



CHECKLIST OF REQUIREMENTS (ORIGINAL & 2 COPIES EACH)

BUSINESS REGISTRATION

SINGLE PROPRIETORSHIP - DTI REGISTRATION (BNRS)

CORPORATION/PARTNERSHIP - SEC REGISTRATION WITH ARTICLES OF INCORPORATION

COOPERATIVE - CDA REGISTRATION WITH ARTICLES OF COOPERATION, CERTIFICATE OF GOOD STANDING

LEGAL OWNERSHIP/POSSESSION OF BUSINESS ADDRESS

IF OWNED - PHOTOCOPY OF TCT/OCT/TAX DECLARATION

IF RENTED - PHOTOCOPY OF CONTRACT OF LEASE & LESSORS PERMIT

IF FREE OF USE - PHOTOCOPY OF USUFRUCT CONTRACT/CONSENT TO USE (INDICATING RELATIONSHIP BETWEEN THE PARTIES) WITH ATTACHED ID OF SIGNATORIES WITH THREE(3) SPECIMEN SIGNATURES & PHOTOCOPY OF OFFICIAL RECEIPT OF REAL PROPERTY TAX (CURRENT YEAR), TCT/OCT

CERTIFICATE OF OCCUPANCY

FOR ALL APPLICANTS - CERTIFICATE OF OCCUPANCY - VALID CERTIFICATE OF OCCUPANCY FOR THE BUILDING OR STRUCTURE WHERE THE BUSINESS WILL OPERATE
ADDITIONAL REQUIREMENT - NEW CERTIFICATE OF OCCUPANCY IS REQUIRED OF THE APPLICANT HAS CONDUCTED ANY FIT-OUT, RENOVATION, ALTERATION, ADDITION, CONVERSION, OR CONSTRUCTION WITHIN THE LEASED SPACE/UNIT.

COLORED PICTURE OF ESTABLISHMENT [OUTSIDE VIEW WITH PERMANENT SIGNAGE (IF APPLICABLE) AND INSIDE VIEW]

VICINITY MAP (SKETCH FROM MAIN ROAD/NEAREST LANDMARK TO ESTABLISHMENT)

PROOF OF TOTAL CAPITALIZATION

APPLICABLE SPECIAL REQUIREMENT/S

**And any other document this office deems necessary to support the applicant's application.*

PLEASE SEE CITIZEN'S CHARTER

IF APPLYING THROUGH REPRESENTATIVE:

FOR SINGLE PROPRIETORSHIP:

- (1) Special Power of Attorney;
- (2) Valid ID from the principal with three (3) specimen signatures; and
- (3) Valid ID of representative with three (3) specimen signatures

FOR CORPORATION/PARTNERSHIP/FOUNDATION/ASSOCIATION/ ONE PERSON CORPORATION/COOPERATIVE:

- (1) Secretary/Partnership/Director's Certificate, specifying authorized representative;
- (2) Valid ID of the Corporate Secretary/Partner/s/Director with three (3) specimen signatures; and
- (3) Valid ID of representative with three (3) specimen signatures

ONLY APPLICATIONS WITH COMPLETE REQUIREMENTS SHALL BE RECEIVED AND PROCESSED BY THE BPLO