
Business Trade Name

Address

Date

**Hon. Dennis A. Sy Reyes
Municipal Mayor
Pilar, Sorsogon**

The Honorable Mayor:

As () owner/proprietor () President/Manager of the above named establishment, may I have the honor to () apply () renew the Mayor's Permit for my business stated above, subject to compliance with the requirements and verification of the same.

In connection therewith, I hereby promise to faithfully comply with all the laws, ordinances and implementing rules and regulations promulgated by duly constituted authorities, and

1. To promptly pay whatever amount of the tax and fee that may be imposed by the government and to have my books, accounts and other pertinent records available for examination by the Municipal Treasurer or his duly authorized deputies as per Sec. 171 of RA 7160.

2. To operate only the business granted approval under this application and upon the grant of a Mayor's Permit.

3. To present the said permit upon application for renewal and to surrender the permit to your office through the Office of the Municipal Treasurer within twenty (20) days upon cessation of operation of the business.

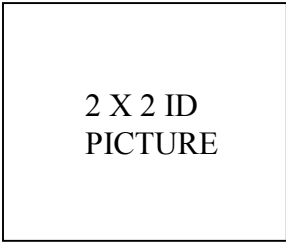
4. To refrain from operating the business upon expiration of the permit to engage in business and to engage in any other business without securing a separate permit.

5. To post the mayor's permit and business plate in a conspicuous place in the establishment.

Your favorable consideration on this application would be highly appreciated.

APPLICANT'S SIGNATURE OVER PRINTED NAME

Republic of the Philippines
MUNICIPALITY OF PILAR
Pilar, Sorsogon



**APPLICATION TO ENGAGE IN BUSINESS
AND DECLARATION OF GROSS RECEIPTS**

Instruction: Please fill out all information

INFORMATION:	<input type="checkbox"/> NEW APPLICANT <input type="checkbox"/> RENEWAL <input type="checkbox"/> ADDITIONAL	DATE APPLIED:		
		BUSINESS IDENTIFICATION NO. (BIN)		
TYPE OF ENTITY:	<input type="checkbox"/> SINGLE PROPRIETORSHIP <input type="checkbox"/> CORPORATION/PARTNERSHIP <input type="checkbox"/> COOPERATIVE	MODE OF PAYMENT:		<input type="checkbox"/> QUARTERLY <input type="checkbox"/> SEMI-ANNUALLY <input type="checkbox"/> ANNUALLY
FULL NAME (If Single Proprietorship)	LAST	FIRST	MI	
REGISTERED NAME (If corporation/partnership /Cooperative)				
CONTACT PERSON:			POSITION:	
HOME ADDRESS				
BUSINESS TRADE NAME				
BUSINESS ADDRESS				
EMAIL ADDRESS:			WEBSITE:	
TELEPHONE NO.:		FAX NO.:		MOBILE NO.:
CITIZENSHIP:		TIN.:		SSS NO.
COMMUNITY TAX NO.:		PLACE ISSUED:		DATE:
FLOOR AREA (SQ.M):		NO. OF EMPLOYEES:		NO OF TRUCKS/VAN: _____ <input type="checkbox"/> 4-6 WHEELED <input type="checkbox"/> 10 WHEELER & TRAILER TRUCKS
BILLBOARD (SIZE):		LOCATION:		
IS PLACE RENTED?	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, OWNER OF BUILDING:		MONTHLY RENTAL:
NATURE OF BUSINESS:				
CAPITALIZATION (FOR NEW)				
Prior Year GROSS SALES/ RECEIPTS (For RENEWAL):				
ASSET SIZE:			Year Established:	

I hereby certify under the penalties of perjury that the entries herein above are true and correct to the best of my knowledge and belief.

APPLICANT'S SIGNATURE OVER PRINTED NAME

OATH OF UNDERTAKING

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

APPLICANT'S SIGNATURE OVER PRINTED NAME

**Annex 1 (Page 2 of 2): Application form for Business
Application No. _____**

ASSESSMENTS:

LOCAL TAXES	REFERENCE	AMOUNT DUE	PENALTY/SURCHARGE	TOTAL	ASSESSED BY
Gross Sales Tax					
Tax on delivery vans/trucks					
Tax on storage for combustible/flammable of explosive substance					
Tax on signboard/billboards					
REGULATORY FEES					
Mayor's Permit Fee					
Garbage Collection Fee					
Health Examination Fee					
ESMU Clearance Fee					
Sanitary Inspection Fee					
Zoning Certification Fee					
Fire Clearance Fee					
Realty Tax Clearance Fee					
Cost of Plate/Sticker					

VERIFICATION OF DOCUMENTS

Description	Office/Agency	Date Issued	VERIFIED BY: (BPLO Staff)
Barangay Bus. Clearance	Barangay		
Community Tax Certificate	Mun./Bgy. Treasurer		
Health Clearance	Municipal Health Office		
Sanitary Permit	Municipal Health Office		
Realty Tax Clearance Cert	Municipal Treasurer's Office		
Fire Safety Inspection Cert.	BFP Pilar		
DTI Registration	Dep't. of Trade & Industry		
SEC Registration	Security & Exchange Com.		
BIR Registration/ Certification	Bureau of Internal Revenue		
Zoning Certificate	Mun. Planning & Dev't. Office		
Environmental Compliance Cert	Dept' of Env. & Natural Res.		
Location Sketch			

Assessment Reviewed by:

Approval Recommended by

BPLO

MA. LINDA A. CHAVEZ
Municipal Treasurer

Instructions:

1. Please provide accurate information and print legibly to avoid delay. Incomplete application form will be returned to the applicant.
2. Please make sure that all documents attached to this application form are complete and properly filled-out.

REQUIREMENTS AND STEPS IN SECURING BUSINESS MAYOR'S PERMIT

REQUIREMENTS:

NEW :

- a. **Registration from SEC for corporation and partnership; DTI for single proprietorship; CDA for cooperatives**
- b. **Community Tax Certificate**
- c. **Location Sketch**
- d. **Clearances/Permits/Registration/Certification:**
 1. **Barangay Business Clearance**
 2. **Zoning Certificate**
 3. **Sanitary Permit**
 4. **Health Clearance**
 5. **Realty Tax Clearance Certificate**
 6. **Fire Safety Inspection Certificate**
 7. **ESMU Clearance**
 8. **BIR Registration/Certification**
 9. **DTI Business Name Registration**
 10. **Others (depending upon the nature of business like ECC, etc)**

STEPS:

1. **Secure and fill up application form from BPLU.**
2. **Proceed to BPLU for assessment of business tax, permit fees and other regulatory fees.**
3. **Assessment will be reviewed by the BPLO and subsequently be approved by the Municipal Treasurer or his/her authorized representative.**
4. **Pay Approved assessment to the Revenue Collection Clerk at the Municipal Treasurer's Office for the issuance of corresponding receipt.**
5. **Secure and attach requirements, then forward to BPLO for processing.**
6. **Issuance of Business Permit.**

RENEWAL:

- a. **Prior year print out and official receipts**
- b. **Clearances/Permits/Registration/Certification (Refer to New d.1-7)**
- c. **Community Tax Certificate**
- d. **SSS, BIR Clearances/Certification**
- e. **Location Sketch**

STEPS:

1. **Secure and fill-up application form, attach requirements, secure necessary clearances**
2. **Proceed to BPLU assessment and verification of business tax, permit fees and other regulatory fees**
3. **Pay Approved assessment to the Revenue Collection Clerk at the Municipal Treasurer's Office for the issuance of corresponding receipt.**
4. **BLU staff will forward the application, together with the requirements to the Local Chief Executive for the issuance of Business Permit and/or License.**