



BUSINESS PERMITS & LICENSING OFFICE

CHECKLIST FOR RETIREMENT

1 COPY EACH (NATURE OF COPY AS INDICATED)

- ORIGINAL BUSINESS PERMIT
- photocopy of FINANCIAL STATEMENT FOR THE PAST 5 YEARS
- CERTIFIED TRUE COPY CURRENT YEAR [QVAT (255Q) & MONTHLY VAT (2551m)] OR ITR
- ORIGINAL SKETCH (FROM MAIN ROAD/ NEAREST LANDMARK TO BUSINESS ESTABLISHMENT)

FOR CORPORATION / PARTNERSHIP

- ORIGINAL BOARD RESOLUTION OR SECRETARY'S CERTIFICATE FOR RETIREMENT OF BUSINESS

RETIREMENT OF BUSINESS 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