

Amending a Business Permit

- All enterprises are required to report changes in their business/trade name, nature/line of business, address, or when requesting for additional licenses to sell or serve liquor or softdrinks.
- All other requirements required by the law, ordinance and rules are subject to "Post-Audit" process.
- Inspection may take 1-2 days depending on the status of the business or if the establishment has no representative present in the declared office.

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

*****AMENDMENTS ARE NOT ISSUED FROM JANUARY 1 – 20 DUE TO THE LARGE VOLUME OF RENEWALS. THE OFFICE WILL ONLY BE ABLE RECEIVE REQUESTS FOR AMENDMENTS*****

Amendment	
Office or Division:	Business Permits and Licensing Office
Classification	Simple
Type of Transaction	Government to Citizen
Who may avail	Business owners in Taguig City
Checklist of Requirements	Where to Secure
For all requests for amendment:	
Application Form	Business Permits and Licensing Office
Original Business Permit/Official Receipt of Business Tax & Billing Statement (if Original Business Permit is unclaimed)	Applicant
If applying through a representative: Letter of Authority, Special Power of Attorney or Secretary's Certificate	Owner or President/Treasurer of Business Establishment
For change of Business/Trade Name	
Proof of change of business/trade name <ul style="list-style-type: none"> • Articles of Incorporation • DTI Registration • CDA Accreditation 	Securities and Exchange Commission Department of Trade and Industry Cooperative Development Authority

Secretary's Certificate/Board Resolution of Amendment (for Corporation or Cooperative)	Applicant
New picture of Company Logo (for Corporation or Cooperative)	Applicant
For change in Line/Additional Line or Nature of Business	
Proof of change of line or nature of business <ul style="list-style-type: none"> Articles of Incorporation DTI Registration CDA Accreditation 	Securities and Exchange Commission Department of Trade and Industry Cooperative Development Authority
Certification of Declared Capital for Additional Line of Business	Applicant
Secretary's Certificate/Board Resolution of Amendment (for Corporation)	Applicant
Affidavit Change/Additional Line of Business (for Sole Proprietor)	Applicant
Certification of Declared Capital for the Additional Line of Business	Applicant
Relevant secondary permits	National Government Offices
For change in business address and/or area	
Proof of change of address <ul style="list-style-type: none"> Articles of Incorporation DTI Registration CDA Accreditation 	Securities and Exchange Commission Department of Trade and Industry Cooperative Development Authority
Secretary's Certificate/Board Resolution of Amendment (for Corporation)	Applicant
Affidavit Change of Address (Sole Proprietorship)	Applicant
Proof of right to occupy the place of business/ownership <ul style="list-style-type: none"> If renting: Lease Contract If property Owned: Tax declaration If not renting: Letter of Consent 	Lessor Owner Owner
Sketch of the new location	Applicant
Barangay Clearance (if new address is in a different Barangay)	Barangay
Picture of new establishment (front office and exterior)	Applicant

Updated Locational and Zoning Clearance		City Planning Development Office		
Occupancy Permit/Clearance		Local Building Office		
Updated copy of Comprehensive General Liability		Applicant's Insurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completed application form and requirements.	1. Receiving and applicant interview a. Verify the completeness of the application and supporting documents b. Issue receiving copy		20 mins	CITY HALL <ul style="list-style-type: none"> • Judith Ignacio • Marivic Llagas • Rushelle Merida • Jennifer G. Franco • Maurice C. Manuel SM AURA <ul style="list-style-type: none"> • Jacklyn Famoleras • Princess Jamiriza Umpar • Carl Bryant Gayanes • Mary Grace Sincuya • Marjorie Ocquina • Mary Jane Agulto • Frael Leika Reblora • Raquel Bautista
	2. Inspection and Evaluation a. Inspect establishment NOTE: Inspection is required only for changes in business address or area. b. Review the documents submitted by the taxpayer		1 day (if Inspection is needed)	CITY HALL <ul style="list-style-type: none"> • Agnes Franco • Mildred Estoeta SM AURA <ul style="list-style-type: none"> • Pamela Bonior

			15 mins	<ul style="list-style-type: none"> • Lady Ann Rapada • Hazel Doloiras • Jameson Malapad • Rosalie Tiglao
	3. Approval of BPLO Head		5 mins	Atty. Maria Theresa S. Veloso
	4. Update business information in the database. 5. Endorse to Treasury office for the Assessment, and payment		15 mins	CITY HALL <ul style="list-style-type: none"> • Judith Ignacio • Marivic Llagas • Rushelle Merida • Jennifer G. Franco • Maurice C. Manuel SM AURA <ul style="list-style-type: none"> • Jacklyn Famoleras • Princess Jamiriza Umpar • Carl Bryant Gayanes • Mary Grace Sincuya • Marjorie Ocquina • Mary Jane Agulto • Franel Leika Reblora • Raquel Bautista
2. Present proof of payment and claim Amended Business Permit	6. Receive proof of payment		2 mins	CITY HALL <ul style="list-style-type: none"> • Judith Ignacio • Marivic Llagas • Rushelle Merida • Jennifer G. Franco • Maurice C. Manuel SM AURA <ul style="list-style-type: none"> • Jacklyn Famoleras • Princess Jamiriza Umpar • Carl Bryant Gayanes • Mary Grace Sincuya • Marjorie Ocquina • Mary Jane Agulto

				<ul style="list-style-type: none"> • Franel Leika Reblora • Raquel Bautista
	<p>7. Printing and quality assurance</p> <p>a. Print amended permit</p> <p>b. Perform final Quality Assurance</p> <p>c. Prepare for release</p>		<p>10 mins</p> <p>5 mins</p> <p>5 mins</p> <p>5 mins</p>	<ul style="list-style-type: none"> • Rod Roderick Rommel T. Ladaga • Duane Randall Gonzaga • Rosanna Cruz • Ciar Yna Sadji • Joel Taule • Jomar Adarne <p>CITY HALL</p> <ul style="list-style-type: none"> • Agnes Franco • Mildred Estoeta <p>SM Aura</p> <ul style="list-style-type: none"> • Pamela Bonior • Lady Ann Rapada • Hazel Doloiras • Jameson Malapad • Rosalie Tiglao
	8. Release permit		5 mins	<p>CITY HALL</p> <ul style="list-style-type: none"> • Eyora I. Roldan • Winielyn R. Castro <p>SM AURA</p> <ul style="list-style-type: none"> • Lloyd Barba • Analyn Olarte • Lorely De Guzman
TOTAL			1 hour and 27 mins + 1 day if inspection is required	