



Retiring a Business License

ABOUT THE SERVICE

Enterprises that have closed or ceased to exist, or whose ownership has changed, must file with the CTO an application for Retirement of Business.

This should be done to update the city government's records and to avoid accumulation of tax payments and penalties.

Department / Office:		CITY TREASURER'S OFFICE		
Classification:		Complex		
Type of Transaction:		G2B - Government to Businesses		
Who may avail		Businessmen		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Application for Business Retirement – 2 copies • Barangay Certification regarding cessation of business • Previous permit or license (to be surrendered) • Business Plate 		<ul style="list-style-type: none"> • City Treasurer's Office • Barangay Hall 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Application and Verification of Payments Secure and fill out Application for Business Retirement Form.	Verify payments of previous taxes and fees due		12 minutes	GRACE M. MARCO Local Revenue Collection Officer II
	2. Inspection of business establishment To be scheduled (unannounced to the applicant)		3 days	Business License Division Field Workers
	3. Check and review for approval		2 minutes	PRUDENCIO V. RODRIGUEZ III Local Revenue Collection Officer IV
	4. Recommendation for approval		2 minutes	GREGORIA NILDA B. ABONAL CGDH I City Treasurer
	5. Approval		2 minutes	CITY MAYOR
	6. Issuance / release of Request		2 minutes	GRACE M. MARCO Local Revenue Collection Officer II
TOTAL		P	3 days and 20 mins.	



CITY TREASURER'S OFFICE

Room 101, G/F Main Building, J. Miranda Avenue, City Hall Complex, Concepcion Pequeña, Naga City

For more information, please contact:

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