



BUSINESS PERMITS & LICENSING OFFICE **CHECKLIST FOR RENEWAL**

1 ORIGINAL / CERTIFIED TRUE COPY EACH

- ☐ SWORN STATEMENT OF GROSS SALES/RECEIPTS FOR PREVIOUS CALENDAR YEAR
- ☐ QUARTERLY VAT (1Q,2Q,3Q, AND MONTHLY VAT RETURNS (OCTOBER & NOVEMBER) - CERTIFIED BY THE BIR
IF NON-VAT:
- ☐ QUARTERLY PERCENTAGE TAX BIR FORM 2551Q FROM JANUARY TO DECEMBER - CERTIFIED BY THE BIR
IF WITH BRANCHES OUTSIDE PARANAQUE:
- ☐ BREAKDOWN OF SALES PER CITY/MUNICIPALITY WITH ATTACHED BUSINESS PERMIT AND/OR APPLICATION FOR SUBJECT CITIES FOR CURRENT TAXABLE YEAR
IF AFTER APRIL 15:
- ☐ INCOME TAX RETURN (ITR) - CERTIFIED BY BIR AND AUDITED FINANCIAL STATEMENT
IF BOI/PEZA REGISTERED
- ☐ CERTIFICATE OF EXEMPTION WITH PROOF OF PAYMENT FROM CTO
IF LESSOR
- ☐ SWORN DECLARATION OF LIST OF REAL PROPERTIES FOR RENT WITH TENANTS LISTED THEREIN

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 AND PROCESSED BY THE BPLO