

APPLICATION FORM FOR BUSINESS PERMIT

BPL UNIFIED FORM

BIN _____

Tax Year _____

Instructions:

1. Provide accurate information and print legibly to avoid delays, incomplete application form will be returned to the applicant
2. Ensure all documents attached to this form (if any) are complete and properly filled out.

1.0 BASIC INFORMATION

New Renewal Additional

Mode of Payment: Annually Bi-Annually Quarterly

Date of Application: _____

Type of Business: Single Partnership Corporation/Cooperative

Amendment from Single Partnership Corporation
to Single Partnership Corporation

Transfer of Ownership Location

Are you enjoying tax incentive from any Government entity?

Yes No Please specify the entity _____

Gender Male Female

Solo Parent Yes No

Practice of Profession Yes No

DTI

Registration No.: _____
Date of Registration: _____
Date of Expiry: _____

SEC

Registration No.: _____
Date of Registration: _____
Date of Expiry: _____

CDA

Registration No.: _____
Date of Registration: _____
Date of Expiry: _____

NAME OF TAXPAYER (INDIVIDUAL)

Last Name: _____ First Name: _____ Middle Name: _____ Suffix: _____

SPOUSE NAME: _____

CORPORATION/PARTNERSHIP/COOPERATIVE:

Name of Representative: _____ Position: _____

2.0 OTHER INFORMATION

FOR NEW APPLICATIONS, NEED TO FILL-UP THIS SECTION UNLESS CERTAIN INFORMATION IN YOUR BUSINESS HAD CHANGED

Business Address: _____ Contact No.: _____ Email Address: _____

Owner's Address/Principal Address (for Corporation/Partnership/Cooperative) _____ Contact No.: _____ Email Address: _____

In case of emergency, provide contact name and number: _____

Business Area (in s.q.m.) _____ Total No. of Employees: M() F() No. of Employees Residing in Naga City: _____

Note: Fill up only if the Business place is rented

Lessor's Full Name _____ Lessor's Complete Address: _____ Monthly Rental: _____

Lessor's Contact No.: _____ Lessor's Email: _____

3.0 BUSINESS ACTIVITY

Line of Business (Please Enumerate)	No. of Units	Capitalization (For New Business)	Gross Sales Receipts (For Renewal)	
			Essential	Non-Essential

Summary of Gross Receipts	
Qtr/Month	Gross Receipts
1st	
2nd	
3rd	
Oct	
Nov	
Dec	
Total	

Delivery Van: No. of Units _____ 4-6 Wheel _____ 8 Wheel up _____
Apartment/Boarding House: No. of Units/Boarders _____ **Hospital/Clinic:** No. of Beds _____
Computer Shop: No. of Units _____ **Lessor:** No. of Doors _____
Banks: No. of ATMs _____ **No. of CCTV installed:** _____
Schools: No. of Students _____

I declare under penalty of perjury that the foregoing information are based on my personal knowledge and authentic records. I agree to comply with the regulatory requirements and other deficiencies within 30 days from release of the business permit.

Verified by: _____
Assessed by: _____
Approved by: _____

Signature of Applicant/Taxpayer Over Printed Name

Position/Title

4.0 FOR LGU USE

Office/Agency	Comply	Non-Comply	Description	Remarks	Signature
CITY PLANNING & DEVELOPMENT OFFICE	<input type="checkbox"/>	<input type="checkbox"/>	Zoning Clearance		
OFFICE OF THE BUILDING OFFICIAL	<input type="checkbox"/>	<input type="checkbox"/>	Building/ Occupancy Permit		
CITY HEALTH OFFICE	<input type="checkbox"/>	<input type="checkbox"/>	Sanitary/ Health Clearance		
BUREAU OF FIRE PROTECTION	<input type="checkbox"/>	<input type="checkbox"/>	Valid Fire Safety Inspection		
CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE	<input type="checkbox"/>	<input type="checkbox"/>	Environmental Clearance		
REAL PROPERTY TAX	<input type="checkbox"/>	<input type="checkbox"/>			
OTHERS	<input type="checkbox"/>	<input type="checkbox"/>			

BUSINESS PAYMENT ONLINE STEPS

1. **GO TO** <https://online.naga.gov.ph>
2. **SIGN UP** or **LOGIN** if you already have an account.
3. **CLICK** Business permit.
4. **REGISTER** your Business Identification Number (BIN).
5. **GO TO** Application List and **VIEW** your Statement of Account.
6. **PAY** and **RECEIVE** your Electronic Receipt (eOR).

NOTICE OF PAYMENT OF BUSINESS TAX (RENEWAL)

1ST QUARTER - ON OR BEFORE JANUARY 20 OF THE CURRENT YEAR.

2ND QUARTER - ON OR BEFORE APRIL 20 OF THE CURRENT YEAR.

3RD QUARTER - ON OR BEFORE JULY 20 OF THE CURRENT YEAR.

4TH QUARTER - ON OR BEFORE OCTOBER 20 OF THE CURRENT YEAR.

FINES AND PENALTIES

STATUTE	PARTICULARS	PENALTIES
Ordinance 2009-065	No Mayor's Permit/ Non-posting of Mayor's Permit.	First Offense - Php 1,000.00
		Second Offense - Php 2,000.00
		Third Offense - Php 3,000.00 and/or suspension to operate for a period of fifteen days.
		Fourth Offense - Php 5,000.00 and revocation of Business Permit.
	For renewal failure to secure Mayor's Permit not later than January 31, each year.	A fine of Php 500.00

NO COMPLETE REQUIREMENTS, NO MAYOR'S PERMIT.

Checked by: _____ OK for issuance of MP

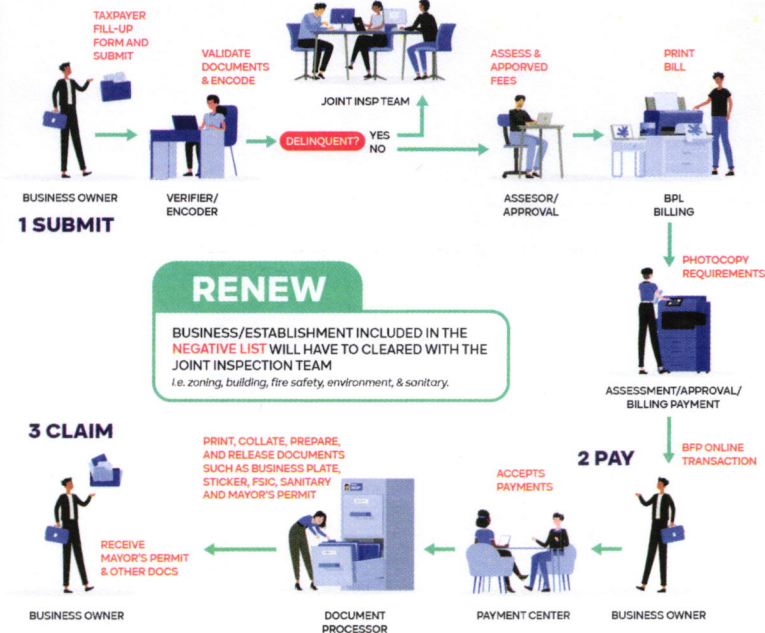
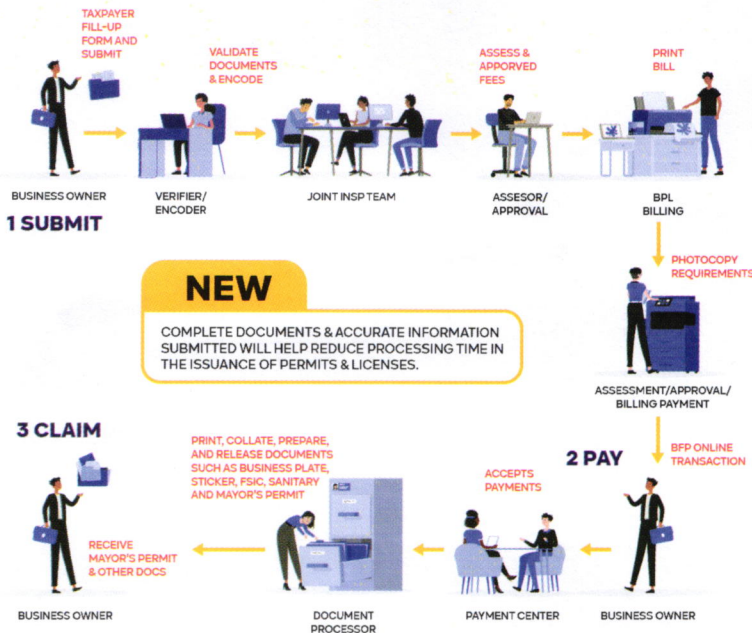
- Temporary valid until _____
- December 31, _____

Or pay online via **LandBank ePayment Portal** at

<https://www.lbp-eservices.com/egps/portal/Merchants.jsp>

or pay over the counter at LandBank branches nationwide.

PROCESS/STEPS IN REGISTERING YOUR BUSINESS DURING THE ANNUAL BUSINESS-ONE-STOP-SHOP (BOSS)



CHECKLIST OF REQUIREMENTS

RENEWAL

- For Individual:
BIR Form 1710Q^{Q1-Q2} and 2551M (Oct-Dec)
- For Corporation/Partnership:
BIR Form 1710Q^{Q1-Q2} and 1702
- For Branches, declaration of Gross Receipts certified by accountant or owner
- Barangay Business Clearance
- Sanitary Permit
- Others (depending upon nature of business)
- Fire Safety Inspection Certificate

NEW

- SEC for Corp/Partnership/DTI for Single Prop/CDA for Cooperative
- a.) Secretary's Certificate/Board Resolution (to establish Naga Branch, the amount of capital to be invested and authorized person to transact and sign)
- b.) Article of Incorporation and By-Laws

Location Sketch

Others (depending on the nature of business)

- a.)
- b.)
- c.)

Clearance/permits

1. Barangay Business Clearance
2. Zoning Clearance
3. Building Inspection Clearance
4. Fire Safety Inspection Clearance
5. Sanitary Permit
6. Others

STEPS

- 1. Submit.** Secure first application form and fill out all required information to verification area. If your business (for renewal) is flagged by Joint Inspection Team (zoning, building, fire safety, and sanitary) with deficiency your name and application number will be called out, if not, updates are encoded in the system. During assessment you might be interviewed and a final billing statement will be generated upon online approval by the treasurer.
- 2. Payment.** All payment will be done inside the City Treasurer's Office (payment center)
- 3. Claim.** All related documents such as Business Plate/Sticker/Delivery Van Sticker, FSIC, Sanitary Permit and Mayor's Permit will be released at the designated releasing area.

ADDITIONAL REQUIREMENTS FOR REGISTRATION AND FOR ISSUANCE OF MAYOR'S PERMIT

TYPE OF BUSINESS	ADDITIONAL REQUIREMENTS
BRANCH OFFICE - CORPORATION	BOARD RESOLUTION INDICATING THE CAPITAL INVESTMENT
AUTO REPAIR SHOP, RADIO AND OTHER ELECTRONIC SHOP	DTI ACCREDITATION CERTIFICATE
DEALERS OF RICE AND CORN	NFA LICENSE
DRUGSTORE	FDA LICENSE
GENERAL/SPECIALTY ENGR. CONTRACTOR	PCAB CONTRACTOR'S LICENSE
PEST CONTROL SERVICES	PEST CONTROL LICENSE
REAL ESTATE BROKER	DTI ISSUED RE-BROKER LICENSE
RECRUITMENT AGENCY	DOLE PERMIT (LOCAL) POEA (LICENSE)
FIREARMS & EXPLOSIVES	CAM-CRAME LICENSE TO OPERATE
SECURITY AGENCY	PERMIT TO OPERATE FROM PNP HQ (CRAME)
TELECOMMUNICATION, CELLPHONE REPAIR SHOP	NTC LICENSE
VOCATIONAL/ TECHNICAL SCHOOLS	TESDA
PAWNSHOP FOREIGN EXCHANGE MONEY TRANSFER MONEY REMITTANCE MONEY CHANGER	NEW - WITH CONDITION MP - "APPLICATION FOR REGISTRATION WITH BSP" RENEWAL - 1. CERTIFICATE OF REGISTRATION 2. BSP CLEARANCE ON REPORTORIAL REQ. FX, MC, RA
EDUCATIONAL INSTITUTION/SCHOOL	DEPED REGISTRATION CERTIFICATE
LOTTO	PAGCOR/PCSO CERTIFICATE
DENTAL LABORATORY	PHIL DENTAL ASSOCIATION REGISTRATION CERTIFICATE
LPG DEALER/RETAILER	DOE LICENSE TO OPERATE
ANIMAL FACILITIES, FEEDS ESTABLISHMENT, VETERINARY CLINIC, & PRODUCTS OUTLETS	DA - BUREAU OF ANIMAL INDUSTRY CERTIFICATE OF REGISTRATION
OTHERS	