

Document Requirements

A. Legal Documents

- A1 SEC Registration Certificate
- A2 DTI Registration Certificate
- A3 CDA Registration Certificate
- A4 Corporate Secretary Affidavit (Authority to Sign)
- A5 Lease Contract
- A6 Transfer of Certificate Title
- A7 Memorandum of Agreement (Land)
- A8 Current Class Certificate
- A9 Financial Statement

B. Supporting Documents

- B1 Consent from Lot Owner
- B2 Authority from BOI (Board of Investments) if applicable
- B3 Certificate from NFA (National Food Authority) if applicable
- B4 Certificate of Accreditation from NBT (National Board of Trade) if applicable OR
B4 Certificate of Accreditation from Department of Trade if applicable
- B5 Sworn Statement for Office Operation
- B6 Endorsement from the Business Permit Licensing Office
- B7 Fire Insurance Policy
- B8 Public Liability Insurance
- B9 Police Clearance
- B10 Pollution Clearance if applicable
- B11 Mechanical Permit if applicable
- B12 Electrical Inspection
- B13 Sanitary/Health Certificate
- B14 CTAO Clearance Certificate if applicable
- B15 Authorization Letter (For Representative)
- B16 BPLO Assessment OR B16 Tax Bill OR B16 Assessment of Business Permit Fee
- B17 OR Realty Tax Declaration (For unit owners)
- B18 OR of Fire Code Fees

C. Plans

- C1 Locational Plan or Sketch
- C2 Picture of Business Establishment (Front with Business Signage and Inside)

D. Retirement

- D1 Affidavit of Closure
- D2 Business Permit
- D3 Financial Statement
- D4 Income Tax Return
- D5 VAT Tax Return

Document Requirements

- D6 Certification of Gross Sales
- D7 Tax Bill
- D8 Billing Assessment
- D9 Realty Tax Clearance
- D10 Barangay Certificate on Closure
- D11 Certification of Closure
- D12 Valid ID of Owner or President