



APPLICATION FORM FOR BUSINESS PERMIT

TAX YEAR: _____
MUNICIPALITY OF BANTAY

UF CONTROL NO.:
2021 - _____
Bus. Permit. - _____
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:
<input type="checkbox"/> Single <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative	CTC No. TIN:

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

Name of Taxpayer:
Last Name: _____ First Name: _____ Middle Name: _____

Business Name: _____

Trade Name/Franchise: _____

Name of President/Treasurer of corporation:
Last Name: _____ First Name: _____ Middle Name: _____

Business Address	Owner's Address
House/Building No.	House/Building No.
Building Name	Building Name
Unit No.	Unit No.
Street	Street
Barangay	Barangay
Subdivision	Subdivision
City/Municipality	City/Municipality
Province	Province
Telephone/Mobile No.	Telephone/Mobile No.
E-mail Address	E-mail Address

Property Index Number (PIN): _____

Business Area (in sq. m.)	No. of employees in Establishment	No. of Employees residing in LGU
---------------------------	-----------------------------------	----------------------------------

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
Street	City/Municipality
Barangay	Province
Tel./Mobile Phone No.	E-mail Address

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
---	-------------------------

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		
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 1% 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	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		

*SEC Certificate of Authority to Operate a Lending Company for all lending investors.

- | | | | |
|--|--|---|---|
| *EMB Clearance for Newly Opened Business | <ul style="list-style-type: none"> •Livestock Animal Industries •Manufacturing/Processing Plants •Fishery/Aquaculture 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 |
|--|--|---|---|

Assessment Reviewed by:	Approval Recommended by:
Date	

Instructions:

1. Provide accurate information and print legibly to avoid delays. Incomplete application form will be returned to the applicant.