

BUSINESS PERMITS AND LICENSING OFFICE

CITIZEN'S CHARTER

AMENDMENT OF BUSINESS/MAYOR'S PERMIT

SCHEDULE OF AVAILABILITY

MONDAY - FRIDAY
8:00 AM - 5:00 PM
NO NOON BREAK

WHO MAY AVAIL?

REGISTERED BUSINESSES or ANY PERSON APPLYING TO AMEND THE REGISTERED BUSINESSES

TOTAL TIME DURATION

16 MINUTES

REQUIREMENTS

If change of address

(3 COPIES EACH)

- Letter Request
- Original Mayor's Permit
- New Lease Contract AND Lessor's Permit
- If Corporation (SEC) / Board Resolution / Secretary's Certificate
- Picture of Establishment inside & outside w/ Signage sketch

If Change of Line of Business & Additional Line of Business

(2 COPIES EACH)

- Letter Request
- Original Mayor's Permit
- If Corporation (SEC)

If Change of Ownership (Single Prop. To Single Prop.)

(2 COPIES EACH)

- Letter Request
- Original Mayor's Permit
- New DTI or S.E.C.
- Deed of Sale/Deed of Assignment/Affidavit of transfer with I.D

If Change of Ownership (Single Prop. to Corporation or vice versa)

(2 COPIES EACH)

- Letter Request
- Original Mayor's Permit
- New DTI or S.E.C.
- Deed of Sale/Deed of Assignment/Affidavit of transfer with I.D
- If from Corporation to Single (Board Resolution)/ Secretary's Certificate

If Change number of employees

(2 COPIES EACH)

- Letter Request
- SSS Contribution
- Updated payroll accounts

If Applying thru representatives:

For Single Proprietorship

* Written Authorization Letter

* ID of Registered Owner and Company ID of representative.

For Corporation

* Secretary Certificate.

For Partnership

* Partnership Certificate or authorization from one of the partners.

For Cooperative

* Secretary Certificate.

STEPS	APPLICANT	SERVICE PROVIDER	duration	person / office in charge	amount	requirements
1	Submit letter-request stating reasons for amendment together with other documents	Receiving and checking of requirements	1 min	Rosalia Ojo		As stated above
		Verification	5 mins	Arlene Dorosan Jimboy Catugda Abegail Melarpis Jeffrey John Rodriguez		
		Assessment of documents and issuance of locational clearance.		City Planning & Development Coordinator's Office		
		Issuance of Order of Payment	1 min	Rosalia Ojo		
		Upon receipt of Order of Payment, proceed to City Treasurer's Office for payment		City Treasurer's Office		Order of Payment
3	Upon receipt of Official Receipt, proceed to BPLO to submit the Official Receipt	Updating/Encoding & Printing of the Amended Business/Mayor's Permit	3 mins	Jeffrey John Rodriguez Jimboy Catugda		Official Receipt
		Final Checking and Countersigning of Business/Mayor's Permit	2 mins	Karole Inessa Apodaca		
		Signing/ Approval of Mayor's Permit	3 mins	Atty. Melanie T. Soriano-Malaya		
4	Releasing of Amended Business/ Mayor's Permit	Releasing of the Amended Business/ Mayor's Permit	1 min	Rosalia Ojo		

--- END OF TRANSACTION ---

***PROCESSING TIME IS BASED ON ONE CLIENT TRANSACTION ONLY. PROCESSING TIME IS EXTENDED WHEN THERE ARE 2 OR MORE CLIENTS.**