



REPUBLIC OF THE PHILIPPINES
CITY OF PARANAQUE
BUSINESS PERMITS & LICENSING OFFICE
CHECKLIST FOR RETIREMENT



1 COPY EACH (NATURE OF COPY AS INDICATED)

ORIGINAL BUSINESS PERMIT

PHOTOCOPY OF FINANCIAL STATEMENT FOR THE PAST 5 YEARS

CERTIFIED TRUE COPY OF THE CURRENT YEAR

- QVAT (255) & MONTHLY VAT (2551M);
- ITR

SKETCH (FROM MAIN ROAD/NEAREST LANDMARK TO BUSINESS ESTABLISHMENT)

FOR CORPORATION/PARTNERSHIP/ASSOCIATION/FOUNDATION/OPC/COOPERATIVE

ORIGINAL BOARD RESOLUTION OR SECRETARY'S CERTIFICATE FOR RETIREMENT OF BUSINESS

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

RETIREMENT OF BUSINESS SHALL BE SUBJECT TO PRE-INSPECTION

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