

HOW DO I RENEW MY BUSINESS PERMIT?

The annual renewal of business permits of all business undertakings/activities conducted within the territorial jurisdiction of Pasay City are mandated by national laws and local ordinances for the continuous operation of the business.

Steps:

1. Access the online business application website of Pasay City (<https://eodbbusiness.pasay.gov.ph>) in any web browser.
Note: Please prepare your BAN that can be seen in your previous Mayor's Permit and CONTROL NUMBER sent to your registered business address or contact BPLO @ Tel. No. (02) 8833-3726 to get your Control Number.
2. Check your Statement of Account (SOA) sent to your registered email address including the steps on how to do online payment.
3. Claim Business Permit at the Transaction window of BPLO or via courier services. Corresponding fees may apply.

*Checklist of Requirements

RENEWAL OF BUSINESS PERMIT	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
PRINCIPAL	
Comprehensive General Liability Insurance (1 scanned copy of the original)	Any Insurance Company
Previous Permit (1 scanned copy of the original)	Business Owner
REPRESENTATIVE	
Authorization letter signed by the principal (1 scanned copy of the original)	Business Owner
Any Government ID Card of the Person Represented (Business Owner) (1 scanned copy of the original)	Pasay-LGU-HRMDO, BIR, Post Office, PSA, SSS, GSIS, COMELEC, LTO
Comprehensive General Liability Insurance (1 scanned copy of the original)	Any Insurance Company
Previous Business Permit (1 scanned copy of the original)	Business Owner