



## **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 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**

### **FOR LESSORS:**

- > AFFIDAVIT OF SWORN DECLARATION OF ALL REAL PROPERTIES FOR LEASE WITH TENANTS LISTED THEREIN, ITS CORRESPONDING MONTHLY RENTAL AND AREA (SQM).

### **UPDATED CONTRACT OF LEASE, IF PREVIOUS CONTRACT HAD EXPIRED/CEASED, ATTACHED WITH:**

- > LATEST LESSOR'S PERMIT

### **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

## **IF APPLYING THROUGH REPRESENTATIVE:**

### **FOR SINGLE PROPRIETORSHIP:**

- > SPECIAL POWER OF ATTORNEY;
- > VALID ID OF THE PRINCIPAL WITH THREE (3) SPECIMEN; AND
- > VALID ID OF REPRESENTATIVE WITH THREE (3) SPECIMEN SIGNATURES.

### **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.

**ONLY APPLICATIONS WITH COMPLETE REQUIREMENTS SHALL BE RECEIVED AND PROCESSED BY THE BPLO**