

## Renewal of Business Permit

- All enterprises must renew their business permit to continue their business operations.
- Business Permit must be renewed annually, between January 1 and 20. Penalties and Surcharges are imposed after this period.
- Business taxes are computed based on a percentage of gross receipts/sales.
- Payments may be made annually, semi-annual, or quarterly.
- Barangay Clearances are integrated with the Statement of Account for renewals of business permits
- Renewal of licenses may take one day depending on the results of verification made by the evaluation section or whether an applicant still has to secure clearances from various offices.

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

Renewal of Business Permit				
<b>Office or Division:</b>		Business Permits and Licensing Office		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		Government to Citizen		
<b>Who may avail</b>		Business Taxpayer		
<b>Checklist of Requirements</b>		<b>Where to Secure</b>		
Accomplished Application Form		Business Permits and Licensing Office		
All documents submitted at the Treasury's office		Applicant		
Proof of payment <ul style="list-style-type: none"> <li>• Official Receipt and Statement of Account</li> </ul>		Applicant		
Insurance (CGL)		Applicant's Insurer		
If on the Negative List – clearance from the regulatory agency/department		List here all departments who issue negative lists; Delete from the table below if it is only for purposes of negative lists.		
Some business may have additional requirements imposed by National Agencies.		National Government Offices		
If applying through a representative: Letter of Authority, Special Power of Attorney or Secretary's Certificate		Owner or President/Treasurer of Business Establishment		
CLIENT STEPS	ACTION TAKEN	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished	1. Receive the documents and check for completeness of the required documents.	None	20 mins	<b>CITY HALL</b> <ul style="list-style-type: none"> <li>• Judith Ignacio</li> </ul>

<p>application form indicating gross sale/receipts, documents submitted to the City Treasurer's Office, Statement of Account and Official Receipt of Payment proving payment of business taxes and fees and the secondary and/or ancillary permits depending on your business.</p>	<p>2. Check the information provided and update where needed.</p> <p><b>NOTE:</b> During the business renewal period, updates can only be done for the following:</p> <ul style="list-style-type: none"> <li>• Business Contacts</li> <li>• Total number of employees in the establishment including gender and residence information.</li> </ul> <p><b>NOTE:</b> Amendments will not be entertained during the business renewal period.</p> <p>3. Check if the business is included in the Negative List.</p> <ol style="list-style-type: none"> <li>a. If in the Negative List, print a checklist and inform the Taxpayer to get clearance from the concerned agency/department</li> <li>b. If requirements are incomplete, print the checklist and inform the Taxpayer of the missing or incomplete documents.</li> <li>c. If the requirements are complete, proceed to receive the application and issue the receiving copy for the taxpayer to claim the business permit.</li> </ol>			<ul style="list-style-type: none"> <li>• Marivic Llagas</li> <li>• Rushelle Merida</li> <li>• Jennifer G. Franco</li> <li>• Maurice C. Manuel</li> </ul> <p><b>SM AURA</b></p> <ul style="list-style-type: none"> <li>• Jacklyn Famoleras</li> <li>• Princess Jamiriza Umbar</li> <li>• Carl Bryant Gayanes</li> <li>• Mary Grace Sincuya</li> <li>• Marjorie Ocquina</li> <li>• Mary Jane Agulto</li> <li>• Franel Leika Reblora</li> <li>• Raquel Bautista</li> </ul>
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	4. Print the Business Permit		20 mins	<ul style="list-style-type: none"> <li>• Rod Roderick Rommel T. Ladaga</li> <li>• Duane Randall Gonzaga</li> <li>• Rosanna Cruz</li> <li>• Ciar Yna Sadjj</li> <li>• Joel Taule</li> <li>• Jomar Adarne</li> </ul>
	5. Perform Quality Assurance and final approval  <b>NOTE:</b> Authorized delegates conduct quality assurance and final approval during business permit renewal period (January 1 – 20)		20 mins	<b>CITY HALL</b> <ul style="list-style-type: none"> <li>• Agnes Franco</li> <li>• Mildred Estoeta</li> </ul> <b>SM AURA</b> <ul style="list-style-type: none"> <li>• Pamela Bonior</li> <li>• Lady Ann Rapada</li> <li>• Hazel Doloiras</li> <li>• Jameson Malapad</li> <li>• Rosalie Tiglao</li> </ul>
	6. Prepare for segregation of documents for release.		5 mins	<b>CITY HALL</b> <ul style="list-style-type: none"> <li>• Kervy Bunyi</li> </ul> <b>SM AURA</b> <ul style="list-style-type: none"> <li>• Benjamin Quitiquit</li> <li>• Pablo Catapang</li> <li>• Rosanida Cabeza</li> </ul>
2. Claim the Business Permit	7. Release the Business Permit		5 mins.	<b>CITY HALL</b> <ul style="list-style-type: none"> <li>• Eyora I. Roldan</li> <li>• Winielyn R. Castro</li> </ul> <b>SM AURA</b> <ul style="list-style-type: none"> <li>• Lloyd Barba</li> <li>• Analyn Olarte</li> <li>• Lorely De Guzman</li> </ul>
			<b>1 hour and 10 mins</b>	