



Republic of the Philippines
OFFICE OF THE CITY MAYOR
City of Oroquieta

**APPLICATION FORM FOR MAYOR'S BUSINESS PERMIT
TAXPAYER'S DATA**

Application Type : [] New [] Renew				
Date of Application :		DTI/SEC/CDA Registration No.		
Type of Organization : () Single () Partnership () Corp () Cooperative () Association		CTC No. :		Date Issued:
		TIN:		
Name of Taxpayer :				
Name of Spouse :				
Business Name/Trade Name :				
Business Address :			Owner's Address :	
House/Bldg. No.			House/Bldg. No.	
Building Name			Building Name :	
Unit No.:			Unit No.:	
Street :			Street :	
Barangay :			Barangay :	
Subdivision :			Subdivision :	
City/Municipality :			City/Municipality:	
Telephone :			Telephone :	
Email Address :			Email Address :	
Business Area :(in SQ.M)	No. of Employees	Male	Female	No. of Employees Residing in LGU :
If Place of business is Rented, please identify the following :				Monthly Rental :
Lessor's Name :				Rent Start(month/year)
Lessor's Address :				
House/Bldg No.		Street :		
Building Name :		Barangay :		
Unit No. :		Subdivision :		
Telephone No.:		Email Address :		
Business Activity	No. of	Capitalization	Gross Sales/Receipts	No. of Delivery Vehicles/
Line of Business	Units	(for new business)	(for renewal)	Truck/Vans
				Above 6 wheelers :
				4-6 wheelers :
				Motorized Tricycles :
				Motorelas :

Oath of Undertaking:

I undertake to comply with the regulatory requirement and other deficiencies within 30 days from release of the business permit.

SIGNATURE OF APPLICANT OVER PRINTED NAME

POSITION/TITLE

Requirements for New/Renewal of Business:

1. Community Tax Certificate
2. Barangay Clearance for Business(where the business is located)
3. Contract of Lease/Agreement/Certification (If Place of business is rented)- Photocopy
4. Sworn Statement of Gross/Receipts for the preceding year.
5. Authorization Letter or SPA Authorizing person to transact
6. DTI/SEC/CDA Registration Certificate

Additional Requirements: BIR, PhilHealth, SSS, PAG-IBIG clearances to be submitted within 30-days compliance period after issuance of the Mayor's Business Permit.