



Mandate

The Business Permits and Licensing Office (BPLO) shall be responsible for the supervision, control, and management of the issuance of business permits and licenses as may be mandated by law. It shall likewise be responsible for the assessment of local taxes, fees, and charges, licensing and inspection of all the business, trades, occupation, and industries within the territorial jurisdiction of the City of Parañaque. Further, it shall regulate all the trade, business, occupation, and industries which do not conform to the mandate of the law with respect to compliance of permits and licenses requirements.



Vision

Our vision is to be a model of excellence among the departments of the City Government widely recognized for its dedication, highly trained, and motivated work force that promotes integrity and professionalism.



Mission

The mission is to provide the general public with the highest level of service in an efficient, courteous, and competent manner in order to create an environment that encourages economic development and promotes investment in the City of Parañaque.



Service Pledge

We, at the BPLO – Parañaque City firmly commits to high quality standards in delivering government service to promote ease of doing business and generate new opportunities that will significantly contribute to the country's overall socio-economic growth and development.



Mayor's Permit on Occupation (Individual Work Permit)

Issuance of Occupational Permit (Express Lingkod Office – Ayala Malls Manila Bay)

A Mayor's Permit on occupation is a requirement for individuals not otherwise exempted, to engage in his/her trade within the City of Parañaque.

- Office or Division:** Business Permits and Licensing Office
- Classification:** Simple
- Type of Transaction:** G2C – Government to Citizens
- Who may avail:** Employees working/intending to work in Parañaque City

CHECKLIST OF REQUIREMENTS (1 photocopy and present Original)

WHERE TO SECURE

- Accomplished online application form through <https://app.bploparanaque.com/occu/login> and secure a screenshot and/or a copy of your reference number. - Applicant
- Health Certificate - City Health Office
- Police Clearance - Parañaque Philippine National Police
- For underage applicants: Consent from parents w/ ID - Applicant
- For foreign applicants: Alien Certificate of Registration - Bureau of Immigration
- For security agency: Posting Permit - Philippine National Police
- Photocopy of employer's business permit - Employer



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Schedule an appointment through https://app.bploparanaque.com/appointment/		None	5 mins.	Applicant
Accomplish online application form through https://app.bploparanaque.com/occu/login and secure a screenshot and/or a copy of your reference number.	Assist applicant during online application	None	5 mins.	Maria Fe Gonzaga (Administrative Aide II)
Present the reference number together with the original medical results, and secure a checklist of requirements from the City Health Office Counters	Verify medical results and provide applicant with checklist.	None	5 mins.	City Health Office Counters
Present checklist and other required documents to the BPLO Occupational Permit Counters	Verify information provided by the applicant using the online application form through the Integrated Occupational Permit System and issue a statement of account.	None	5 mins.	Rogelio E. Nobleza (Administrative Aide II) Ma. Baby Jeanne P. Dela Cruz (License Inspector I)
Upon the receipt of the statement of Account proceed to payment.	Receipt of SOA, payment, and issuance of Official Receipt	For Filipino: Php150.00 For Alien Resident Employees: Php250.00 Health Certificate: Php150.00 Food Handler Seminar: Php100.00 Police Clearance (local employment): Php110.00 Lab Test Urine: Php70.00 CBC: Php140.00 Fecalysis: Php70.00	5 mins.	Payment counters located at the Express Lingkod Office at Ayala Malls Manila Bay
For applicant with incomplete/ expired medical results: proceed to the City Health Laboratory and submit specimen	Conduct Laboratory Tests	None	30 mins.	City Health Office Counters
For food handlers: proceed to seminar area (Sanitary Division)	Conduct Seminar	None	30 mins.	City Health Office Counters
For night workers: proceed to the Social Hygiene Clinic.	Conduct laboratory examination and seminar, and release the laboratory results	**	40 mins.	Social Hygiene Clinic

Issuance of Occupational Permit (Express Lingkod Office – Ayala Malls Manila Bay)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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Proceed to CHO Counter and present laboratory results, official receipt, and claim Health Certificate from the Sanitary Division	Receive laboratory results, official receipt and issue Health Certificate	None	5 mins.	City Health Office Counters
Proceed to the PNP Counter	Take picture of applicant and release Police Clearance	None	10 mins.	Philippine National Police - Parañaque
Present Health Certificate, Police Clearance, and Official Receipt to the BPLO Occupational Permit counters.	Print Mayor's Permit on Occupation.	None	5 mins.	Aldrico Alberto Jr (Administrative Assistant I) John Edison A. Manuel (Administrative Aide IV)
	Release of Mayor's Permit on Occupation.			Salvador N. Santos II (Administrative Assistant I)

		Php640.00 + For Filipino: Php150.00 For Alien Resident Employees: Php250.00	45 Mins. For applicants with incomplete/expired medical results: + 30 Mins. For Food handlers: + 30 Mins. For night workers: + 40 Mins.	
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Mayor's Permit on Business

New Business Permit Application (Onsite at the Parañaque City Hall)

A Mayor's Permit on Business is a requirement for the operation of a business within the City of Parañaque.

Office or Division:	Business Permits and Licensing Office
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Any person applying to register their businesses located in Parañaque City <ul style="list-style-type: none">· Without existing record· Conforms with Zoning Classification· Does not need inspection



Mayor's Permit on Business

New Business Permit Application (Onsite at the Parañaque City Hall)

CHECKLIST OF REQUIREMENTS

(2 Copies of each and Present Original)

- Unified Application Form for New Business
- Business Name Registration
 - a. Single Proprietorship:
 - DTI Registration
 - b. Corporation/Partnership/Foundation/ Association/ One Person Corporation:
 - SEC Registration with Articles of Incorporation
 - c. Cooperative:
 - Certificate of Compliance; and
 - Certificate of Legitimacy
- Proof of Legal Ownership/Possession of Business Address
 - a. If the place of business is owned:
 - Photocopy of Official Receipt of Real Property Tax (current year); and
 - Transfer/Original Certificate of Title (TCT/OCT)
 - b. If the place of business is RENTED:
 - Photocopy of Contract of Lease; and
 - Photocopy of their Lessor's Permit
 - c. If the place of business is NOT RENTED or FREE OF USE:
 - Consent letter or Usufruct Contract with a Valid ID from Owner with three (3) specimen signatures;
 - A photocopy of the Official Receipt with Real Property Tax (Current Year); and
 - A photocopy of the Transfer/Original Certificate of Title (TCT/OCT)

WHERE TO SECURE

- Downloadable form through <https://app.bploparanaque.com/home/resources/newappform.pdf> or at the BPLO Information Counter
- Department of Trade and Industry
- Securities and Exchange Commission
- Cooperative Development Authority
- Local Cooperative Development Authority
- Applicant



Mayor's Permit on Business

New Business Permit Application (Onsite at the Parañaque City Hall)

CHECKLIST OF REQUIREMENTS

- Certificate of Occupancy of the Building or Structure where the business will operate
 - New Certificate of Occupancy if any fit-out, renovation, alteration, addition. Conversion, or construction has been conducted within the business address
- Picture of Establishment
 - Outside view with signage
 - Inside view
- Vicinity Map (sketch)
- Proof of total capitalization
- Any other document this office deems necessary to support the applicant's application
- If Applying thru representatives:
 - a. For Single Proprietorship:
 - Special Power of Attorney;
 - Valid ID from the principal with three (3) specimen signatures; and
 - Valid ID of representative with three (3) specimen signatures
 - b. For Corporation/Partnership/Foundation/ Association/ One Person Corporation/ Cooperative:
 - Secretary/Partnership/ Director's Certificate;
 - Valid ID of the Corporate Secretary/Partner/s/Director with three (3) specimen signatures; and
 - Valid ID of representative with three (3) specimen signatures
- Special Requirements

WHERE TO SECURE

- Office of the Building Official

- Applicant

- Applicant
- Applicant

- Applicant



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Schedule an appointment through https://app.bploparanaque.com/appointment/		None	5 mins.	Applicant
Submit duly accomplished application form and requirements to the BPLO concierge counter 2	Receive and review the duly accomplished application form and complete requirements and input business details in BPLS	None	40 mins.	Amy Jayne Santos (Administrative Aide III)
	Verify Applicant's previous records with BPLO	None	20 mins.	John Morris D. Mauricio (Administrative Aide II) Jim Boy Catugda (License Inspector II) Jeffrey John Rodriguez (License Inspector I) James Daryl P. De Castro (Computer Programmer II) Lloyd M. Ababao (Information Technology Officer II) Tomoo Rizado (Computer Programmer II) James Gabriel B. Natural (Computer Programmer I) Alvin M. Dolz (Computer Programmer II) Adonis N. Cusipag (Computer Programmer I)
	Secondary review of accomplished application form and submitted requirements	None	10 mins.	Atty. Eujean A. Hosenilla (Licensing Officer III)
	Endorsement of application with complete requirements to the City Planning and Development Coordinator's Office	None	5 mins.	Abegail M. Melarpis (Administrative Assistant I)
	Assessment of Documents and issuance of order of payment for Locational Clearance and encoding of Zoning Details	**	2 hours	City Planning and Development Coordinator's Office
	Assessment of Documents and Issuance of Building fees	**	2 hours	Office of the Building Official
	Issuance of an order of payment for the CENRO Clearance Filing Fee and Waste Generation Fee	**	5 mins.	City Environment and Natural Resources Office
	Issuance of an order of payment for the Meat Handler's Fee, Meat Dealer's Fee, Butcher's License Fee, Annual Inspection Fee/Veterinary Clearance Fee, if applicable	**	5 mins.	City Veterinary Services Office
	Encoding of taxes and fees for the issuance of a single Statement of Account (SOA)	Variable: based on capital, type of business, number of employees, and business area	10 mins.	Maricel B. Obal (Administrative Assistant IV) Aubrey D. Vargas (Administrative Aide III) Arlene L. Dorosan (Data Entry Machine Operator II) Rhodora E. Garduque (Computer Operator II) Czarina Lleva (Administrative Aide IV) Sheryl E. Constantino (Licensing Officer I) Mary Carr Binay (Licensing Officer II)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Review and approval of submitted documents and SOA	None	10 mins.	Daisy A. Santiago (Licensing Officer IV) Maricel B. Obal (Administrative Assistant IV)
	Releasing of the SOA and all the other documents for payment.	None	5 mins.	Nova J. Pedrealba (Licensing Officer I) Abegail M. Melarpis (Administrative Assistant I)
Upon the receipt of the statement of Account, proceed to payment at the City Treasurer's Office. For Payment Online: Input Billing Number and BIN through https://app.bploparanaque.com/bpls	Receipt of SOA and payment, and issuance of Official Receipt. The City Treasurer's Office shall issue an Official Receipt and endorse the same to the BPLO.	Variable: based on capital, type of business, number of employees, and business area	5 mins. Online Payment is reflected real time. Issuance and endorsement of O.R. by the CTO to BPLO: 1 day	City Treasurer's Office Maya (Online Payment)
Submission of Official Receipt, duly accomplished application form and complete requirements for claim stub to BPLO Counter 23 For document delivery: Input delivery details through https://bplo-admin.keridelivery.com/ and present reference number	Receiving of application form, official receipts and all other documents required and issuance of claim stub.	None	10 mins.	Jose Henson (Administrative Aide II) Marylou N. Ojo (Administrative Aide I) Jefferson A. Abunda (Computer Maintenance Technologist I)
	Schedule for Inspection, Record Business Information, and issuance of CENRO Environmental Clearance	None	5 mins.	City Environment and Natural Resources
	Schedule for Inspection and Record Business Information for the issuance of application form for PESO Certificate	None	5 mins.	PESO
	Issuance of a Sanitary Permit	None	5 mins.	City Health Office Division
	If required, schedule for Inspection and Record Business Information for the issuance of a Veterinary Certificate, Meat Handler's ID, Meat Dealer's ID, and/or Butcher's License.	None	10 mins.	City Veterinary's Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	Printing of Business Permit and Barangay Clearance	None	5 mins.	John Morris D. Mauricio (Administrative Aide II) Jim Boy Catugda (License Inspector II) Jeffrey John Rodriguez (License Inspector I)
	Final review of documents and assessment.	None	5 mins.	Daisy A. Santiago (Licensing Officer IV)
	Signature (via Security Seal) and Approval of Business Permit.	None	5 mins.	Atty. Melanie T. Soriano-Malaya (City Government Department Head II)
	Encoding of Signed Business Permit for record keeping	None	5 mins.	Roze Fernandez Galang (Consultant)
	Scanning of documents for record keeping	None	5 mins.	Eddie Torino (Administrative Aide III)
Claim your permits and clearances via pick up or delivery	Releasing of Business Permit, Barangay Clearance, Locational Clearance, CENRO Environmental Clearance, Sanitary Permit, and/or Veterinary Certificate, Meat Handler's ID, Meat Dealer's ID, Butcher's License, if applicable, through: a. BPLO Counter 9; or b. Delivery Service.	a. None b. Php170.00 if delivery address is within Parañaque (can be paid upon delivery)	a. 5 mins. b. 1 day	a. Ma. Luisa Ocampo (Administrative Aide I) b. Keri Delivery Service

Variable: based on capital, type of business, number of employees, and business area

Release via Document Delivery:
+ 1 day

If opted for document delivery: + Php170.00 as delivery fee within Paranaque City

If opted for Online Payment:
+ 1 day

7 hrs. and 5 mins.



Mayor's Permit on Business

New Business Permit Application (Online)

A Mayor's Permit on Business is a requirement for the operation of a business within the City of Parañaque.

Office or Division:	Business Permits and Licensing Office
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Any person applying to register their businesses located in Parañaque City <ul style="list-style-type: none">· With an online BPLS account· Without existing record· Conforms with Zoning Classification· Does not need inspection



Mayor's Permit on Business New Business Permit Application (Online)

CHECKLIST OF REQUIREMENTS

(2 Copies of each and Present Original)

- Accomplish Online New Business Registration
- Business Name Registration
 - a. Single Proprietorship:
 - DTI Registration
 - b. Corporation/Partnership/Foundation/ Association/ One Person Corporation:
 - SEC Registration with Articles of Incorporation
 - c. Cooperative:
 - Certificate of Compliance; and
 - Certificate of Legitimacy
- Proof of Legal Ownership/Possession of business address
 - a. If the place of business is owned:
 - Photocopy of Official Receipt of Real Property Tax (current year); and
 - Transfer/Original Certificate of Title (TCT/OCT)
 - b. If the place of business is RENTED:
 - Photocopy of Contract of Lease; and
 - Photocopy of their Lessor's Permit
 - c. If the place of business is NOT RENTED or FREE OF USE:
 - Consent letter or Usufruct Contract with a Valid ID from Owner with three (3) specimen signatures;
 - A photocopy of the Official Receipt with Real Property Tax (Current Year); and
 - A photocopy of the Transfer/Original Certificate of Title (TCT/OCT)

WHERE TO SECURE

- <https://app.bploparanaque.com/bpls/>
- Department of Trade and Industry
- Securities and Exchange Commission
- Cooperative Development Authority
- Local Cooperative Development Authority
- Applicant



Mayor's Permit on Business New Business Permit Application (Online)

CHECKLIST OF REQUIREMENTS

(2 Copies of each and Present Original)

WHERE TO SECURE

- Certificate of Occupancy of the Building or Structure where the business will operate
 - New Certificate of Occupancy if any fit-out, renovation, alteration, addition. Conversion, or construction has been conducted within the business address
 - Picture of Establishment (2 copies)
 - Outside view with signage
 - Inside view
 - Vicinity Map (sketch)
 - Proof of total capitalization
 - Any other document this office deems necessary to support the applicant's application
 - If Applying thru representatives:
 - a. For Single Proprietorship:
 - Special Power of Attorney;
 - Valid ID from the principal with three (3) specimen signatures; and
 - Valid ID of representative with three (3) specimen signatures
 - b. For Corporation/Partnership/Foundation/ Association/ One Person Corporation/ Cooperative:
 - Secretary/Partnership/ Director's Certificate;
 - Valid ID of the Corporate Secretary/Partner/s/Director with three (3) specimen signatures; and
 - Valid ID of representative with three (3) specimen signatures
 - Special Requirements
- Office of the Building Official
 - Applicant

 - Applicant
 - Applicant

 - Applicant

New Business Permit Application (Online)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register online through https://app.bploparanaque.com/bpls/		None	5 mins.	Applicant
Fill up online application form and upload requirements through https://app.bploparanaque.com/bpls/ and send hardcopy to the BPLO Concierge	Review the duly accomplished online application form and submitted requirements.	None	10 mins.	Zandie Marie Balagtas (Administrative Aide IV) Rhea Mae Wong (Administrative Aide I)
	Verify Applicant's previous records with BPLO	None	20 mins.	John Morris D. Mauricio (Administrative Aide II) Jim Boy Catugda (License Inspector II) Jeffrey John Rodriguez (License Inspector I) James Daryl P. De Castro (Computer Programmer II) Lloyd M. Ababao (Information Technology Officer II) Tomoo Rizado (Computer Programmer II) James Gabriel B. Natural (Computer Programmer I) Alvin M. Dolz (Computer Programmer II) Adonis N. Cusipag (Computer Programmer I)
	(Automatic Transmission through BPLS) Secondary review of accomplished application form and submitted documents	None	5 mins.	Atty. Eujean A. Hosenilla (Licensing Officer III)
	(Automatic Transmission through BPLS) Assessment of Documents and issuance of order of payment for a Locational Clearance and encoding of zoning details	None	2 hours	City Planning and Development Coordinator's Office
	(Automatic Transmission through BPLS) Assessment of Documents and issuance of building fees	None	2 hours	Office of the City Building Official
	(Automatic Transmission through BPLS) Issuance of an order of payment for the CENRO Clearance Filing Fee	None	5 mins.	City Environment and Natural Resources Office
	(Automatic transmission through BPLS) Issuance of an order of payment for a Meat Handler's Fee, Meat Dealer's Fee, Butcher's License Fee, Annual Inspection Fee/ Veterinary Clearance Fee, if applicable	None	5 mins	City Veterinary Services Office
	(Automatic Transmission through BPLS) Encoding of taxes and fees for a single Statement of Account (SOA)	Variable: based on capital, type of business, number of employees, and business area	5 mins	Maricel B. Obal (Administrative Assistant IV) Aubrey D. Vargas (Administrative Aide III) Arlene L. Dorosan (Data Entry Machine Operator II) Rhodora E. Garduque (Computer Operator II) Czarina Lleba (Administrative Aide IV) Sheryl E. Constantino (Licensing Officer I) Mary Carr Binay (Licensing Officer II)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	(Automatic Transmission through BPLS) Review and approval of documents and statement of account	None	10 mins.	Daisy A. Santiago (Licensing Officer IV) Maricel B. Obal (Administrative Assistant IV)
Generate Statement of Account (SOA) through your online account and proceed to online payment . For Payment Onsite: Print Generated SOA and pay at the City Treasurer's Office.	The City Treasurer's Office shall issue an Official Receipt and endorse the same to the BPLO. Receipt of SOA and payment, and issuance of Official Receipt.	Variable: based on capital, type of business, number of employees, and business area	Online Payment is reflected real time. Issuance and endorsement of O.R. by the CTO: 1 day 5 mins.	Maya (Online Payment) City Treasurer's Office
For Online Payment: Select if release of documents will be via delivery or pick up onsite. - If opted for Document Delivery: input delivery details If onsite payment: Submission of Official Receipt, duly accomplished application form and complete requirements for claim stub to BPLO Counter 23	Upon receipt of O.R. from CTO, print information sheet and issue claim stub. Receiving of application form, official receipts and all other documents required and issuance of claim stub	None	10 mins.	Jose Henson (Administrative Aide II) Marylou N. Ojo (Administrative Aide I) Jefferson A. Abunda (Computer Maintenance Technologist I)
	Schedule for Inspection and Record Business Information	None	5 mins.	City Environment and Natural Resources
	Schedule for Inspection and Record Business Information	None	5 mins.	PESO
	Schedule for Inspection and Record Business Information for the issuance of a sanitary permit	None	5 mins.	City Health Office Division
	If required, schedule for Inspection and Record Business Information for the issuance of a Veterinary Certificate, Meat Handler's ID, Meat Dealer's ID, and/or Butcher's License	None	5 mins.	City Veterinary's Office
	Printing of Business Permit and Barangay Clearance	None	5 mins.	John Morris D. Mauricio (Administrative Aide II) Jim Boy Catugda (License Inspector II) Jeffrey John Rodriguez (License Inspector I)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Final review of documents and assessment.	None	10 mins	Daisy A. Santiago (Licensing Officer IV)
	Signature and Approval of Business Permit.	None	5 mins.	Atty. Melanie T. Soriano-Malaya (City Government Department Head II)
	Encoding of Signed Business Permit for record keeping	None	5 mins	Roze Fernandez Galang (Consultant)
	Scanning of documents for record keeping	None	5 mins.	Eddie Torino (Administrative Aide III)
Claim your permits and clearances via pick up or delivery	Releasing of Business Permit, Barangay Clearance, Locational Clearance, Sanitary Permit, and/or Veterinary Certificate and Meat Handler's I.D., if applicable, through: a. BPLO Counter 9; or b. Delivery Service.	a. None b. Php170.00 if delivery address is within Paranaque (can be paid upon delivery)	a. 5 mins. b. 1 day	a. Ma. Luisa Ocampo (Administrative Aide I) b. Keri Delivery Service

Variable: based on capital, type of business, number of employees, and business area

Release via Document Delivery:
+ 1 day

If opted for document delivery: + Php170.00 as delivery fee within Paranaque City

6 hrs and 20 mins

If opted for Online Payment:
+ 1 day



Mayor's Permit on Business

New Business Permit Application (Express Lingkod Office – Ayala Malls Manila Bay)

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Mayor's Permit on Business

New Business Permit Application (Express Lingkod Office – Ayala Malls Manila Bay)

CHECKLIST OF REQUIREMENTS

(2 Copies of each and Present Original)

- Unified Application Form for New Business
- Business Name Registration
 - a. Single Proprietorship:
 - DTI Registration
 - b. Corporation/Partnership/Foundation/ Association/ One Person Corporation:
 - SEC Registration with Articles of Incorporation
 - c. Cooperative:
 - Certificate of Compliance; and
 - Certificate of Legitimacy
- Proof of Legal Ownership/Possession (2 copies)
 - a. If the place of business is owned:
 - Photocopy of Official Receipt of Real Property Tax (current year); and
 - Transfer/Original Certificate of Title (TCT/OCT)
 - b. If the place of business is RENTED:
 - Photocopy of Contract of Lease; and
 - Photocopy of their Lessor's Permit
 - c. If the place of business is NOT RENTED or FREE OF USE:
 - Consent letter or Usufruct Contract with a Valid ID from Owner with three (3) specimen signatures;
 - A photocopy of the Official Receipt with Real Property Tax (Current Year); and
 - A photocopy of the Transfer/Original Certificate of Title (TCT/OCT)

WHERE TO SECURE

- Downloadable form through <https://app.bploparanaque.com/home/resources/newappform.pdf> or at the ELO Information Desk
- Department of Trade and Industry
- Securities and Exchange Commission
- Cooperative Development Authority
- Local Cooperative Development Authority
- Applicant



Mayor's Permit on Business

New Business Permit Application (Express Lingkod Office – Ayala Malls Manila Bay)

CHECKLIST OF REQUIREMENTS

(2 Copies of each and Present Original)

- Certificate of Occupancy of the Building or Structure where the business will operate
 - New Certificate of Occupancy if any fit-out, renovation, alteration, addition. Conversion, or construction has been conducted within the business address
- Picture of Establishment (2 copies)
 - Outside view with signage
 - Inside view
- Vicinity Map (sketch)
- Proof of total capitalization
- Any other document this office deems necessary to support the applicant's application
- If Applying thru representatives:
 - a. For Single Proprietorship:
 - Special Power of Attorney;
 - Valid ID from the principal with three (3) specimen signatures; and
 - Valid ID of representative with three (3) specimen signatures
 - b. For Corporation/Partnership/Foundation/ Association/ One Person Corporation/ Cooperative:
 - Secretary/Partnership/ Director's Certificate;
 - Valid ID of the Corporate Secretary/Partner/s/Director with three (3) specimen signatures; and
 - Valid ID of representative with three (3) specimen signatures
- Special Requirements

WHERE TO SECURE

- Office of the Building Official
- Applicant
- Applicant
- Applicant
- Applicant



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Schedule an appointment through https://app.bploparanaque.com/appointment/		None	5 mins.	Applicant
Submit duly accomplished application form and requirements to the BPLO Counters located at the Express Lingkod Office at Ayala Malls Manila Bay	Receive the duly accomplished application form and complete requirements and encoding of business information in the BPLS	None	40 mins.	Sheryl E. Constantino (Licensing Officer I) Rhodora E. Garduque (Computer Operator II) Arlene L. Dorosan (Data Entry Machine Operator II) Aubrey D. Vargas (Administrative Aide III) Czarina DL. Lleva (Administrative Aide IV) Mary Carr Binay (Licensing Officer II)
	Verify Applicant's previous records with BPLO	None	20 mins.	James Daryl P. De Castro (Computer Programmer II) Lloyd M. Ababao (Information Technology Officer II) Tomoo Rizado (Computer Programmer II) James Gabriel B. Natural (Computer Programmer I)
	Assessment of Documents and issuance of order of payment for Locational Clearance, if applicable	**	2 hours	City Planning and Development Coordinator's Office
	Assessment of Documents and Issuance of Building fees	**	2 hours	Office of the Building Official
	Issuance of an order of payment for the filing fee of a CENRO Clearance fee	**	5 mins.	City Environment and Natural Resources Office
	Issuance of an order of payment for the Meat Handler's Fee, Meat Dealer's Fee, Butcher's License Fee, Annual Inspection Fee/ Veterinary Clearance Fee, if applicable	**	5 mins.	City Veterinary Services Office
	Encoding of taxes and fees and the issuance of a Statement of Account (SOA)	**	10 mins.	Sheryl E. Constantino (Licensing Officer I) Rhodora E. Garduque (Computer Operator II) Arlene L. Dorosan (Data Entry Machine Operator II) Aubrey D. Vargas (Administrative Aide III) Czarina DL. Lleva (Administrative Aide IV) Mary Carr Binay (Licensing Officer II)
	Review and approval of Documents	**	10 mins.	Scheduled Officer-in-Charge
	Release the assessment and all the other documents for payment.	**	5 mins.	Sheryl E. Constantino (Licensing Officer I) Rhodora E. Garduque (Computer Operator II) Arlene L. Dorosan (Data Entry Machine Operator II) Aubrey D. Vargas (Administrative Aide III) Czarina DL. Lleva (Administrative Aide IV)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Upon the receipt of the Statement of Account, proceed to payment through the CTO Payment counters at the Express Lingkod Office</p> <p>For Payment Online: Input Billing Number and BIN through https://app.bploparanaque.com/bpls/ - If opted for Document Delivery: input delivery details</p>	<p>Receipt of SOA and payment, and issuance of Official Receipt.</p> <p>The City Treasurer's Office shall issue an Official Receipt and endorse the same to the BPLO.</p>	<p>Variable: based on capital, type of business, number of employees, and business area</p>	<p>5 mins.</p> <p>Payment is reflected real time.</p> <p>Issuance and endorsement of O.R. by the CTO: 1 day</p>	<p>City Treasurer's Office payment counters at the Express Lingkod Office</p> <p>Maya (Online Payment)</p>
<p>Submission of Official Receipt, duly accomplished application form and complete requirements to BPLO Claim Stub Counter</p> <p>For Document Delivery: input delivery details through https://bplo-admin.keridelivery.com/ and present reference number</p>	<p>Receiving of application form, official receipts and all other documents required and issuance of claim stub.</p> <p>Transmission of documents from Express Lingkod Office to BPLO at Parañaque City Hall</p>	<p>None</p> <p>None</p>	<p>10 mins</p> <p>1 day</p>	<p>Jose Henson (Administrative Aide II) Marylou N. Ojo (Administrative Aide I) Jefferson A. Abunda (Computer Maintenance Technologist I)</p>
	Schedule for Inspection and Record Business Information	None	5 mins	City Environment and Natural Resources
	Schedule for Inspection and Record Business Information	None	5 mins	PESO
	Schedule for Inspection and Record Business Information for the issuance of a sanitary permit	None	5 mins	City Health Office Division
	If required, schedule for Inspection and Record Business Information for the issuance of a Veterinary Certificate, Meat Handler's ID, Meat Dealer's ID, and/or Butcher's License	None	5 mins.	City Veterinary's Office
	Printing of Business Permit and Barangay Clearance	None	5 mins.	John Morris D. Mauricio (Administrative Aide II) Jim Boy Catugda (License Inspector II) Jeffrey John Rodriguez (License Inspector I)
	Final review of documents and assessment.	None	10 mins.	Daisy A. Santiago (Licensing Officer IV)

New Business Permit Application (Express Lingkod Office – Ayala Malls Manila Bay)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	Signature and Approval of Business Permit.	None	5 mins.	Atty. Melanie T. Soriano-Malaya (City Government Department Head II)
	Encoding of Signed Business Permit for record keeping	None	5 mins.	Roze Fernandez Galang (Consultant)
	Scanning of documents for record keeping	None	5 mins.	Eddie Torino (Administrative Aide III)
Claim your permits and clearances via pick up or delivery	Releasing of Business Permit, Barangay Clearance, Locational Clearance, Sanitary Permit, and/or Veterinary Certificate and Meat Handler's I.D., if applicable, through: a. BPLO Counter at the at the Express Lingkod Office at Ayala Malls Manila Bay; or b. Delivery Service.	a. None b. Php170.00 if delivery address is within Parañaque (can be paid upon delivery)	a. 5 mins b. 1 day	a. Jose Henson (Administrative Aide IV) Marylou Ojo (Administrative Aide I) Jefferson A. Abunda (Computer Maintenance Technologist I) b. Keri Delivery Service

		Variable: based on capital, type of business, number of employees, and business area If opted for document delivery: + Php170.00 as delivery fee within Paranaque City	1 day 6 hrs. and 55 mins. Release via Document Delivery: + 1 day If opted for Online Payment: + 1 day
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Mayor's Permit on Business

Renewal of Business Registration (Onsite at the Parañaque City Hall)

A Mayor's Permit on Business is a requirement for the operation of a business within the City of Parañaque.

Office or Division:	Business Permits and Licensing Office
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Registered Businesses with Updated Payments



Mayor's Permit on Business Renewal of Business Registration (Onsite)

CHECKLIST OF REQUIREMENTS

(1 Copy of each – nature of copy as indicated)

- Information Sheet for Business Renewal
- Certified True copy of Quarterly Vat (1Q, 2Q, 3Q) and Monthly Vat (Oct. and Nov.) of previous year, however
 - If after April 15, submit:
 - > Certified True Copy of ITR & Financial Statement from previous year
 - If non-VAT present monthly percentage tax from January to December
- If with branches outside Parañaque, submit:
 - breakdown of sales per city/ municipality; and
 - business permit/ application for those cities
- Sworn Statement of Gross Sales/Receipts
- Updated Contract of Lease, if previous contract had expired/ceased, attached with:
 - Latest lessor's permit
- For Lessors:
 - Affidavit of Sworn Declaration of all real properties for lease with tenants listed therein, its corresponding monthly rental and area (sqm).
- For BOI/PEZA registered businesses:
 - Certificate of Exemption, if applicable;
 - Proof of payment of tax at the rate of 2% based on gross income from the Office of the City Treasurer

WHERE TO SECURE

- Downloadable through <https://app.bploparanaque.com/home/resources/renewalappform.pdf> or through BPLO kiosks
- BIR
- Applicant
- Applicant
- Applicant
- Applicant
- Philippine Board of Investments or Philippine Economic Zone Authority
- City Treasurer's Office



Mayor's Permit on Business Renewal of Business Registration (Onsite)

CHECKLIST OF REQUIREMENTS

(1 Copy of each – nature of copy as indicated)

- Any other document this office deems necessary to support the applicant's application
- If Applying thru representatives:
 - a. For Single Proprietorship:
 - Special Power of Attorney;
 - Valid ID from the principal with three (3) specimen signatures; and
 - Valid ID of representative with three (3) specimen signatures
 - b. For Corporation/Partnership/Foundation/ Association/ One Person Corporation/ Cooperative:
 - Secretary/Partnership/ Director's Certificate;
 - Valid ID of the Corporate Secretary/Partner/s/Director with three (3) specimen signatures; and
 - Valid ID of representative with three (3) specimen signatures

WHERE TO SECURE

- Applicant



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Schedule an appointment through https://app.bploparanaque.com/appointment/		None	5 mins.	Applicant
Submit the requirements and the duly accomplished information sheet, indicating gross sales/ receipt.	Receiving of the duly accomplished information sheet with requirements and issuance of Statement of Account (SOA).	None	10 mins.	Rhodora Garduque (Senior Citizens/ PWD) (Computer Operator II) Arlene Dorosan (Data Entry Machine Operator II) Maricel B. Obal (Administrative Assistant IV) Mary Carr Binay (Licensing Officer II) Aubrey Vargas (Administrative Aide III) Czarina Lleva (Administrative Aide IV) Sheryl E. Constantino (Licensing Officer I) Jorge Villafuerte* (License Inspector I) Benjamin Espiritu* (License Inspector II) Rodolfo Eucariza Jr.* (Administrative Aide III) Joselito Yape* (Administrative Aide II) Mark Jason Cabio* (Administrative Aide II)
Upon the receipt of the statement of Account, proceed to payment at the City Treasurer's Office. For Payment Online: Input Billing Number and BIN through https://app.bploparanaque.com/bpls/	Receipt of SOA and payment, and issuance of Official Receipt. The City Treasurer's Office shall issue an Official Receipt and endorse the same to the BPLO.	Variable: based on capital, type of business, number of employees, and business area	5 mins Payment is reflected real time. Issuance and endorsement of O.R. by the CTO to BPLO: 1 day	City Treasurer's Office Maya (Online Payment)
Submission of Official Receipt, duly accomplished application form and complete requirements for claim stub to BPLO Counter 23 For Document Delivery: input delivery details through https://bplo-admin.keridelivery.com/ and present reference number	Receiving of application form, official receipts and all other documents required and issuance of claim stub.	None	10 mins.	Jose Henson (Administrative Aide II) Marylou N. Ojo (Administrative Aide I) Jefferson A. Abunda (Computer Maintenance Technologist I)
	Schedule for Inspection, Record Business Information, and issuance of CENRO Environmental Clearance	None	5 mins.	City Environment and Natural Resources
	Schedule for Inspection and Record Business Information for the issuance of application form for PESO Certificate	None	5 mins.	PESO

Renewal of Business Registration (Onsite)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Issuance of a sanitary permit	None	5 mins.	City Health Office Division
	If required, schedule for Inspection and Record Business Information for the issuance of a Veterinary Certificate, Meat Handler's ID, Meat Dealer's ID, and/or Butcher's License.	None	10 mins.	City Veterinary's Office
	Printing of Business Permit and Barangay Clearance	None	5 mins.	John Morris D. Mauricio (Administrative Aide II) Jim Boy Catugda (License Inspector II) Jeffrey John Rodriguez (License Inspector I)
	Signature and Approval of Business Permit	None	5 mins.	Atty. Melanie T. Soriano-Malaya (City Government Department Head II)
	Encoding of signed business permit for record keeping	None	5 mins.	Roze Fernandez Galang (Consultant)
	Scanning of documents for record keeping	None	5 mins.	Eddie Torino (Administrative Aide III)
Claim your permits and clearances via pick up or delivery	Releasing of Business Permit, Barangay Clearance, Locational Clearance, Sanitary Permit, and/or Veterinary Certificate and Meat Handler's I.D. through: a. BPLO Counter 8; or b. Delivery Service.	a. None b. Php170.00 if delivery address is within Parañaque (can be paid upon delivery)	a. 5 mins b. 1 day	a. Ma. Luisa Ocampo (Administrative Aide I) b. Keri Delivery Service
		Variable: based on capital, type of business, number of employees, and business area	1 hr. and 25 mins.	
		If opted for document delivery: + Php170.00 as delivery fee within Paranaque City	Release via Delivery Service: + 1 day	
			If opted for Online Payment: + 1 day	



Mayor's Permit on Business

Renewal of Business Registration (Online)

A Mayor's Permit on Business is a requirement for the operation of a business within the City of Parañaque.

Office or Division:	Business Permits and Licensing Office
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Registered Businesses with Updated Payments and an online BPLS account



Mayor's Permit on Business Renewal of Business Registration (Online)

CHECKLIST OF REQUIREMENTS

(1 Copy of each – nature of copy as indicated)

- Information Sheet for Business Renewal
- Certified True copy of Quarterly Vat (1Q, 2Q, 3Q) and Monthly Vat (Oct. and Nov.) of previous year, however
 - If after April 15, submit:
 - > Certified True Copy of ITR & Financial Statement from previous year
 - If non-VAT present monthly percentage tax from January to December
- If with branches outside Parañaque, submit:
 - breakdown of sales per city/ municipality; and
 - business permit/ application for those cities
- Sworn Statement of Gross Sales/Receipts
- Updated Contract of Lease, if previous contract had expired/ceased, attached with:
 - Latest lessor's permit
- For Lessors:
 - Affidavit of Sworn Declaration of all real properties for lease with tenants listed therein, its corresponding monthly rental and area (sqm).
- For BOI/PEZA registered businesses:
 - Certificate of Exemption, if applicable
 - Proof of payment of tax at the rate of 2% based on gross income from the Office of the City Treasurer

WHERE TO SECURE

- Downloadable through <https://app.bploparanaque.com/home/resources/renewalappform.pdf> or through BPLO kiosks
- BIR

- Applicant

- Applicant
- Applicant

- Applicant

- Philippine Board of Investments or Philippine Economic Zone Authority
- City Treasurer's Office



Mayor's Permit on Business Renewal of Business Registration (Online)

CHECKLIST OF REQUIREMENTS

(1 Copy of each – nature of copy as indicated)

- Any other document this office deems necessary to support the applicant's application
- If Applying thru representatives:
 - a. For Single Proprietorship:
 - Special Power of Attorney;
 - Valid ID from the principal with three (3) specimen signatures; and
 - Valid ID of representative with three (3) specimen signatures
 - b. For Corporation/Partnership/Foundation/ Association/ One Person Corporation/ Cooperative:
 - Secretary/Partnership/ Director's Certificate;
 - Valid ID of the Corporate Secretary/Partner/s/Director with three (3) specimen signatures; and
 - Valid ID of representative with three (3) specimen signatures

WHERE TO SECURE

- Applicant



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish online renewal information page and submit requirements through https://app.bploparanaque.com/bpls/		None	5 mins.	Applicant
	Review the duly accomplished online application form, complete requirements and issuance of SOA	Variable: Based on gross sales/receipts for the previous year.	10 mins.	Aubrey Vargas (Administrative Aide III) Arlene Dorosan (Data Entry Machine Operator II) Rhodora Garduque (Computer Operator II) Czarina Lleva (Administrative Aide IV) Sheryl E. Constantino (Licensing Officer I) Jorge Villafuerte* (License Inspector I) Benjamin Espiritu* (License Inspector II) Rodolfo Eucariza Jr.* (Administrative Aide III) Joselito Yape* (Administrative Aide II) Mark Jason Cabio* (Administrative Aide II)
Generate Statement of Account (SOA) through your online account and proceed to online payment . For Payment Onsite: Print Generated SOA and pay at the City Treasurer's Office	The City Treasurer's Office shall issue an Official Receipt and endorse the same to the BPLO. Receipt of SOA and payment, and issuance of Official Receipt.	Variable: Based on gross sales/receipts for the previous year.	Online Payment is reflected real time. Issuance and endorsement of O.R. by the CTO: 1 day 5 mins.	Maya (Online Payment) City Treasurer's Office
For Online Payment: Select if release of documents will be via delivery or pick up onsite. - If opted for Document Delivery: input delivery details If onsite payment: Submission of Official Receipt, duly accomplished application form and complete requirements for claim stub to BPLO Counter 23	Upon receipt of O.R. from CTO, print information sheet and issue claim stub. Receiving of application form, official receipts and all other documents required and issuance of claim stub	None	10 mins.	Jose Henson (Administrative Aide II) Marylou N. Ojo (Administrative Aide I) Jefferson A. Abunda (Computer Maintenance Technologist I)
	Schedule for Inspection, Record Business Information, and issuance of CENRO Environmental Clearance	None	5 mins.	City Environment and Natural Resources
	Schedule for Inspection and Record Business Information for the issuance of application form for PESO Certificate	None	5 mins.	PESO



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Issuance of a sanitary permit	None	5 mins.	City Health Office Division
	If required, schedule for Inspection and Record Business Information for the issuance of a Veterinary Certificate, Meat Handler's ID, Meat Dealer's ID, and/or Butcher's License.	None	10 mins.	City Veterinary's Office
	Printing of Business Permit and Barangay Clearance	None	5 mins.	John Morris D. Mauricio (Administrative Aide II) Jim Boy Catugda (License Inspector II) Jeffrey John Rodriguez (License Inspector I)
	Signature and Approval of Business Permit	None	5 mins.	Atty. Melanie T. Soriano-Malaya (City Government Department Head II)
	Encoding of signed business permit for Record Keeping	None	5 mins.	Roze Fernandez Galang (Consultant)
	Scanning of documents for record keeping	None	5 mins.	Eddie Torino (Administrative Aide III)
Claim your permits and clearances via pick up or delivery	Releasing of Business Permit, Barangay Clearance, Locational Clearance, Sanitary Permit, and/or Veterinary Certificate and Meat Handler's I.D. through: a. BPLO Counter 8; or b. Delivery Service.	a. None b. Php170.00 if delivery address is within Parañaque (can be paid upon delivery)	a. 5 mins b. 1 day	a. Ma. Luisa Ocampo (Administrative Aide I) b. Keri Delivery Service
		Variable: Based on gross sales/receipts for the previous year. If opted for document delivery: + Php170.00 as delivery fee within Paranaque City	1 hr and 20mins. Release via Delivery Service: + 1 day If opted for Online Payment: + 1 day	



Mayor's Permit on Business

Renewal of Business Registration (Express Lingkod Office – Ayala Malls Manila Bay)

A Mayor's Permit on Business is a requirement for the operation of a business within the City of Parañaque.

Office or Division:	Business Permits and Licensing Office
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Registered Businesses with Updated Payments



Mayor's Permit on Business

Renewal of Business Registration (Express Lingkod Office – Ayala Malls Manila Bay)

CHECKLIST OF REQUIREMENTS

(1 Copy of each – nature of copy as indicated)

- Information Sheet for Business Renewal
- Certified True copy of Quarterly Vat (1Q, 2Q, 3Q) and Monthly Vat (Oct. and Nov.) of previous year, however
 - If after April 15, submit:
 - > Certified True Copy of ITR & Financial Statement from previous year
 - If non-VAT present monthly percentage tax from January to December
- If with branches outside Parañaque, submit:
 - breakdown of sales per city/ municipality; and
 - business permit/ application for those cities
- Sworn Statement of Gross Sales/Receipts
- Updated Contract of Lease, if previous contract had expired/ceased, attached with:
 - Latest lessor's permit
- For Lessors:
 - Affidavit of Sworn Declaration of all real properties for lease with tenants listed therein, its corresponding monthly rental and area (sqm).
- For BOI/PEZA registered businesses:
 - Certificate of Exemption, if applicable
 - Proof of payment of tax at the rate of 2% based on gross income from the Office of the City Treasurer

WHERE TO SECURE

- Downloadable through <https://app.bploparanaque.com/home/resources/renewalappform.pdf> or at the BPLO Counter at the Express Lingkod Office at Ayala Malls Manila Bay
- BIR
- Applicant
- Applicant
- Applicant
- Applicant
- Philippine Board of Investments or Philippine Economic Zone Authority
- City Treasurer's Office



Mayor's Permit on Business

Renewal of Business Registration (Express Lingkod Office – Ayala Malls Manila Bay)

CHECKLIST OF REQUIREMENTS

(1 Copy of each – nature of copy as indicated)

- Any other document this office deems necessary to support the applicant's application
- If Applying thru representatives:
 - a. For Single Proprietorship:
 - Special Power of Attorney;
 - Valid ID from the principal with three (3) specimen signatures; and
 - Valid ID of representative with three (3) specimen signatures
 - b. For Corporation/Partnership/Foundation/ Association/ One Person Corporation/ Cooperative:
 - Secretary/Partnership/ Director's Certificate;
 - Valid ID of the Corporate Secretary/Partner/s/Director with three (3) specimen signatures; and
 - Valid ID of representative with three (3) specimen signatures

WHERE TO SECURE

- Applicant



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Schedule an appointment through https://app.bploparanaque.com/appointment/		None	5 mins.	Applicant
Submit the requirements and the duly accomplished information sheet, indicating gross sales/ receipt.	Receiving of the duly accomplished information sheet with signed declaration of gross sales/ receipts and issuance of Statement of account	None	10 mins.	Sheryl E. Constantino (Licensing Officer I) Rhodora E. Garduque (Computer Operator II) Arlene L. Dorosan (Data Entry Machine Operator II) Aubrey D. Vargas (Administrative Aide III) Czarina DL. Lleva (Administrative Aide IV)
	Release the assessment and all the other documents for payment.	None	5 mins.	Sheryl E. Constantino (Licensing Officer I) Rhodora E. Garduque (Computer Operator II) Arlene L. Dorosan (Data Entry Machine Operator II) Aubrey D. Vargas (Administrative Aide III) Czarina DL. Lleva (Administrative Aide IV)
Upon the receipt of the Statement of Account, proceed to payment through the CTO Payment counters at the Express Lingkod Office For Payment Online: Input Billing Number and BIN through https://app.bploparanaque.com/bpls/ - If opted for Document Delivery: input delivery details	Receipt of SOA and payment, and issuance of Official Receipt. The City Treasurer's Office shall issue an Official Receipt and endorse the same to the BPLO.	Variable: Based on gross sales/receipts for the previous year.	5 mins Payment is reflected real time. Issuance and endorsement of O.R. by the CTO: 1 day	City Treasurer's Office payment counters at the Express Lingkod Office Maya (Online Payment)
Submission of Official Receipt, duly accomplished application form and complete requirements to BPLO Claim Stub Counter For Document Delivery: input delivery details through https://bplo-admin.keridelivery.com/ and present reference number	Receiving of application form, official receipts and all other documents required and issuance of claim stub. Transmission of documents from Express Lingkod Office to BPLO at Parañaque City Hall	None None	10 mins. 1 day	Jose Henson (Administrative Aide II) Marylou N. Ojo (Administrative Aide I) Jefferson A. Abunda (Computer Maintenance Technologist I)
	Schedule for Inspection and Record Business Information	None	5 mins.	City Environment and Natural Resources
	Schedule for Inspection and Record Business Information for Fire Safety Inspection Certificate	None	5 mins.	Bureau of Fire Protection
	Schedule for Inspection and Record Business Information	None	5 mins.	PESO



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Schedule for Inspection and Record Business Information for the issuance of a sanitary permit	None	5 mins.	City Health Office Division
	If required, schedule for Inspection and Record Business Information for the issuance of a Veterinary Certificate, Meat Handler's ID, Meat Dealer's ID, and/or Butcher's License	None	5 mins.	City Veterinary's Office
	Printing of Business Permit and Barangay Clearance	None	5 mins.	John Morris D. Mauricio (Administrative Aide II) Jim Boy Catugda (License Inspector II) Jeffrey John Rodriguez (License Inspector I)
	Signature and Approval of Business Permit.	None	5 mins.	Atty. Melanie T. Soriano-Malaya (City Government Department Head II)
	Encoding of Signed Business Permit for record keeping	None	5 mins.	Roze Fernandez Galang (Consultant)
	Scanning of documents for record keeping	None	5 mins.	Eddie Torino (Administrative Aide III)
Claim your permits and clearances via pick up or delivery	Releasing of Business Permit, Barangay Clearance, Locational Clearance, Sanitary Permit, and/or Veterinary Certificate and Meat Handler's I.D., if applicable, through: a. BPLO Counter at the at the Express Lingkod Office; or b. Delivery Service	a. None b. Php170.00 if delivery address is within Parañaque (can be paid upon delivery)	a. 5 mins b. 1 day	a. Jose Henson (Administrative Aide IV) Marylou Ojo (Administrative Aide I) Jefferson A. Abunda (Computer Maintenance Technologist I) b. Keri Delivery Service
		Variable: Based on gross sales/receipts for the previous year. If opted for document delivery: + Php170.00 as delivery fee within Paranaque City	1 hr and 25mins. Release via Delivery Service: + 1 day If opted for Online Payment: + 1 day	



Mayor's Permit on Business

Amendment of Business Registration

A Mayor's Permit on Business is a requirement for the operation of a business within the City of Parañaque.

Office or Division:	Business Permits and Licensing Office
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Registered Businesses or their representative applying to amend their business record/s



Mayor's Permit on Business Amendment of Business Registration

CHECKLIST OF REQUIREMENTS

(2 Copies of each and Present Original)

- Accomplished Amendment Application Form attached with a Valid ID of requestor with three (3) specimen signatures.
- Original Mayor's Permit.
- Picture of Establishment:
 - Inside; and
 - Outside with signage

IF CHANGE OF ADDRESS:

- a. DTI Registration, if applicable
- b. Proof of Legal Ownership/Possession:
 - I. If the place of business is owned:
 - Photocopy of Official Receipt of Real Property Tax (current year); and
 - Transfer/Original Certificate of Title (TCT/OCT)
 - II. If the place of business is RENTED:
 - Photocopy of Contract of Lease; and
 - Photocopy of their Lessor's Permit
 - III. If the place of business is NO RENTAL or FREE OF USE:
 - Consent letter or Usufruct Contract with ID of the Owner with 3 specimen signature;
 - Photocopy of Official Receipt with Real Property Tax (Current Year); and
 - Transfer/Original Certificate of Title (TCT/OCT)
- c. For Corporation/Partnership/Foundation/ Association/ One Person Corporation/ Cooperative:
 - Board Resolution/ Secretary's Certificate; or
 - Amended Articles of Incorporation

WHERE TO SECURE

- Applicant
- Applicant
- Applicant
- DTI
- Applicant
- Applicant
- SEC



Mayor's Permit on Business Amendment of Business Registration

CHECKLIST OF REQUIREMENTS

(2 Copies of each and Present Original)

d. Vicinity Map (Sketch) of old address and new address

IF CHANGE OF LINE OF BUSINESS (IF APPLICABLE):

a. For Single Proprietorship:

· DTI Registration

b. If Corporation/Partnership/Foundation/ Association/ One Person Corporation/
Cooperative:

· Amended Articles of Incorporation

IF CHANGE OF OWNERSHIP (SINGLE PROPRIETOR TO SINGLE PROPRIETOR):

a. Letter request from new owner

b. New DTI Registration

c. Deed of Sale/ Deed of Assignment/ Affidavit of transfer with Valid ID of the signatories
with 3 specimen signatures

IF CHANGE OF OWNERSHIP (SINGLE PROPRIETOR TO CORPORATION OR VICE VERSA/ CORPORATION TO CORPORATION):

a. Letter Request from new owner

b. New DTI or SEC Registration with Articles of Incorporation

c. Deed of Sale/ Deed of Assignment/ Affidavit of Transfer with Valid ID of the signatories
with 3 specimen signatures

d. If from Corporation to Single:

· Board resolution/ Secretary's Certificate

• Applicant

• DTI

• SEC

• Applicant

• DTI

• Applicant

• Applicant

• DTI/SEC

• Applicant

• Applicant

WHERE TO SECURE



Mayor's Permit on Business Amendment of Business Registration

CHECKLIST OF REQUIREMENTS

(2 Copies of each and Present Original)

WHERE TO SECURE

IF CHANGE OF NUMBER OF EMPLOYEES (2 COPIES EACH)

- a. SSS/ PhilHealth/Pag-IBIG Contribution, or any other proof of remittance of contribution to government agencies.
 - b. For Corporation/ Partnership/ Foundation/ Association/ One Person Corporation/ Cooperative:
 - Board Resolution/ Secretary/ Partnership/ Director's Certificate
 - Any other document this office deems necessary to support the applicant's application
 - If Applying thru representatives:
 - a. For Single Proprietorship:
 - Special Power of Attorney;
 - Valid ID from the principal with three (3) specimen signatures; and
 - Valid ID of representative with three (3) specimen signatures
 - b. For Corporation/Partnership/Foundation/ Association/ One Person Corporation/ Cooperative:
 - Secretary/Partnership/ Director's Certificate;
 - Valid ID of the Corporate Secretary/Partner/s/Director with three (3) specimen signatures; and
 - Valid ID of representative with three (3) specimen signatures
- SSS/ PhilHealth/Pag-IBIG
 - Applicant
 - Applicant

Amendment of Business Registration



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Schedule an appointment through https://app.bploparanaque.com/appointment/		None	5 mins.	Applicant
Submit accomplished application form and requirements	Receiving and checking of requirements	None	10 mins.	Rosalia Ojo (Administrative Aide I)
	Verification of Records	None	20 mins.	John Morris D. Mauricio (Administrative Aide II) Jim Boy Catugda (License Inspector II) Jeffrey John Rodriguez (License Inspector I) James Daryl P. De Castro (Computer Programmer II) Lloyd M. Ababao (Information Technology Officer II) Tomoo Rizado (Computer Programmer II) James Gabriel B. Natural (Computer Programmer I) Alvin M, Dolz (Computer Programmer II) Adonis N. Cusipag (Computer Programmer I)
	Endorsement of application with complete requirements to the City Planning and Development Coordinator's Office for the issuance of an order of payment for a Locational Clearance Resolution	None	5 mins.	Abegail M. Melarpis (Administrative Assistant I) Rosalia Ojo (Administrative Aide I)
	Assessment of Documents and issuance of order of payment for Locational Clearance, if applicable	None	2 hours	City Planning and Development Coordinator's Office
	Assessment of Documents and Issuance of Building fees, if applicable	None	2 hours	Office of the Building Official
	Inspection of business establishment, if applicable.	None	1 day	Jorge Villafuerte (License Inspector I) Benjamin Espiritu (License Inspector II) Howard Bactol (License Inspector I) Rodolfo Eucariza Jr. (Administrative Aide III) Joselito Yape (Administrative Aide II) Mark Jason Cabio (Administrative Aide II) Allan Sahagun (Administrative Aide III) Jeffrey Globio (Administrative Aide III) Froilan B. Ulep (Administrative Aide III) John Patrick S. Limbo (Administrative Aide III)
	Initial review of inspection report with submitted documents	None	5 mins.	Karole Apodaca (Administrative Assistant IV)
	Second review of amendment application	None	10 mins.	Atty. Eujean Hosenilla (Licensing Officer III)
	Updating and encoding of business records	None	5 mins	John Morris D. Mauricio (Administrative Aide II) Jim Boy Catugda (License Inspector II) Jeffrey John Rodriguez (License Inspector I)

Amendment of Business Registration



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Issuance of order of payment and/or Statement of Account	Php500.00 for the reprinting of the Mayor's Permit + Variable: based on type of amendment and submitted documents	5 mins.	Rosalia Ojo (Administrative Aide II) Maricel B. Obal (Administrative Assistant IV) Aubrey Vargas (Administrative Aide III) Arlene Dorosan (Data Entry Machine Operator II) Rhodora Garduque (Computer Operator II) Czarina Lleva (Administrative Aide IV) Mary Carr Binay (Licensing Officer II)
Upon receipt of Order of Payment, proceed to City Treasurer's Office for payment For Payment Online: Input Billing Number and BIN through https://app.bploparanaque.com/bpls/	Receipt of SOA and payment, and issuance of Official Receipt	Php500.00 for the reprinting of the Mayor's Permit + Variable: based on capital, type of business, number of employees, and business area, etc.	5 mins.	City Treasurer's Office
Submission of Official Receipt, duly accomplished application form and complete requirements for claim stub to BPLO Counter 23 For Document Delivery: input delivery details through https://bplo-admin.keridelivery.com/ and present reference number	Receiving of application form, official receipts and all other documents required and issuance of claim stub.	None	10 mins.	Jose Henson (Administrative Aide II) Marylou N. Ojo ((Administrative Aide I) Jefferson A. Abunda (Computer Maintenance Technologist I)
	Printing of the Amended Business/ Mayor's Permit	None	5 mins.	John Morris D. Mauricio (Administrative Aide II) Jim Boy Catugda (License Inspector II) Jeffrey John Rodriguez (License Inspector I)
	Final checking of new Mayor's Permit, assessment and submitted documents	None	10 mins.	Daisy A. Santiago (Licensing Officer IV)
	Signing/ Approval of Mayor's Permit	None	5 mins.	Atty. Melanie T. Soriano-Malaya (City Government Department Head II)
	Encoding of Signed Business Permit for record keeping	None	5 mins.	Roze Fernandez Galang (Consultant)
	Scanning of documents for record keeping	None	5 mins.	Eddie Torino (Administrative Aide III)

Amendment of Business Registration



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Claim your permits and clearances via pick up or delivery	2.Releasing of Business Permit, Barangay Clearance, Locational Clearance, Sanitary Permit, and/or Veterinary Certificate and Meat Handler's I.D., if applicable, through a. BPLO Counter 9; or b. Delivery Service.	a. None b. Php170.00 if delivery address is within Parañaque (can be paid upon delivery)	a. 5 mins b. 1 day	a. Ma. Luisa Ocampo (Administrative Aide I) b. Keri Delivery Service
		Php500.00 for the reprinting of the Mayor's Permit + Variable: based on capital, type of business, number of employees, and business area, etc.	6 hr and 5mins. If with inspection: + 1 day Release via Delivery Service: + 1 day If opted for Online Payment: + 1 day	



Mayor's Permit on Business

Retirement of Business Registration

A Mayor's Permit on Business is a requirement for the operation of a business within the City of Parañaque.

Office or Division:	Business Permits and Licensing Office
Classification:	Complex
Type of Transaction:	G2B – Government to Business
Who may avail:	Registered Businesses that are no longer operating



Mayor's Permit on Business Retirement of Business Registration

CHECKLIST OF REQUIREMENTS

(2 Copies of each and Present Original)

- Application Form for Retirement of Business
- Original Business Permit
- Financial Statement for the past 5 years
- Certified True Copy of Quarterly and Monthly VAT, ang ITR for the current year:
 - a. If business did not file/register with BIR:
 - Certificate of Non-Registration
- For Corporation or Partnership:
 - a. If main office address will be retired:
 - Board Resolution on dissolution
 - b. If main office address will be transferred to another location:
 - Board Resolution on transfer of business location
 - c. If branch office will be retired:
 - Board Resolution on branch retirement
- Vicinity Map
- If business will be transferred to another location outside of Parañaque City:
 - a. Business Permit/ application form from new location
- Any other document this office deems necessary to support the applicant's application

WHERE TO SECURE

- Downloadable form through <https://app.bploparanaque.com/home/resources/newappform.pdf> or at the BPLO Concierge
- Applicant
- BIR
- BIR

- Applicant

- Applicant
- Applicant



Mayor's Permit on Business Retirement of Business Registration

CHECKLIST OF REQUIREMENTS

(2 Copies of each and Present Original)

- If Applying thru representatives:
 - a. For Single Proprietorship:
 - Special Power of Attorney;
 - Valid ID from the principal with three (3) specimen signatures; and
 - Valid ID of representative with three (3) specimen signatures
 - b. For Corporation/Partnership/Foundation/ Association/ One Person Corporation/ Cooperative:
 - Secretary/Partnership/ Director's Certificate;
 - Valid ID of the Corporate Secretary/Partner/s/Director with three (3) specimen signatures; and
 - c. Valid ID of representative with three (3) specimen signatures

WHERE TO SECURE

- Applicant

Retirement of Business Registration



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Schedule an appointment through https://app.bploparanaque.com/appointment/		None	5 mins.	Applicant
Submit duly accomplished Retirement Form and other required documents.	Receive the duly accomplished retirement form and complete requirements	None	5 mins.	Lody Vie L. Tarronas (Administrative Aide II)
	Inspection of Business establishment	None	1 day	Jorge Villafuerte (License Inspector I) Benjamin Espiritu (License Inspector II) Howard Bactol (License Inspector I) Rodolfo Eucariza Jr. (Administrative Aide III) Joselito Yape (Administrative Aide II) Mark Jason Cabio (Administrative Aide II) Allan Sahagun (Administrative Aide III) Jeffrey Globio (Administrative Aide III)
	Initial review of inspection report, application, and submitted requirements	None	10 mins.	Atty. Eujean A. Hosenilla (Licensing Officer III)
	Issuance of Statement of Account	None	5 mins.	Maricel B. Obal (Administrative Assistant IV) Aubrey Vargas (Administrative Aide III) Arlene Dorosan (Data Entry Machine Operator II) Rhodora Garduque (Computer Operator II) Czarina Lleva (Administrative Aide IV) Mary Carr Binay (Licensing Officer II)
	Review and approval of SOA and Documents	None	5 mins.	Daisy A. Santiago (Licensing Officer IV) Maricel B. Obal (Administrative Assistant IV)
	Releasing of the assessment and all the other documents for payment	None	5 mins.	Lody Vie L. Tarronas (Administrative Aide II)
Upon the receipt of Statement of Account, proceed to City Treasurer's Office for payment. For Payment Online: Input Billing Number and BIN through https://app.bploparanaque.com/bpls/	Receipt of SOA and payment, and issuance of Official Receipt	Variable: based on gross sales of the current year	5 mins.	City Treasurer's Office
Upon the issuance of the receipt, proceed to License Division for examination of books and issuance of clearance with approved application for retirement	Examination of Books, issuance of retirement clearance, and endorsement of the same to the BPLO	**	*	City Treasurer's Office
	Approval/ Signing of the Certificate of Retirement of the Business	None	5 mins	Atty. Melanie T. Soriano-Malaya (City Government Department Head II)

Retirement of Business Registration



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Encoding of business information and retiring records in the BPLCS	None	5 mins.	Roze Fernandez Galang (Consultant)
	Releasing of retirement Certification	None	5 mins.	Lody Vie L. Tarronas (Administrative Aide II)

		Variable: based on gross sales of the current year	1 day and 55 mins.	
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Mayor's Permit on Business

Issuance of Certified True Copy of Business/ Mayor's Permit

A Mayor's Permit on Business is a requirement for the operation of a business within the City of Parañaque.

Office or Division:	Business Permits and Licensing Office
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Registered Business or their representative



Mayor's Permit on Business

Issuance of Certified True Copy of Business/ Mayor's Permit

CHECKLIST OF REQUIREMENTS

(1 Copy of each – nature of copy as indicated)

- Original and Photocopy of Business/ Mayor's Permit
- Letter Request stating the reason/s for such certification attaching any document supporting the same, if applicable.
- Valid ID of the requestor with three (3) specimen signatures
- Any other document this office deems necessary to support the applicant's application
- If Applying thru representatives:
 - a. For Single Proprietorship:
 - Special Power of Attorney;
 - Valid ID from the principal with three (3) specimen signatures; and
 - Valid ID of representative with three (3) specimen signatures
 - b. For Corporation/Partnership/Foundation/ Association/ One Person Corporation/ Cooperative:
 - Secretary/Partnership/ Director's Certificate;
 - Valid ID of the Corporate Secretary/Partner/s/Director with three (3) specimen signatures; and
 - Valid ID of representative with three (3) specimen signatures

WHERE TO SECURE

- Applicant
- Applicant
- Applicant
- Applicant

Issuance of Certified True Copy of Business/ Mayor's Permit



CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Schedule an appointment through https://app.bploparanaque.com/appointment/		None	5 mins.	Applicant
Submit the letter-request and required documents to the BPLO Concierge	Receiving and checking of requirements and issuance of order of payment	None	5 mins.	Rosalia Ojo (Administrative Assistant I) Anthony Vincent U. Tolentino (Admin. Assistant I)
Upon receipt of Order of Payment, proceed to Treasury Office for Payment	Receipt of SOA and payment, and issuance of Official Receipt	Php50.00 per copy	5 mins.	City Treasurer's Office
Upon receipt of Official Receipt, proceed to BPLO to submit the Official Receipt	Stamping of the Certified True Copy of the Mayor's Permit	None	5 mins.	Rosalia Ojo (Administrative Assistant I) Anthony Vincent U. Tolentino (Admin. Assistant I)
	Signing of the Certified True Copy of the Mayor's Permit	None	5 mins.	Daisy Santiago (Licensing Officer IV) Mary Carr Binay (Licensing Officer II) Nova Pedrealba (Licensing Officer I) Atty. Melanie T. Soriano-Malaya (City Government Department Head II)
	Releasing of the Certified True Copy of the Mayor's Permit	None	5 mins.	Rosalia Ojo (Administrative Assistant I) Anthony Vincent U. Tolentino (Admin. Assistant I)

Php50.00 per copy **30 mins.**



Mayor's Permit on Business

Issuance of Certification of Status of Business Registration

A Mayor's Permit on Business is a requirement for the operation of a business within the City of Parañaque.

Office or Division:	Business Permits and Licensing Office
Classification:	Simple
Type of Transaction:	G2B – Government to Business, G2C – Government to Citizen, or G2G – Government to Government
Who may avail:	Registered Businesses, Individual or a Government Agency requesting for the validation or verification of a Registered Business.



Mayor's Permit on Business

Issuance of Certification of Status of Business Registration

CHECKLIST OF REQUIREMENTS

(1 Copy of each and Present Original)

WHERE TO SECURE

- Letter Request stating the reason/s for such certification attaching any document supporting the same, if applicable.
- Photocopy of the business permit requested to be verified, if applicable
- Valid ID of the requestor with three (3) specimen signatures
- Consent of the Data Subject, if applicable
- Complaint filed with the appropriate tribunal, or court order, if applicable.
- Any other document this office deems necessary to support the applicant's application
- If Applying thru representatives:
 - a. For Single Proprietorship:
 - Special Power of Attorney;
 - Valid ID from the principal with three (3) specimen signatures; and
 - Valid ID of representative with three (3) specimen signatures
 - b. For Corporation/Partnership/Foundation/ Association/ One Person Corporation/ Cooperative:
 - Secretary/Partnership/ Director's Certificate;
 - Valid ID of the Corporate Secretary/Partner/s/Director with three (3) specimen signatures; and
 - Valid ID of representative with three (3) specimen signatures

- Applicant
- Applicant
- Applicant
- Applicant
- Applicant



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Schedule an appointment through https://app.bploparanaque.com/appointment/		None	5 mins.	Applicant
Submit letter – request together with the required documents to:				
a. The BPLO concierge; or	a. Receiving and checking of requirements	a. None	a. 5 mins.	a. Rosalia Ojo (Administrative Assistant I) Anthony Vincent U. Tolentino (Admin. Assistant I)
b. send it via email to concierge@bploparanaque.com	b. acknowledging and forwarding the email for verification	b. None	b. 5 mins.	b. Elmira Bettina Alayon (Administrative Officer IV) Roze Fernandez Galang (Consultant)
	Verification of records	None	20 mins.	John Morris D. Mauricio (Administrative Aide II) Jim Boy Catugda (License Inspector II) Jeffrey John Rodriguez (License Inspector I) James Daryl P. De Castro (Computer Programmer II) Lloyd M. Ababao (Information Technology Officer II) Tomoo Rizado (Computer Programmer II) James Gabriel B. Natural (Computer Programmer I) Alvin M, Dolz (Computer Programmer II) Adonis N. Cusipag (Computer Programmer I)
	Reviewing and approval of request with submitted documents	None	5 mins.	Atty. Eujean Hosenilla (Licensing Officer III) Atty. Kim Barrios (Attorney II)
	Issuance of Order of Payment	None	5 mins.	Rosalia Ojo (Administrative Aide II) Anthony Vincent U. Tolentino (Admin. Assistant I)
Upon receipt of order of payment, proceed to City Treasurer's Office for Payment	Receipt of SOA and payment, and issuance of Official Receipt	Php 200.00	5 mins.	City Treasurer's Office
Upon receipt of Official Receipt, proceed to BPLO to submit the official receipt	Preparation and printing of certification	None	10 mins.	Karole Apodaca (Administrative Assistant IV) Rosalia Ojo (Administrative Aide II)
	Signing of Certification	None	5 mins.	Atty. Melanie T. Soriano-Malaya (City Government Department Head II)
	Releasing of Certification	None	5 mins.	Rosalia Ojo (Administrative Assistant I) Anthony Vincent U. Tolentino (Admin. Assistant I)

Php 200.00

1hr and 5 mins



Special Permits

Issuance of Special Permits

A Special Permit is issued to any person or organization for the conduct or holding of an event or social gathering within a limited time in the City of Paranaque.

Office or Division:	Business Permits and Licensing Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Any person/ Organization who will be holding or conducting an event or social gathering in the City of Paranaque



Special Permits

Issuance of Special Permits

CHECKLIST OF REQUIREMENTS

(1 Copy of each and Present Original)

- Application Form for Special Permit
 - Letter Request addressed to the Mayor thru the BPLO
 - Mayor's Permit/DTI Certificate or Articles of Incorporation of the Coordinator/Promoter/Producer/Organizer/Applicant
 - Venue Certificate
 - Venue Layout
 - Poster/ Publication Materials
- FOR FUNRUNS, MOTORCADES, AND/OR CARAVANS:**
- a. Route Map
- FOR BAZAARS OR TIANGGES:**
- a. Contract of lease with tenants/merchants
 - b. Affidavit of Sworn Declaration of all space/booths for lease with tenants listed therein, its corresponding monthly rental and area (sqm).
 - c. Barangay Certificate

WHERE TO SECURE

- Downloadable form through <https://app.bploparanaque.com/home/resources/SPECIAL-PERMIT.pdf> or at the BPLO Concierge or request via email through concierge@bploparanaque.com
- Applicant
- DTI/SEC/Applicant
- Venue
- Venue/Applicant
- Applicant
- Applicant
- Applicant
- Applicant (Operator/Organizer)
- Barangay



Special Permits

Issuance of Special Permits

CHECKLIST OF REQUIREMENTS

(1 Copy of each and Present Original)

FOR FIREWORKS DISPLAY:

- Dealer's Certificate of Authority
- Photocopy of the Manufacturer/Dealer's License
- Fireworks Safety Clearance for Fireworks Exhibition
- Barangay Certificate
- CAAP Certificate/Clearance

FOR THE SALE OF FIREWORKS:

- Dealer's Certificate of Authority
- Photocopy of the Manufacturer/ Dealer's License
- Barangay Certificate
- Updated PNP Certificate
- Fireworks Safety Training Course (FSTC) Certificate
- Picture of retail site
- Proof of Legal ownership/possession of business address

FOR THE USE OF DRONES:

- Civil Aviation Authority of the Philippines (CAAP) Certificate

WHERE TO SECURE

- Fireworks Dealer
- Fireworks Dealer/Manufacturer
- BFP
- Barangay
- CAAP

- Applicant

- Barangay
- PNP
- BFP
- Applicant

- CAAP



Special Permits

Issuance of Special Permits

CHECKLIST OF REQUIREMENTS

(1 Copy of each and Present Original)

FOR CONCERTS:

- a. Letter Request must state:
 - Number of tickets for sale
 - Price per ticket
 - Venue Capacity
- b. Certified and Notarized ticket sales declaration as of date of application
- c. List of ticket serial numbers
- d. Photocopy of sample ticket/s to be sold
- e. Road/ Route Map
- f. Event Map
- g. Approved Traffic Plan
- h. Approved Venue Emergency & Security Plan
- i. Approved Emergency Preparedness and Response Plan

WHERE TO SECURE

- Applicant

- Ticket Sales Office

- Applicant

- TMO
- PNP
- DRRMO



Special Permits

Issuance of Special Permits

CHECKLIST OF REQUIREMENTS

(1 Copy of each and Present Original)

FOR BOXING EVENTS:

- a. Games and Amusement Board endorsement/certificate
- b. Letter Request must state:
 - Number of tickets for sale
 - Price per ticket
 - Venue Capacity
- c. Certified and Notarized ticket sales declaration as of date of application

FOR FOOD CARTS AND/OR RETAIL BOOTHS:

- a. Barangay Certificate
- b. Contract of Lease or Venue Certificate/endorsement
- c. Location/Site Map/ Picture of site
- d. Menu/ List of products to be sold with price

FOR PROMOTIONAL BOOTHS:

- a. Barangay Certificate, if applicable
- b. Contract of Lease or Venue Certificate/endorsement
- c. Location/Site Map

WHERE TO SECURE

- Games and Amusement Board
- Applicant

- Ticket Sales Office

- Barangay
- Venue
- Applicant

- Barangay
- Venue



Special Permits

Issuance of Special Permits

CHECKLIST OF REQUIREMENTS

(1 Copy of each and Present Original)

- Any other document this office deems necessary to support the applicant's application
- If Applying thru representatives:
 - a. For Single Proprietorship:
 - Special Power of Attorney;
 - Valid ID from the principal with three (3) specimen signatures; and
 - Valid ID of representative with three (3) specimen signatures
 - b. For Corporation/Partnership/Foundation/ Association/ One Person Corporation/ Cooperative:
 - Secretary/Partnership/ Director's Certificate;
 - Valid ID of the Corporate Secretary/Partner/s/Director with three (3) specimen signatures; and
 - Valid ID of representative with three (3) specimen signatures

WHERE TO SECURE

- Applicant

Issuance of Special Permits



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Schedule an appointment through https://app.bploparanaque.com/appointment/		None	5 mins.	Applicant
Submit duly accomplished application form and required documents, One (1) month before the scheduled event, to:				
a. the BPLO Concierge; or	a. Receiving duly accomplished application form and required documents	a. None	a. 5 mins.	a. Rosalia Ojo (Administrative Assistant I) Anthony Vincent U. Tolentino (Admin. Assistant I)
b. via email at concierge@bploparanaque.com	b. acknowledging and forwarding the email and attachments for approval	b. None	b. 5 mins.	b. Elmira Bettina Alayon (Administrative Officer IV) Roze Fernandez Galang (Consultant)
	Review of duly accomplished application form and required documents	None	5 mins.	Atty. Eujan A. Hosenilla (Licensing Officer III) Karole Apodaca (Administrative Assistant IV)
	For Concerts: Coordination meeting with the PNP, BFP, DRRMO, TMO, and the Coordinator/ Promoter/ Producer For non-concerts: forward application and required documents for the issuance of a statement of account.	None	1 day	BPLO, PNP, BFP, DRRMO and TMO
	Issuance of Order of payment of Statement of Account	None	10 mins.	Maricel B. Obal (Administrative Assistant IV) Aubrey Vargas (Administrative Aide III) Arlene Dorosan (Data Entry Machine Operator II) Rhodora Garduque (Computer Operator II) Czarina Lleva (Administrative Aide IV) Mary Carr Binay (Licensing Officer II)
	Review of assessment	None	5 mins.	Daisy A. Santiago (Licensing Officer IV) Maricel B. Obal (Administrative Assistant IV)
	Final review of documents and assessment for approval	None	5 mins.	Atty. Melanie T. Soriano-Malaya (City Government Department Head II)
	Release the assessment and all the other documents for payment	None	5 mins.	Rosalia Ojo (Administrative Assistant I) Anthony Vincent U. Tolentino (Admin. Assistant I)
Upon receipt of Order of Payment or Statement of Account, proceed to the City Treasurer's Office for payment	Receipt of SOA and payment, and issuance of Official Receipt	Variable: based on type of event, number and price of tickets to be sold, gross sales for such event, and number of days for the holding of such event	5 mins.	City Treasurer's Office

Issuance of Special Permits



CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Upon receipt of Official Receipt, proceed to BPLO to submit the Official Receipt	Preparation and printing of Special permit	None	10 mins.	Atty. Eujean A. Hosenilla (Legal Assistant I) Karole Apodaca (Administrative Assistant IV)
	Signing/ Approval of Special Permit	None	5 mins.	Atty. Melanie T. Soriano-Malaya (City Government Department Head II)
	Releasing of Special Permit	None	5 mins.	Rosalia Ojo (Administrative Assistant I) Anthony Vincent U. Tolentino (Admin. Assistant I)

Variable: based on type of event, number and price of tickets to be sold, gross sales for such event, and number of days for the holding of such event

For Concerts: 1 day, 1 hour and 15 mins.

For non-concerts: 1 hour and 20 mins.



Mayor's Clearance

Issuance of Mayor's Clearance

A Mayor's Clearance is issued to individuals stating that he/she has no pending case filed with the Office of the Mayor and or/the Police Department.

Office or Division:	Business Permits and Licensing Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may avail:	City Employee, Former City Employee, and Individual Living in the City of Parañaque



Mayor's Clearance

Issuance of Mayor's Clearance

CHECKLIST OF REQUIREMENTS

(1 Copy of each and Present Original)

- Police Clearance
- Court Clearance

For Terminal or Retirement:

- a. Department/ Office Clearance
- b. Accounting Clearance
- c. GSO Clearance

For deceased persons applying thru a representative:

- a. Death Certificate
- b. ID of applicant

WHERE TO SECURE

- Philippine National Police
- Regional Trial Court and Metropolitan Trial Court of Parañaque City

- Office/Department Concerned
- Accounting Office
- GSO

- LCR
- Applicant

Issuance of Mayor's Clearance



CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Schedule an appointment through https://app.bploparanaque.com/appointment/		None	5 mins.	Applicant
Submit the requirements to the BPLO Concierge	Receiving and checking of requirements and Issuance of Order of Payment	None	5 mins.	Anthony Vincent U. Tolentino (Admin. Assistant I) Amy Jayne B. Santos (Administrative Aide IV)
Upon receipt of Order of Payment, proceed to City Treasurer's Office for payment	Receive payment	Php200.00	5 mins.	City Treasurer's Office
Upon receipt of Official Receipt, proceed to BPLO to submit the Official Receipt	Preparation and printing of Mayor's Clearance	None	5 mins.	Rosalia Ojo (Administrative Assistant I)
	Releasing of Mayor's Clearance	None	5 mins.	Rosalia Ojo (Administrative Assistant I) Anthony Vincent U. Tolentino (Admin. Assistant I)

Php200.00

25 mins.



Safety Seal Certificate

Issuance of a Safety Seal Certificate

A Safety Seal Certificate is issued to establishments in compliance with the minimum public health standards set forth by DOLE-DOH-DILG-DOT-DTI JMC NO. 21-01 Series of 2021.

Office or Division:	Business Permits and Licensing Office
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Registered Business that are conforming with the DOLE-DOH-DILG-DOT-DTI safety guidelines



Safety Seal Certificate

Issuance of a Safety Seal Certificate

CHECKLIST OF REQUIREMENTS

(1 Copy of each and Present Original)

- Accomplished application form through <https://app.bploparanaque.com/safetyseal/>
- Staysafe.ph contact tracing tool or use of any contact tracing tool integrated with the same.
- Photos showing proof of compliance with the guidelines set forth by DOLE-DOH-DILG-DOT-DTI JMC NO. 21-01 Series of 2021.
- Safety Officer Certificate

WHERE TO SECURE

- Applicant
- <https://www.staysafe.ph/> or by the Applicant
- Applicant

- Applicant

Issuance of a Safety Seal Certificate



CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish the application form and upload the required documents through https://app.bploparanaque.com/safetyseal/	Receive and review the uploaded documents for approval	None	10 mins.	Atty. Eujean A. Hosenilla (Licensing Officer III)
	Record keeping of approved applications	None	5 mins.	Atty. Eujean A. Hosenilla (Licensing Officer III)
	Preparation, printing, and signing of the Safety Seal Certificate	None	5 mins.	Atty. Eujean A. Hosenilla (Licensing Officer III)
Claim the safety seal certificate at the BPLO Counter or request through email via concierge@bploparanaque.com	Releasing of the Safety Seal Certificate through: a. BPLO Concierge; or b. email via concierge@bploparanaque.com	None	5 mins.	Anthony Vincent U. Tolentino (Admin. Assistant I)

None

25 mins.



FEEDBACK AND COMPLAINTS MECHANISM

How to send feedback

First Method: Answer feedback form and drop in the drop box at the Foyer.

Second Method: Scan the QR Code for the Online Client Satisfaction Survey

How feedbacks are processed

Accomplished feedback forms are collated and sorted every three working days.

They are forwarded to relevant offices for their appropriate response to be submitted within three (3) days upon receipt of feedback.

Their respective response will then be relayed to the concerned citizen.



FEEDBACK AND COMPLAINTS MECHANISM

How to file a complaint

First Method: Secure a Complaint Form and fill up the details and submit the same to the BPLO Concierge.

Second Method: A complaint may also be filed via e-mail sent to concierge@bploparanaque.com

Third Method: A complaint may be coursed through the BPLO's hotline at (02) 8-829-0852

A complaint shall be deemed filed only upon providing the following details:

- Name of Complainant
- Name of person being complained
- Narration of the Incident
- Evidence
- A statement by the Complainant attesting to the truthfulness and veracity of the statements alleged in the complaint

A report not compliant with the foregoing requirements shall be treated as a feedback and will be acted on as such.



FEEDBACK AND COMPLAINTS MECHANISM

How complaints are processed

The Complaints Officer retrieves and filters the complaints from the complaint box and from the Office's e-mail address and evaluate the complaints.

After evaluation, the complaints officer shall forward the complaints for verification, and shall conduct an investigation if necessary, and/or endorse the matter to the concerned department/office for their comments, suggestions, and/or appropriate action.

The complaints officer shall create a report based on the investigation and comments and/or suggestions submitted by the concerned department/office, if any, and shall act on such complaint or resolve the same by issuing a Notice of Apprehension, Notice of Delinquency, Notice of Closure, Closure Order, or by revoking and/or denying the application of a Business Permit of the subject establishment, and/or by any other means in accordance with pertinent ordinances, laws, rules and regulations.

The actions of this office shall be made known to the complainant, if applicable.



FEEDBACK AND COMPLAINTS MECHANISM

Contact Information of CCB,
PCC, ARTA

ARTA

- complaints@arta.gov.ph
- 1-ARTA (2162)

PCC: 8888

CCB: 0906-881-6565



LIST OF OFFICES

Office	Address	Contact Information
BPLO	1F Parañaque City Hall	8829-0852
City Planning and Development Coordinator's Office	4F Parañaque City Hall	8774-1078/ 8825-4808
Office of the City Building Official	2F Parañaque City Hall	8829-0965
City Environment and Natural Resources Office	1F Parañaque City Hall	8810-8216/ 8826-6147
Parañaque Fire Department	Aquino Avenue, San Dionisio, Parañaque City	8826-9131
Parañaque Philippine National Police	1F Parañaque City Hall	8826-8182/ 8826-8121
City Health Office	1F Parañaque City Hall	8826-6537/ 8826-8195
PESO	4F Parañaque City Hall	8829-6886



LIST OF OFFICES

Office	Address	Contact Information
DOLE	Department of Labor and Employment (DOLE) Building, Muralla Wing cor. General Luna St., Intramuros, Manila	1349
Bureau of Immigration	Bureau of Immigration Building Magallanes Drive Intramuros, Manila	(02) 8-524-3769
Bureau of Internal Revenue RDO 052	GRAM Center Building, Dr. A Santos Ave.	8829-4411
DENR	Unit E, The Bay Building	8536-6214
Department of Energy	Energy Center Meritt Rd. Metro Manila	8479-2900
Securities of Exchange Commission	Secretariat Building, PICC Complex, Roxas Blvd.	8818-1119/ 551-6061
Social Security System	Puregold Sucat, Dr. A Santos Ave.	920-6401



LIST OF OFFICES

Office	Address	Contact Information
PhilHealth	HRDC Bldg. South Super Highway	441-7442
CAB	Old MIA Rd., Pasay City	8854-5996/ 8853-7259
RTC OCC	3F Parañaque City Hall	8825-5732
METC OCC	3F Parañaque City Hall	8826-8219
Office of the City Council Secretary	2F Parañaque City Hall	8478-5448/ 829-2037
Office of the City Mayor	4F Parañaque City Hall	8845-2163/ 820-7783



SPECIAL REQUIREMENTS FOR NEW BUSINESS APPLICATIONS

ACCOUNTING FIRMS

if providing any of the following services:

- managing of client money, securities or other assets, management of bank, savings, securities or other assets, organization of contributions for the creation, operation or management of companies, creation, operation or management of juridical persons or arrangements, and buying and selling business entities

- PRC License and updated PTR OR
- Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)

AGRICULTURAL PEST CONTROL OPERATOR/ DRONE SPRAYING OPERATOR LICENSING

- Pesticides/ Agricultural Chemicals

- Fertilizer and Pesticide Authority (FPA) / Certificate of Registration or License to Operate

AMBULANCE SERVICE PROVIDER

- Department of Health (DOH) License to Operate

AMBULATORY SURGICAL CLINIC

- Department of Health (DOH) License to Operate



SPECIAL REQUIREMENTS FOR NEW BUSINESS APPLICATIONS

ANIMAL FACILITIES

- Pesticides/ Agricultural Chemicals

ANIMAL FEEDS & VETERINARY DRUGS

- Manufacturer, Importer, Commercial Feed Trader of Veterinary Drugs and Products
- Manufacturer, Importer, Exporter, Retailer, Wholesaler, Feed Supplier and Repacker, Feed Distributor, Dealer, Retailer of Veterinary Drugs and Products

BAKESHOP (LARGE SCALE)

BIRTHING HOUSE/ MATERNITY

BLOOD CLINIC, BLOOD COLLECTION UNIT/CENTER, BLOOD STATION

- Bureau of Animal Industry (BAI) Certificate of Registration/ License to Operate
- Certificate of Product Registration from the Bureau of Animal Industry (BAI)
- License to Operate from the Bureau of Animal Industry (BAI)
- Food and Drugs Administration (FDA) License to Operate
- PhilHealth Accreditation
- PRC License and updated PTR OR
- Department of Health (DOH) License to Operate
- Department of Health (DOH) License to Operate



SPECIAL REQUIREMENTS FOR NEW BUSINESS APPLICATIONS

CARGO FORWARDER, FREIGHT FORWARDER

- Philippine Contractors Accreditation Board (PCAB) / Contractors License – Regular

CLINICAL LABORATORY, COVID TESTING LABORATORY

- Department of Health (DOH) License to Operate

CONTRACTOR

- GENERAL/ SPECIALTY/ ENGINEERING/PAKYAW CONTRACTORS (GENERAL ENGINEERING CONTRACTOR, GENERAL BUILDING CONTRACTOR, SPECIALTY CONTRACTOR, CONSTRUCTION MANAGEMENT, ENGINEERING AND SPECIALIZED CONSULTANCY GROUP, ARCHITECTURE, SURVEYING, CONSTRUCTION-RELATED MANAGEMENT CONSULTANCY SERVICES & PROJECT DEVELOPMENT)

- Philippine Contractors Accreditation Board (PCAB) / Contractors License – Regular, Special, or Pakyaw



SPECIAL REQUIREMENTS FOR NEW BUSINESS APPLICATIONS

COCKPIT/ COCKFIGHT OPERATORS

- Sangguniang Panlungsod Franchise/ License

COMPANY SERVICE PROVIDERS

· WHICH, AS A BUSINESS, PROVIDE ANY OF THE FOLLOWING SERVICES TO THIRD PARTIES

- Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)

- ACTING AS A FORMATION AGENT OR JURIDICAL PERSONS,
- ACTING AS A DIRECTOR OR CORPORATE SECRETARY OF A COMPANY, A PARTNER OF A PARTNERSHIP, OR A SIMILAR POSITION IN RELATION TO OTHER JURIDICAL PERSONS,
- PROVIDING A REGISTERED OFFICE, BUSINESS ADDRESS OR ACCOMMODATION, CORRESPONDENCE OR ADMINISTRATIVE ADDRESS FOR A COMPANY, A PARTNERSHIP OR ANY OTHER JURIDICAL PERSON OR LEGAL ARRANGEMENT,
- ACTING AS A NOMINEE SHAREHOLDER FOR ANOTHER PERSON)



SPECIAL REQUIREMENTS FOR NEW BUSINESS APPLICATIONS

CUSTOM BROKERAGE

- PRC License and updated PTR OR
- Bureau of Customs (BOC) / Certificate of Registration/Certificate of Accreditation

DENTAL CLINIC

- PRC License and updated PTR OR
- Parañaque Dental Chapter (If Applicable) Certificate of Membership/ Proof of Payment of Membership Dues

DEALER/ DISTRIBUTOR

- Dealership/ Distributorship Agreement
- Valid ID of signatories with three (3) specimen signatures

DENTAL LABORATORY

- Department of Health (DOH) License to Operate

DIALYSIS CLINIC

- Department of Health (DOH) License to Operate

DRINKING WATER ANALYSIS LABORATORY

- Department of Health (DOH) Certificate of Accreditation



SPECIAL REQUIREMENTS FOR NEW BUSINESS APPLICATIONS

**DRUG STORE, TRADER, IMPORTER,
DISTRIBUTOR, EXPORTER, WHOLESALER,
SPONSORS, AND CLINICAL RESEARCH
ORGANIZATIONS DRUG TESTING LABORATORY**

- Food and Drugs Administration (FDA) License to Operate
- PRC License of Pharmacist and updated PTR OR

DRUG TREATMENT REHABILITATION CENTER

- Department of Health (DOH) License to Operate

ELECTRONIC & MOTOR REPAIR SHOP

- Department of Trade and Industry (DTI) Accreditation

EMISSION TESTING SERVICES

- Fair Trade Enforcement Bureau (FTEB) Accreditation/Permit

**EMPLOYMENT AGENCY, MANPOWER,
RECRUITMENT AGENCY**

- For local employment:
 - Department of Labor and Employment (DOLE) Registration
- For overseas employment:
 - Department of Migrant Workers (DMW) Registration

FERTILIZER DEALERS

- Fertilizer and Pesticide Authority (FPA) / Certificate of Registration or License to Operate



SPECIAL REQUIREMENTS FOR NEW BUSINESS APPLICATIONS

FINANCIAL INSTITUTION

- PERSONS SUPERVISED AND/OR REGULATED BY THE BANGKO SENTRAL NG PILIPINAS
 - BANKS,
 - QUASI-BANKS,
 - TRUST ENTITIES,
 - PAWNSHOPS,
 - NON-STOCK SAVINGS AND
 - LOANS ASSOCIATIONS,
 - OTHER NON-BANK FINANCIAL INSTITUTIONS WHICH UNDER SPECIAL LAWS ARE SUBJECT TO BSP SUPERVISION AND/OR REGULATION,
 - ELECTRONIC MONEY ISSUERS,
 - FOREIGN EXCHANGE DEALERS,
 - MONEY CHANGERS,
 - REMITTANCE AGENTS,
 - TRANSFER COMPANIES,
 - ALL OTHER PERSONS AND THEIR SUBSIDIARIES AND AFFILIATES SUPERVISED AND REGULATED BY THE BSP)
- Bangko Sentral ng Pilipinas Certificate of Registration/ Authority to Operate
- Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)



SPECIAL REQUIREMENTS FOR NEW BUSINESS APPLICATIONS

FOOD ESTABLISHMENT

- Food Delivery

FOOD SUPPLEMENTS, PROCESSED FOOD, FOOD ADDITIVES AND INGREDIENTS DISTRIBUTOR, TRADER, MANUFACTURER

FRANCHISED BUSINESS/ TRADENAME

- Proof of Pest Control
- Compliance with CCTV Ordinance
- Commissary Business Permit
- Food and Drug Administration (FDA) Certificate of Product Registration
- Franchise Agreement
- Photocopy of valid ID of Franchisor and Franchisee with three (3) specimen signatures
- IPO Certificate of Registration
- Authority to use IPO Registered Tradename
 - Photocopy of valid ID of signatories with three (3) specimen signatures
 - Secretary's Certificate of signatories, if applicable



SPECIAL REQUIREMENTS FOR NEW BUSINESS APPLICATIONS

GAMING

- CASINOS, including internet-based casinos and ship-based casinos, with respect to their casino cash transactions related to their gaming operations
- OFFSHORE GAMING OPERATORS, as well as their service providers, supervised, accredited or regulated by Philippine amusement (PAGCOR) or any other government agency

- Letter of No Objection (LONO)
- Philippine Amusement and Gaming Corporation (PAGCOR) Notice to Commence/ License/ Certificate of Accreditation
- Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)

GASOLINE STATION

- Department of Energy and Natural Resources (DENR) Environment Compliance
- Department of Energy (DOE) Certificate of Compliance

GUNS & AMMUNITION DEALER/ SHOP/ INDENTOR, REPAIR SHOP

- Philippine National Police (PNP) License to Operate
- PNP Certificate of Accreditation
- Gunsmith License



SPECIAL REQUIREMENTS FOR NEW BUSINESS APPLICATIONS

HOMEOWNERS ASSOCIATION

- Community Mortgage Program, Land Tenure Assistance Program and other similar HOA
- HOA Federation
- Government Housing and Resettlement HOA
- NHA HOA

INSURANCE COMPANIES

- PRE-NEED COMPANIES,
- INSURANCE AGENTS,
- INSURANCE BROKERS,
- PROFESSIONAL REINSURERS,
- REINSURANCE BROKERS,
- HOLDING COMPANIES,
- HOLDING COMPANY SYSTEMS,
- MUTUAL BENEFIT ASSOCIATIONS,
- ALL OTHER PERSONS AND THEIR SUBSIDIARIES AND AFFILIATES SUPERVISED AND REGULATED BY THE INSURANCE COMMISSION

- Department of Human Settlements and Urban Development (DHSUD)

- Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)



SPECIAL REQUIREMENTS FOR NEW BUSINESS APPLICATIONS

JEWELRY DEALERS

- DEALERS IN PRECIOUS METALS AND
- DEALERS IN PRECIOUS STONES

- Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)

LAW FIRM

- if providing any of the following services:
 - managing of client money, securities or other assets, management of bank, savings, securities or other assets, organization of contributions for the creation, operation or management of companies, creation, operation or management of juridical persons or arrangements, and buying and selling business entities

- IBP ID and updated PTR OR
- Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)



SPECIAL REQUIREMENTS FOR NEW BUSINESS APPLICATIONS

LEARNING INSTITUTION

- Pre-school, Primary & Secondary
- Private Tertiary and University
- Technical Vocational Schools
- Department of Education (DepEd) Certificate of Recognition
- Commission on Higher Education (CHED) Certificate of Recognition
- Technical Education and Skills Development Authority (TESDA) Certificate of Accreditation

LESSOR

- Certificate of Occupancy
- Transfer Certificate of Title
- Affidavit of Sworn Declaration of all real properties for lease with tenants listed therein, its corresponding monthly rental and area (sqm)
- If the owner is deceased:
 - Death Certificate
 - Extra-judicial Settlement/ Last Will and Testament/ Affidavit of Self-Adjudication; or
 - Certificate Authorizing Registration (CAR) from BIR



SPECIAL REQUIREMENTS FOR NEW BUSINESS APPLICATIONS

- If the owner is deceased:
 - If the applicant is a co-owner:
 - If without TCT, but with Tax Declaration
 - If applicant is operating as a Corporation and title is owned by a single person:
- Special Power of Attorney (SPA) from title owner
 - Consent of other co-owners
 - Certificate of Award Notice from NHA/UMADO
 - Certificate of bonafide owner from HOA
 - Special Power of Attorney from title owner; or
 - Notarized Usufructuary Agreement
 - Certificate of Authority to Operate from the Securities and Exchange Commission (SEC)
 - Department of Energy (DOE) Standard Compliance Certificate and/or DOE License to Operate
- LENDING COMPANIES**
- LPG DEALER/ RETAILER, HAULER, MARKETER, REFINER, IMPORTER, BULK DISTRIBUTOR, TERMINAL OR DEPOT OWNER OR LESSOR**



SPECIAL REQUIREMENTS FOR NEW BUSINESS APPLICATIONS

MANUFACTURER, DISTRIBUTOR, TRADER, DEALER, AND/OR IMPORTER OF TOYS & CHILDREN ARTICLES

- License to Operate from the Bureau of Health Device & Technology (DOH)
- Food and Drug Administration (FDA) License to Operate and
- FDA Certificate of Product Registration

MANUFACTURER, DISTRIBUTOR, AND TRADER of

- Drugs
- Medical and Health related Devices
- Cosmetics
- Household/Urban Pesticides
- Health Products
- Processed Foods
- Novel Tobacco & other similar products

- Food and Drug Administration (FDA) License to Operate and
- FDA Certificate of Product Registration



SPECIAL REQUIREMENTS FOR NEW BUSINESS APPLICATIONS

MASSAGE PARLOR/CLINIC, SPA

- TESDA National Certificate (NCII) for Therapist
- Department of Health (DOH) Massage therapist license

MEDICAL CLINIC, HOSPITAL, PRIMARY CARE FACILITY (HEALTH CARE FACILITY)

- Department of Health (DOH) License to Operate
- PRC License of Physician and updated PTR OR
- Employment Certificate/ Contract

MERCHANT/ BROKER

- Future Commodity merchant/Broker's License

MESSENGERIAL/COURIER SERVICE

- Department of Information and Communications Technology (DICT) permit

MINING COMPANY

- Department of Energy and Natural Resources (DENR) Clearance

NEWBORN SCREENING CENTER

- Department of Health (DOH) License to Operate



SPECIAL REQUIREMENTS FOR NEW BUSINESS APPLICATIONS

OPTICAL MEDIA PRODUCER or

- Copyright Owner of
 - Film Products
 - Music Products
 - Games/Application Software
 - Business Software
 - Book on Disc
 - Manufacturer of related equipment and materials

- Optical Media Board (OMB) Certificate of Registration/ License to Operate

PEST CONTROL

- Pest Control License from Fertilizer and Pesticide Authority

PET SHOP, VETERINARY CLINIC/HOSPITAL, PET GROOMING

- Bureau of Animal Industry (BAI) Accreditation/ License

PEZA/BOI REGISTERED BUSINESSES

- PEZA/BOI Certificate of Registration
- Certificate of Exemption
- Certificate of Entitlement to Tax Incentives



SPECIAL REQUIREMENTS FOR NEW BUSINESS APPLICATIONS

PSYCHIATRIC CARE FACILITY

- Department of Health (DOH) License to Operate

REAL ESTATE BROKER

- PRC License and updated PTR OR
- Certificate of bonafide owner from HOA

REAL ESTATE DEVELOPER

- Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)

REAL ESTATE DEVELOPER

- Building Permit
- Certificate of Occupancy
- HLURB Permit
- Inventory of Units with Sale Price
- Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)



SPECIAL REQUIREMENTS FOR NEW BUSINESS APPLICATIONS

REPAIR SERVICES

- Motor Vehicles
- Heavy Equipment and Machines
- Electronics, electrical, air-conditioning, and refrigeration
- Office machines and data processing equipment
- Medical and dental equipment
- Other consumer mechanical and industrial equipment, appliances, or devices

- Fair Trade Enforcement Bureau (FTEB) Accreditation/Permit

SHOOTING RANGE

- Philippine National Police (PNP) Certificate of Accreditation



SPECIAL REQUIREMENTS FOR NEW BUSINESS APPLICATIONS

SECURITIES DEALERS

- BROKERS/SALESMEN,
- INVESTMENT HOUSES AND OTHER SIMILAR PERSONS MANAGING SECURITIES OR RENDERING SERVICES AS
- INVESTMENT AGENTS/ ADVISORS,
- ADVISORS OR CONSULTANTS,
- MUTAL FUNDS OR OPEN-END INVESTMENT COMPANIES,
- CLOSE-END INVESTMENT COMPANIES OR ISSUERS AND
- OTHER SIMILAR ENTITIES ADMINISTERING OR OTHERWISE DEALING IN COMMODITIES, OR FINANCIAL DERIVATIVES BASED THEREON, VALUABLE OBJECTS, CASH SUBSTITUTES AND OTHER SIMILAR MONETARY INSTRUMENTS OR PROPERTIES, SUPERVISED OR REGULATED BY THE SECURITIES AND EXCHANGE COMMISSION

- Anti-Money Laundering Council (AMLC) / Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)



SPECIAL REQUIREMENTS FOR NEW BUSINESS APPLICATIONS

SECURITY AGENCY

- If for posting in the City

- PCSCULA National License
- PNP (Camp Crame) License to Operate
- Main Office Business Permit

SHIPPING BROKER

- DTI Broker's Certificate

TELECOMMUNICATION SERVICES, CABLE TV OPERATORS, VAS PROVIDER, VOIP PROVIDER /RESELLER

- National Telecommunication Commission (NTC) Certificate of Registration

TOURISM

- Accommodation establishments
- Adventure/eco-tourism facilities, museum and galleries, restaurants, rest areas, tourist shops/department store, tourism training centers
- Ambulatory clinics, tertiary hospitals, spas
- Farm tourism camps, day farm, farm stay
- Mice organizer, mice facility/venue
- Travel & tour agencies, travel agencies, tours operators, online travel agencies
- Tourist land transport operators, tourist water transport operators, tourist air transport operators, motorized bancas

- Department of Tourism (DOT) Accreditation



SPECIAL REQUIREMENTS FOR NEW BUSINESS APPLICATIONS

TOWING SERVICES

- MMDA Accreditation/ License
- TPMO

TRANSPORT SERVICE, RENT-A-CAR, TRUCKING, HAULING

- If office only

- Land Transportation Franchising and Regulatory Board (LTFRB) Franchise
- Location and/or Permit of Parking

VAPOR PRODUCT (VAPE) AND HEATED TOBACCO PRODUCT *MANUFACTURER*

- Philippine Standard Safety and Quality Certification from DTI

VAPOR PRODUCT (VAPE) AND HEATED TOBACCO PRODUCT *IMPORTER*

- ICC Certificate

VIDEOGRAM RENTAL SERVICES

- Optical Media Board (OMB) Videogram Permit

VIDEOKE BAR/CLUB

- Health Certificate
- Occupational Permit of employees



SPECIAL REQUIREMENTS FOR NEW BUSINESS APPLICATIONS

WAREHOUSE

- Main Office Business Permit

WATER STATION

- Potability Test
- Physico-Chemical Analysis
- DOH Permit to Operate