



**PROJECT
ELO 3.1
ONLINE**



PARANAQUE
A MEGA CITY BY THE BAY

20 | Guidelines on the 22 | NEW Business Application: **ONLINE**

1. All applications for new business from January 3 to February 28, 2022 will be processed via Online Business Permit Application at app.bploparanaque.com/bpls

NOTE: 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 address.

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

NOTE: For sole proprietorship, Client must ensure correct registered DTI Business Name (BN) and Business Name Number (BNN).

3. Once submitted online, Client must also submit physical copies of the uploaded documents via courier service (Keri) at bplo-admin.keridelivery.com. This will be endorsed for verification and evaluation with the Project ELO Business One Stop Shop.

NOTE: No Face to face transaction will be entertained at the BPLO Concierge Area except for the delivery of physical copies of the documents submitted by the Client.

4. After evaluation, Client to receive an email confirmation to generate Statement of Account (SOA) and may pay via visa/mastercard credit or debit card **OR** PayMaya.
5. After payment online, Client's business permit, sanitary permit, barangay clearance, etc. will be automatically booked and delivered to his nominated address.



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paranaquecity.ph | bploparanaque.com

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20 | Guidelines on the RENEWAL Process for 22 | Business Permit: 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** PayMaya

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 shall book thru courier service (Keri) of his business permit, sanitary permit, barangay clearance, etc. and wait for its delivery as stated in its booking details.



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20 | Guidelines on the RENEWAL Process for Business Permit: 22 | 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.
2. 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.
NOTE: At the BPLO Concierge Area, Client to submit accomplished form to the designated BPLO personnel to generate Statement of Account (SOA) and will be instructed to pay the generated SOA at the CTO.
3. Client to submit all documents and Official Receipt at the Claim Stub Station.
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.



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20 | Guidelines on the RENEWAL Process for Business Permit: 22 | DROP BOX

1. Client or authorized representative shall use the drop box for more than 10 business permit applications.

NOTE: The BPLO shall provide the necessary disinfection of all submitted business permit applications received.

2. Assigned BPLO personnel shall evaluate submitted applications. A checklist of requirements will be provided.
3. All applications received via drop box will be processed after 05:00 p.m. and will be released the next day.
4. The Statement of Account (SOA) will be delivered to client's nominated address via courier service (Keri).



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Guidelines on the 2022 Application of Business Permits and Licenses

1. The City Government of Paranaque by virtue of Ordinance No. 2021 – 43 provides for an extended renewal period from **January 03 to February 28, 2022.**
2. The Business Permits and Licensing Office (BPLO) shall continue to implement various modes of business permit applications such as:
 - a. Online thru **app.bploparanaque.com/bpls**
 - b. Use of drop box for more than 10 business permits applications, and
 - c. Onsite/walk-in appointment thru Self-Service Kiosk
3. A “No Appointment, No Transaction Policy” shall be strictly imposed. All appointments can be scheduled via **app.bploparanaque.com/appointment**. This is free of charge and operates on first come, first served basis.
4. All business permit applications will follow a number coding scheme based on the last digit of their Business Identification Number (BIN). Failure to renew on the designated schedule whether online or onsite shall warrant the imposition of interest/surcharge/penalty in addition to the imposed expiration of their renewal period.
5. All applications for new business from **January 03 to February 28, 2022** will be processed online. Client may register at: **app.bploparanaque.com/bpls**.
6. All other request such as verification, certification and similar inquiries will be entertained via email at **request@bploparanaque.com**. No face to face transaction will be accommodated on these matters.
7. The City Government of Paranaque shall continue to implement health protocols and other provisions in accordance to the current Alert Level System. Failure to comply will be apprehended and penalized under the City Ordinance No. 2020 – 31.



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