

CHANGE OF BUSINESS ADDRESS

(3 PHOTOCOPIES EACH)
UNLESS OTHERWISE INDICATED

- ☐ ORIGINAL LETTER REQUEST WITH ORIGINAL ID
- ☐ ORIGINAL MAYOR'S PERMIT
- ☐ NEW LEASE CONTRACT AND LESSOR'S PERMIT
- ☐ PICTURE OF ESTABLISHMENT (INSIDE VIEW, & OUTSIDE VIEW WITH SIGNAGE)
- ☐ SKETCH MAP (MAIN ROAD/NEAREST LANDMARK TO BUSINESS ESTABLISHMENT)

IF PRINCIPAL ADDRESS

- ☐ AMENDED ARTICLES OF INCORPORATION

IF BRANCH/OFFICE

- ☐ ORIGINAL BOARD RESOLUTION / SECRETARY'S CERTIFICATE FOR CHANGE OF BUSINESS ADDRESS

CHANGE OF LINE OF BUSINESS

(3 PHOTOCOPIES EACH)
UNLESS OTHERWISE INDICATED

- ☐ ORIGINAL LETTER REQUEST WITH ORIGINAL ID (SPECIFY MAIN PRODUCT & ACTIVITY)
- ☐ ORIGINAL MAYOR'S PERMIT
- IF CORPORATION/PARTNERSHIP**
- ☐ ARTICLES OF INCORPORATION/PARTNERSHIP
- ☐ ORIGINAL BOARD RESOLUTION / SECRETARY'S CERTIFICATE FOR CHANGE OF LINE OF BUSINESS
- ☐ NEW LEASE CONTRACT AND LESSOR'S PERMIT
- ☐ PICTURE OF ESTABLISHMENT WITH SIGNAGE
- ☐ SKETCH MAP (MAIN ROAD/NEAREST LANDMARK TO BUSINESS ESTABLISHMENT)

CHANGE OF OWNERSHIP

(3 PHOTOCOPIES EACH)
UNLESS OTHERWISE INDICATED

- ☐ ORIGINAL LETTER REQUEST (FROM NEW OWNER) WITH ORIGINAL ID
- ☐ ORIGINAL MAYOR'S PERMIT
- ☐ NEW DTI OR ARTICLES OF INCORPORATION
- ☐ DEED OF SALE/DEED OF ASSIGNMENT/
AFFIDAVIT OF TRANSFER WITH ORIGINAL ID
- IF CORPORATION**
- ☐ ORIGINAL BOARD RESOLUTION/SECRETARY'S CERTIFICATE AUTHORIZING SIGNATORY TO THE ABOVEMENTIONED
- ☐ NEW LEASE CONTRACT & LESSOR'S PERMIT
- IF FROM CORPORATION - SINGLE PROPRIETORSHIP**
- ☐ ORIGINAL BOARD RESOLUTION (CHANGE OF OWNERSHIP)

CHANGE OF BUSINESS ADDRESS SHALL BE SUBJECT TO PRE-INSPECTION

If applying through representative:

For Single Proprietorship - submit typewritten/mimeographed/printed authorization letter with ORIGINAL ID from the principal and the representative.

For Corporation - submit Secretary's Certificate authorizing representative to act in behalf of the corporation.

ONLY APPLICATIONS WITH COMPLETE REQUIREMENTS SHALL BE RECEIVED BY THE BPLO



CITY OF PARAÑAQUE
BUSINESS PERMITS & LICENSING OFFICE
CHECKLIST FOR AMENDMENT

CHANGE OF SIZE OF AREA

(3 PHOTOCOPIES EACH)
UNLESS OTHERWISE INDICATED

- ☐ LETTER REQUEST
- ☐ NEW CONTRACT OF LEASE
- ☐ PICTURE OF ESTABLISHMENT (INSIDE AND OUTSIDE VIEW)
- ☐ SKETCH MAP (MAIN ROAD/NEAREST LANDMARK TO BUSINESS ESTABLISHMENT)

CHANGE OF NUMBER OF EMPLOYEES

(3 PHOTOCOPIES EACH)
UNLESS OTHERWISE INDICATED

- ☐ LETTER REQUEST
- ☐ SSS/PAGIBIG/PHILHEALTH LIST OF EMPLOYEES

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