



## BUSINESS PERMITS & LICENSING OFFICE

# CITIZEN'S CHARTER

### ISSUANCE OF BUSINESS RETIREMENT

STEPS	APPLICANT	SERVICE PROVIDER	DURATION	PERSON / OFFICE IN CHARGE	AMOUNT	REQUIREMENTS
<b>1</b>	Submitting the duly accomplished Application Form and other required documents	Receiving the duly accomplished Application Form and other requirements	<b>2 mins</b>	Nova Pedrealba Amy Jayne Santos Rosalia Ojo Abegail Melarpis		1.) Application Form for Retirement, Original Business Permit 2.) Financial Statement and Income Tax Return for the past 3 years 3.) For Corporation (Board Resolution) or Partnership (Dissolution) 4.) Location Sketch
		Inspection of Business to verify if operational or not	<b>1 day</b>	Jorge Villafuerte Benjamin Espiritu Howard Bactol Rodolfo Eucariza Jr. Joselito Yape	Mark Jason Cabio Allan Sahagun Jeffrey Globio Vic Sumarago Jr.	
		Issuance of Order of Payment	<b>5 mins</b>	Rhodora Garduque Mary Carr Binay Czarina Lleva Raquel Dimaya	Liza Cruz Arlene Dorosan Divina Escoto	Inspection Slip for Retirement with Retirement Application Form and other documents
<b>2</b>	Upon the receipt of Order of Payment, proceed to City Treasurer's Office for payment					
<b>3</b>	Upon the issuance of the Receipt, proceed to License Division for examination of books and Issuance of clearance with approved application for retirement			City Treasurer's Office		
<b>4</b>	Upon the receipt of approval from the License Division, proceed to BPLO	Approval/ Signing of the Retirement of Business/ Mayor's Permit	<b>3 mins</b>	Atty. Melanie T. Soriano-Malaya		
		Releasing of Retirement Certification	<b>3 mins</b>	Rosalia Ojo		

--- END OF TRANSACTION ---

### SCHEDULE OF AVAILABILITY

**MONDAY – FRIDAY**  
8:00 AM – 5:00 PM  
NO NOON BREAK

### WHO MAY AVAIL?

**REGISTERED BUSINESSES**

### TOTAL DURATION OF TIME

**1 WORKING DAY AND 12 MINUTES**

### REQUIREMENTS

1. Original Business Permit,
2. Financial Statement and Income Tax Return (ITR) for the past 3 Years
3. For Corporation or Partnership (Board Resolution),
4. Sketch

*\*The 12-minute processing time for one client being served at one time. The time is extended when there are two or more clients.*