

CITY OF MALABON
BUSINESS PERMITS AND LICENSING OFFICE 281-4999 loc. 3012 & 3013

Tracking & Claim Stub No. _____
Acct No. _____
Mayor's Permit No. _____

Applicant _____
Contact No.: _____

1.a REQUIREMENTS FOR THE RENEWAL OF BUSINESS

- 1. Previous year's Mayor's Permit
- 2. Copies of annual/quarterly tax payment receipts
- 3. Copies of all receipts showing payment of all regulatory fees as provided in C.O. 16-2005 (Zoning, LBO, Health)
- 4. Certificate of tax exemption from local taxes or fees, if exempt
- 5. Copy of Cedula
- 6. Real Property Tax clearance / Cert of No Property
- 7. Brgy. Clearance

1.b REQUIREMENTS FOR NEW BUSINESS

- DTI-Business Name
- 1. Locational sketch (use the back of this Stub for your sketch)
- 2. Paid-up capital as shown in the Art. of Inc., or sworn statement of the capital invested (Submit Art. of Inc, or Partnership)
- 3. Certificate attesting to the tax exemption if the business is tax exempt,
- 4. Certification from the chief of Zoning Office that the location of the business is in accordance with zoning regulations
- 5. Tax clearance (from the Treasury) showing that the operator has paid all tax obligations in the City (or Cert. of No Property fr. the Assessor if operator has no property in Malabon)
- 6. Brgy clearance
- 7. Three passport size photos of owner/operator, or senior or managing partner, or of the president or general manager
- 8. Health cert for all food handlers and Sanitary Permit
- 9. Certificate of Occupancy from Building Official
- 10. Copy of Cedula
- 11. If place of business is not owned, notarized contract of lease in addition to No. 5. or *consent to use property*.
- 12. SSS Cert. of Coverage / Clearance (Sec. 24(g) of RA 8282)
- 13. Special Power of Attorney if applicant is merely represented. For proxy application, valid identification cards of the principal atty-in-fact are required.
- 14. For computer shops, bars, vulcanizing, off-track, junkshop, affidavit of undertaking
- 15. For peddler & ambulant, clearance from the MCAT

Based on the nature of your business applied for:

1.c

- Environmental Compliance Cert/ Cert. of Non-Coverage
- BSP Certificate of Registration MB Reso No. 75, 01/20/2005 & Circular No. 471, S. 2005 (For Foreign Exchange Dealer, Money Changer & Remittance Agent)
- Accreditation from the Optical Media Board (OMB)
- PNP Accreditation
- Franchise issued by Games and Amusement Board
- Bureau of Food and Drugs (BFAD)
- CDA Registration (for Cooperatives)
- Valid Mayor's Permit for main line of business or main branch

Others: _____

Respectfully referred above-named applicant for:

2.

- issuance of permit/clearance/certificate, subject to the re inspection (New business)
- Assessment of fees (Renewal) *New Business*
- Local Building Dept, 4th fl. (for Cert. of Occupancy)
- Zoning Dept 3rd fl. (Zoning Clearance)
- City Health Dept 3rd fl. (Health Cert / Sanitary Permit)
- City Treasury 3rd fl. [RPT Clearance] / 4th fl. City Asses: [Cert of No Property]
- Others. _____

Thank you.

NOTE: Application with incomplete requirements will not be processed. The bearer of this Claim Stub is conclusively presumed as authorized to claim the Mayor's Permit & other official documents in relation thereto. The BPLO is not liable for the release of said documents to the bearer. In case of lost of this stub, the owner, or senior or managing partner, or the president or general manager must submit an affidavit of lost in lieu thereof. BPLO reserves the right to demand add'l requirements.

1115