



City of Pasay

BUSINESS PERMITS AND LICENSING OFFICE

Application of Business Permit



Please check (✓) applicable box: NEW [ ] RENEWAL [ ] Payment Mode: [ ] Annually [ ] Bi-Annually [ ] Quarterly [ ]

Table with 3 columns: Transfer, Amendment, and Kind of Organization (Single Proprietorship, Partnership, Corporation).

Business Account No. (BAN): Date of Application: Property Index No. (PIN) RM. 112:

Nature of Business: DTI / SEC / CDC Registration No.: Date Issued:

Kind of Organization: TIN: SSS No.:

Table for NAME OF TAXPAYER with columns for LAST NAME, FIRST NAME, and MIDDLE NAME.

Business Name: Trade Owner/Franchise/Name:

Name of President/Treasurer of Corporation:

Business Address Owner's Address

House No./Bldg. No.: House No./Bldg. No.:

Building Name: Building Name:

Unit No.: Unit No.:

Street: Street:

Barangay: Barangay:

Subdivision: Subdivision:

City/Municipality: City/Municipality:

Province: Province:

Tel. No.: Tel. No.:

Email Address: Email Address:

Bus. Area (in sq.m): No. of Employees: Male Female No. of Delivery/Service Vehicle/s:

No. of Employees Residing in Pasay City: Type of Vehicle/s Used:

In case of emergency, Contact Person: Tel. No./Mobile no./Email Address:

Please identify the following: Owned [ ] Rented [ ] (if rented, please attach contract of lease) Monthly Rental: Rent Started: (MM/YR)

Lessor's Name LAST NAME FIRST NAME MIDDLE NAME

Lessor's Address

House No./Bldg. No.: Subdivision:

Street: City/Municipality:

Barangay: Province:

Tel. No.: Email Address:

Business Activity

Capital Gross Sales (Renewal) Capitalization (for new Business)

Clearance

Office Remarks & Recommendation Signature Date

City Planning & Dev't Office (RM. 211)

City Engineer Office (RM. 315)

City Fire Marshal's Office (Dolores St.)

City Health Office (RM. 116)

Tourism & Cultural Office (RM. 417)

Traffic Management Office

City Veterinarian Office

Business Permits & Licensing Office(RM. 207)

SIGNATURE OF APPLICANT OVER PRINTED NAME / DATE

Requirements: Please check (✓) applicable box:

Table with 4 columns: Contract of Lease / RPTR, Barangay Clearance, Insurance, Occupancy Permit, DTI / SEC, Previous Business Permit, Additional Requirements.

NOTE: For corporation, only responsible person (President, Chief Accountant and Corporate Secretary) should sign the form. In case of Liaison Officer or any authorized representative, kindly present an authorization letter signed by the identified responsible person of the corporation.