEWAL

[]

Home Address

[]

Date

The Honorable CITY MAYOR
 Cagayan de Oro City

I am writing to respectfully request a permit to continue to operate and engage in the business of (*nature of business*) []

with business address at []

[]

in the City of Cagayan de Oro for the year []

This business has been licensed to operate as such since [] and has not changed its place of business since that year.

Enclosed are duly accomplished supporting Affidavits (BPA Forms 1 and 2) .

I understand that prerequisite to the approval of this permit are the following conditions, with which I have to comply:

1. Payment of all licenses and fees or taxes appurtenant to my business under existing Ordinances;
2. Compliance with the provisions of RA 1180 and other related fees, rules and regulations, pertinent to the retail trade, as set forth by the National Food Authority (NFA), as well as the pertinent ordinances of the Local Tax Code;
3. Compliance with the provisions of the National Internal Revenue Code as amended;
4. Exercise of due care and diligence in maintaining hygiene and sanitation in my business establishment;
5. Exhibition of my business permit, as well as pertinent official receipts relative to payment of Licenses, fees, and/or taxes, in a conspicuous place visible to the public within my establishment;
6. Compliance with the sworn statement governing the previous year's receipts, which I am hereby submitting as part of my application;
7. Observance of the requirements of the Social Security System (SSS), PhilHealth, and Pag-IBIG; and
8. Compliance with the requirements of the National Building Code, and the requirements of the City Fire Department.

CONTACT INFORMATION

Landline/Mobile []

Email Address []

Very truly yours,

Signature over Printed Name

RECOMMENDING APPROVAL:

Tax Identification No (TIN) []

City Treasurer

City Health Officer

APPROVED BY:

VICENTE Y EMANO
City Mayor



REPUBLIC OF THE PHILIPPINES)
 CITY OF CAGAYAN DE ORO) SS

AFFIDAVIT

I, [] of legal age, citizen of the
 [], single/married to []
 with residence and postal address at []
 [] under oath do hereby depose and say;

1. That I am the owner/manager of the business located at []
 [], Cagayan de Oro City, the business name or
 style of which is []
2. That said business is a SINGLE PROPRIETORSHIP PARTNERSHIP CORPORATION
3. That the said business deals with the following commodity(ies) or line of business:
 []
4. That I will issue invoice for all sales regardless of the amount, indicated in the case, name and address of buyer or customer, the nature of buyer's business, license number, date and place of issue and in no case shall issue invoices where only notation of "SOLD TO CASH" is made in compliance with the provisions of the National Internal Revenue Code;
5. That the business name or style as indicated in No 1 above is registered with the Department of Trade and Industry (DTI), Cagayan de Oro City;
6. That as the owner/manager of the business establishment herein mentioned, I am responsible for the payment of taxes, licenses and other fees or charges from said business and likewise assume full responsibility for all acts, actuations of the same;
7. That I/We the owner have filed my/our Income Tax Return (ITR) for the year [] and all Income Tax Returns due me/us have been paid in full as evidenced by Income Tax Receipts No []
 [] dated [] / Return for the year []
 [] with gross sales from all sources during the years amounting to less than PhP60,000.00, hence, no Income Tax Return was filed;
8. That changes in ownership/management and location of the business establishment shall be made with prior written notice to the City Mayor of Cagayan de Oro;
9. That I am the holder of Alien Certificate of Registration No []
 dated [] issued [] (for Alien Taxpayer);
10. That I am living with [] who is my common law Husband/Wife;
11. That the GROSS SALES RECEIPTS of my/our business(es) covering the period from January 1, []
 or capital for new business for the following business(es) are;
 - a) MANUFACTURING, IMPORTS OR PRODUCER [] PhP []
(of any article of commerce or whatsoever kind or nature including brewer, distillers, rectifiers, repackers and compounders of liquors distilled spirits and/or wines)
 - b) RETAILERS, WHOLESALERS AND DISTRIBUTORS OF WINE AND COMMERCE



- | | | |
|--|----------------------|--------------------------|
| 1. Essential Commodities | <input type="text"/> | PhP <input type="text"/> |
| 2. Non-Essential Commodities | <input type="text"/> | PhP <input type="text"/> |
| 3. Rice and Corn | <input type="text"/> | PhP <input type="text"/> |
| c) EXPORTERS | <input type="text"/> | PhP <input type="text"/> |
| d) CAFÉS, CAFETERIAS, REFRESHMENT PARLORS, SODA FOUNTAINS, BARS, RESTAURANTS, CARENDERIAS OR FOOD CAFETERIAS | <input type="text"/> | PhP <input type="text"/> |
| e) ESTABLISHMENT RENDERING SERVICES | <input type="text"/> | PhP <input type="text"/> |
| f) LEASING OR REAL ESTATE | <input type="text"/> | PhP <input type="text"/> |
| g) PAWNSHOP | <input type="text"/> | PhP <input type="text"/> |
| h) HOTELS AND MOTELS | <input type="text"/> | PhP <input type="text"/> |
| i) FIXED TAXES | <input type="text"/> | PhP <input type="text"/> |

12. That the source of my/our capital are as follows:

13. That a copy of the BALANCE SHEET and of the PROFIT AND LOSS STATEMENT of my/our business(es) as of are hereto attached and constitute part of these documents;

14. That the CAPITAL INVESTMENT of my/our business(es) as of December 1, amounts to:

 PhP

15. That besides the business covered by this affidavit, I also hold an interest as owner, proprietor, or co-owner of the following (if numerous, continue on separate paper and attach):

- | | |
|-----------------------------|----------------------|
| a) Name of Business or Firm | <input type="text"/> |
| b) Exact Address | <input type="text"/> |
| c) Type of Business | <input type="text"/> |

16. That I am executing this affidavit to support my application for a permit to operate/engage in the business indicated in paragraphs no 1 and 3.

IN WITNESS WHEREOF, I hereunto set my hand this day of ,
 in Cagayan de Oro City, Philippines.

Affiant

Community Tax Cert No

Issued on

Issued at

SUBSCRIBED AND SWORN TO BEFORE ME, this day of ,
 in the City of Cagayan de Oro, Philippines.

Administering Officer



REPUBLIC OF THE PHILIPPINES)
 CITY OF CAGAYAN DE ORO) SS

AFFIDAVIT OF UNDERTAKING

I, of legal age, citizen of the
, single/married, and a resident of

, Cagayan de Oro City, under oath do

do hereby depose and say;

That I am the Proprietor/Manager of
Business/Trade Name
 located at
, Cagayan de Oro City;

That said business is a SINGLE PROPRIETORSHIP PARTNERSHIP
 CORPORATION OTHERS

That said business is engaged in dealing the following commodities or in following the line of business

and as:
 RETAILER WHOLESALER DEALER
 SERVICES OTHERS (please specify) _____

That I applied for a business permit before the Office of the City Mayor of Cagayan de Oro pursuant to the provisions of the 1994 Codified Ordinance of Cagayan de Oro for the year for which reason I was issued Business Permit No .

That I will undertake to correct all deficiencies and comply with all requirements of the Fire, Building Zoning, PhilHealth, Pag-Ibig, BIR, SSS and other requirements imposed by the Departments/Offices and agencies concerned during their post evaluation/monitoring of our business establishment to ascertain faithful compliance with existing laws and regulations, within 30 days of issuance of the Business Permit.

That my non-compliance with this undertaking constitutes valid grounds for revocation, of my company's business permit by the Office of the City Mayor, Cagayan de Oro City.

That I execute and hereunto affix my signature, this day of ,
 in Cagayan de Oro City, Philippines.

Affiant

SUBSCRIBED AND SWORN TO BEFORE ME, this day of ,
 in the City of Cagayan de Oro, Philippines.

Administering Officer