

Bus. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date \_\_\_\_\_

**THE CITY TREASURER**  
City of Naga

Madam :

I have the honor to inform your office that I am filling a  
\_\_\_\_\_ retirement  
\_\_\_\_\_ temporary closure  
\_\_\_\_\_ change of ownership

of my \_\_\_\_\_  
business located at \_\_\_\_\_ City of Naga,  
effective \_\_\_\_\_ 20 \_\_\_\_\_ for the following reason/s: \_\_\_\_\_

(For change of ownership, please indicate to whom it would be transferred)

I hereby declare that the gross sales/receipts of my business according to my \_\_\_\_\_ books of  
account for the period from \_\_\_\_\_ to \_\_\_\_\_ is \_\_\_\_\_  
\_\_\_\_\_ (P \_\_\_\_\_).

Very truly yours,

\_\_\_\_\_  
Owner/Proprietor/Manager

Note: Please sketch location of business at the back of this form and attach mayor's permit, certification of cessation of operation from barangay and other requirements that may be required.

Bus. Tax Due: P \_\_\_\_\_  
Less: Bus. Tax Paid: P \_\_\_\_\_  
Bus. Tax Payable: P \_\_\_\_\_  
O.R. No.: P \_\_\_\_\_  
Date Paid: P \_\_\_\_\_

Verified by:

**GRACE M. MARCO**  
Loc. Rev. Coll. Off. II

**INSPECTION REPORT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspection conducted by : \_\_\_\_\_  
Position : \_\_\_\_\_ Date \_\_\_\_\_

**RECOMMENDATION:**

\_\_\_\_\_  
\_\_\_\_\_

Recommended by:

**GREGORIA NINLDA B. ABONAL**  
City Treasurer

Approved by:

**NELSON S. LEGACION**  
City Mayor