

**CHECKLIST OF REQUIREMENTS**

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

IF CHANGE OF ADDRESS (3 COPIES EACH)

- > DTI Registration, if applicable
- > Proof of Legal Ownership/Possession:

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)

If the place of business is RENTED:

- Photocopy of Contract of Lease; and
- Photocopy of their Lessor's Permit

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 signatures;
- Photocopy of Official Receipt with Real Property Tax (Current Year); and
- Transfer/Original Certificate of Title (TCT/OCT)

- > For Corporation/Partnership/Foundation/ Association/ One Person Corporation/ Cooperative:
 - Board Resolution/ Secretary's Certificate; or
 - Amended Articles of Incorporation
- > Vicinity Map (Sketch) of old address and new address

IF CHANGE OF LINE OF BUSINESS, IF APPLICABLE (2 COPIES EACH)

- > For Single Proprietorship:
 - DTI Registration
- > If Corporation/Partnership/Foundation/ Association/ One Person Corporation/ Cooperative:
 - Amended Articles of Incorporation

IF CHANGE OF OWNERSHIP (SINGLE PROPRIETOR TO SINGLE PROPRIETOR) 2 COPIES EACH

- > Letter request from new owner
- > New DTI Registration
- > 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) 2 COPIES EACH

- > Letter Request from new owner
- > New DTI or SEC Registration with Articles of Incorporation
- > Deed of Sale/ Deed of Assignment/ Affidavit of Transfer with Valid ID of the signatories with 3 specimen signatures
- > If from Corporation to Single:
 - Board resolution/ Secretary's Certificate

IF CHANGE OF NUMBER OF EMPLOYEES (2 COPIES EACH)

- > SSS/ PhilHealth/Pag-IBIG Contribution, or any other proof of remittance of contribution to government agencies

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

IF APPLYING THROUGH REPRESENTATIVE:**FOR SINGLE PROPRIETORSHIP:**

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

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

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