



APPLICATION FORM FOR BUSINESS PERMIT

TAX YEAR: _____
MUNICIPALITY OF BANTAY

UF CONTROL NO.: _____
Bus. Permit No.: _____
Bus. Plate No.: _____

TRANSACTION TYPE:

- New
- Renew
- Additional

TRANSFER:

- Ownership
- Location

AMENDMENT:

- From Single to Partnership
- From Single to Corporation
- From Partnership to Single
- From Partnership to Corporation
- From Corporation to Single
- From Corporation to Partnership

MODE OF PAYMENT

- Annually
- Semi-Annual
- Quarterly

Date of Application: _____ DTI/SEC/CDA Registration No.: _____

Type of Organization: _____ DTI/SEC/CDA Registration Date: _____

- Single Partnership
- Corporation Cooperative

CTC No.: _____ TIN No.: _____

Are you enjoying tax incentive from any Government Entity? Yes No *Please specify the entity:*

NAME OF TAXPAYER:

Last Name: _____ *First Name:* _____ *Middle Name:* _____

Birth day: _____

Business Name: _____

Trade Name/Franchise: _____

Name of President/Treasurer of corporation:

Last Name: _____ *First Name:* _____ *Middle Name:* _____

BUSINESS ADDRESS	OWNER'S ADDRESS
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House/Building No.:	House/Building No.:
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Building Name:	Building Name:
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Unit No.:	Unit No.:
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Street:	Street:
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Barangay:	Barangay:
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Subdivision:	Subdivision:
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City/Municipality:	City/Municipality:
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Province:	Province:
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Telephone/Mobile No.:	Telephone/Mobile No.:
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E-mail Address:	E-mail Address:
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Property Index Number (PIN): _____

Business Area (in sq. m.): _____	No. of employees in Establishment: Male: _____ Female: _____	No. of Employees residing in LGU: _____	No. of Delivery Vehicles: _____
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If place of business is rented, please identify the Lessor's Name and Address: _____ Monthly Rental: _____

Last Name: _____ *First Name:* _____ *Middle Name:* _____

House/Bldg. No.:	Subdivision:
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Street:	City/Municipality:
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Barangay:	Province:
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Tel./Mobile Phone No.:	E-mail Address:
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In case of emergency, Contact Person and Tel./Mobile Phone No.:

Business Activity		No. of Units	Capitalization (for New Business)	Gross Sales/Receipts (for Renewal)	
Code	Line of Business			Essential	Non-Essential

OATH OF UNDERTAKING

I undertake to comply with the regulatory requirements and other deficiencies within 30 days from release of the business permit.

_____ SIGNATURE OF APPLICANT OVER PRINTED NAME	_____ POSITION/TITLE
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ASSESSMENTS						
LOCAL TAXES	COMPUTATION OF TAX DUE	TOTAL				
Preceding Year's Gross Sales						
For Newly Started Business (1/20 of 1% of Capital Investment)						
REGULATORY FEES AND CHARGES						
Mayor's Permit Fee						
Sanitary Inspection Fee						
Medical/Health Clearance Fee						
Occupational Fee						
Plate						
Sticker						
Barangay Clearance						
Others						
Total Regulatory Fee						
SURCHARGE, INTEREST AND PENALTY: <i>(If paid after January 20, except when deadline is extended or if business is newly opened)</i>						
20% Surcharge on tax, fees, charges						
Interest of 2% per month on taxes, fee, charges and surcharges						
Penalty charge on Mayor's Permit						
AMOUNT OF SURCHARGE, PENALTY & INTEREST						
Less: (if any)						
Tax Credit Refund						
Specify:						
Total						
GRAND TOTAL						
VERIFICATION OF DOCUMENTS/REQUIREMENTS						
Description	Office/Agency	Date Issued	VERIFIED BY:			
Barangay Business Clearance Cedula	Barangay (Where Business is Located)					
Zoning Locational Clearance	MPDC					
Sanitary/Health Clearance	RHU					
Occupancy Permit	Engineering Office					
Fire Safety Inspection Certificate	Brgy. VI, B.I.S.					
RPT Clearance	Assessor's Office					
NFA Clearance	NFA-Bantay					
SSS Clearance	SSS-Vigan					
Philhealth Clearance	Philhealth-Vigan					
BIR Payments	BIR-Bantay					
Drug Stores/Cosmetics: BFAD LTO	FDA					
*SEC Certificate of Authority to Operate a Lending Company for all lending investors						
*Pawnshops Money Service Businesses: <ul style="list-style-type: none"> • BSP Certificate of Authority • BSP Registration Code (Branch) 						
<table style="width:100%; border: none;"> <tr> <td style="width: 25%; vertical-align: top;"> *EMB Clearance for Newly Opened Business <ul style="list-style-type: none"> • Livestock Animal Industries • Manufacturing/Processing Plants • Fishery/Agricultural Projects • Powerplants/Waste to Energy Projects • Renewable Energy Project • Rice/Corn Mills and other Agricultural/Food Processing </td> <td style="width: 25%; vertical-align: top;"> <ul style="list-style-type: none"> • Malls/Industrial Parks • Resorts/Hotels and Other Tourism/Leisure Projects • Commercial Buildings • Infrastructure Projects • Resource Extractive Industries </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Petroleum Related Industries • Hospital/Clinics and Laboratories • Waste Management Project • Telecommunication Projects • Subdivision and Other Housing Project </td> </tr> </table>				*EMB Clearance for Newly Opened Business <ul style="list-style-type: none"> • Livestock Animal Industries • Manufacturing/Processing Plants • Fishery/Agricultural Projects • Powerplants/Waste to Energy Projects • Renewable Energy Project • Rice/Corn Mills and other Agricultural/Food Processing 	<ul style="list-style-type: none"> • Malls/Industrial Parks • Resorts/Hotels and Other Tourism/Leisure Projects • Commercial Buildings • Infrastructure Projects • Resource Extractive Industries 	<ul style="list-style-type: none"> • Petroleum Related Industries • Hospital/Clinics and Laboratories • Waste Management Project • Telecommunication Projects • Subdivision and Other Housing Project
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Assessment Reviewed by:		Approval Recommended by:				
_____		_____				
		Date _____				
Instructions:						
<ol style="list-style-type: none"> 1. Provide accurate information and print legibly to avoid delays. Incomplete application form will be returned to the applicant. 2. Ensure that all documents attached to this application are complete and properly filled-out. 						