

General Guidelines on the Application of Business Permits and Licenses

A. METHODS OF RENEWAL:

- ONSITE** – Only those with confirmed appointment schedule and a limited number for walk-ins shall be allowed to enter the BPLO Lounge.
- ONLINE** – This applies for new, renewal, amendment of business permit thru app.bploparanaque.com/bpls
- DROP BOX** – This applies for those with 10 or more business permit applications.

B. SCHEDULE OF BUSINESS IDENTIFICATION NUMBER (BIN) CODING SCHEME:

Business Identification Number (BIN) Coding Scheme	Renewal Period without Penalty/Surcharge/Interest
1-2	January 23 – 29, 2023
3-4	January 30 – February 05, 2023
5-6	February 06 – 12, 2023
7-8	February 13 – 19, 2023
9-0	February 20 – 26, 2023

C. WHERE TO APPLY OR RENEW BUSINESS PERMITS AND LICENSES:

- Business Permits and Licensing Office (BPLO), Ground Floor, City Hall, San Antonio Avenue, Sucat, Parañaque City
- Service Center, 4th Floor, IT Zone Area, Ayala Malls By The Bay, Barangay Tambo, Parañaque City

D. RETIREMENT OF BUSINESS:

- The deadline for the submission of application for retirement of business is on **January 25, 2023**. After which, penalties may be imposed.

Guidelines on the Renewal Business Permit and License Application: **ONSITE**

1. Client has to schedule appointment at **app.bploparanaque.com/appointment** before going to the City Hall.

NOTE: If no appointment is made online, walk-in clients may use the Self-Service Kiosk for appointment. However, said schedule will depend on the availability of slots for the day.

At the City Hall Foyer, client must print and fill-up the Information Sheet / Application Form. After this, Client may now proceed to the BPLO Concierge Area.

2. At the BPLO Concierge Area, Client to submit accomplished form to the designated BPLO personnel for assessment and generation of Statement of Account (SOA).
3. Client has the option to pay SOA either to onsite cashier or online at **app.bploparanaque.com/epay**
4. Client to submit all required documents and Official Receipt at the Claim Stub Station located at the Foyer.

NOTE: Documents such as Mayor's Permit, Barangay Clearance/Plates, Sanitary Permit, etc. will be released thru courier service (Keri) and delivered to your nominated address.

Guidelines on the Renewal Business Permit and License Application: ONLINE

1. Client to register at:
app.bploparanaque.com/bpls using BIN /
OR Number / OR Amount.

NOTE: If approved, an email confirmation will be sent to the registered email. Client has to verify his account by clicking on VERIFY EMAIL button sent to his registered email.

2. Client to fill-up online renewal form and scan and upload all documentary requirements.

NOTE: Assigned BPLO personnel shall then process the submitted online application for renewal. An email will be sent to the Client notifying them of the availability of their Statement of Account (SOA).

3. Client to "Generate SOA" and pay online via visa/mastercard credit or debit card **OR** Maya.

NOTE: After payment is settled online, the City Treasurer's Office (CTO) shall print Official Receipts and endorse to BPLO such payment. The BPLO then prints business permit and other clearances.

4. Client to fill up details needed for delivery of his business permit, sanitary permit, barangay clearance, etc. and wait for its delivery as stated in its booking details.

Guidelines on the Renewal Business Permit and License Application: **DROP BOX**

(This method is for those applying for 10 or more business permits.)

1. Assigned BPLO personnel shall evaluate submitted applications and all required documents.

NOTE: All applications received via drop box will be processed after 05:00 p.m. and will be released the next working day.

2. The Statement of Account (SOA) will be delivered to client's nominated address via courier service (Keri) or picked up at the BPLO.
3. Client has the option to pay SOA either to onsite cashier or online at **app.bploparanaque.com/epay**
4. Client to submit all required documents and Official Receipt at the Claim Stub Station located at the Foyer.

NOTE: Documents such as Mayor's Permit, Barangay Clearance/Plates, Sanitary Permit, etc. will be released thru courier service (Keri) and delivered to your nominated address.