

**PROCEDURE**

1. Complete the requirements needed
2. Submits complete requirements to BPLO Staff
3. Reviews document as to completeness
4. Forward documents to Assessment section
5. Assess tax due based on nature of business
6. Print Tax Order of Payment, including all the necessary details of the applicant
7. Forward to Chief for Signature
8. Approve and sign TOP
9. Issue TOP to applicant
10. Pays TOP
11. Present copy of TOP to BFP Staff for Inspection Fee based assessed Regulatory Fees.
12. Receives payment for TOP.
13. Issue O.R.
14. Compute Fire Inspection Fee based on assessed Regulator Fees
15. Prepare and issue OP to applicant.
16. Receives payment for OP and issue O.R.
17. Submit BFP O.R. to BPLO Staff.
18. Receives all documents including photocopy of O.R.
19. Verify O.R. payment in CTO system.
20. Provide applicant with claim stub.
21. Assign/upload Local Control No. (LCN)
22. Receive Area Applications.
23. Scan documents submitted including photo.
24. Print Business Permit.
25. Conduct Inspection.
26. Wait for applicant to comply with the necessary corrections/requirements.
27. Check Sanitary Permit.
28. Sign Business Permit.
29. Forward to BPLO Releasing Officer.
30. Releases license (to applicant or to satellite staff) upon issuance of FSIC & Sanitary Permit.

**BUSINESSES CLOSURE / RETIREMENT OF BUSINESS (TREASURY DEPARTMENT)**

**REQUIREMENTS FOR SINGLE PROPRIETORSHIP**

1. Affidavit of Business Closure
2. Previous Mayor's Permit
3. Latest payment/Official Receipt
4. Barangay Certificate of Closure
5. Sketch of place of Business

**REQUIREMENTS FOR CORPORATION**

1. Secretary's Certificate or Board resolution
2. Previous Mayor's Permit
3. Latest payment/Official Receipt
4. Barangay Certificate of Closure
5. Vat returns/Gross Sales
6. Audited Financial Statement from 5 years backward

**OTHER DOCUMENTS THAT MAY BE REQUIRED**

1. Home Owners Association Clearance – if in subdivision
2. DFPED Registration- for learning institutions
3. DENR Certificate- for gravel & sand, pollutant company
4. BFAD Certificate- for drugs store or pharmacy
5. Market Clearance-for Public market stallholders
6. Environmental Compliance Certificate(ECC)-for batching plant
7. Clearance from Traffic Management Office (TMO)
8. Police Certification of No Previous Violation
9. Certificate of Authority to operate as Lending Company issued by Securities and Exchange Commission(SEC)
10. Certificate of compliance from Social Security System (SSS)

**DEADLINE OF PAYMENT FOR RENEWAL**

2<sup>nd</sup> Quarter – on or before January 20  
 2<sup>nd</sup> Quarter – on or before April 20  
 3<sup>rd</sup> Quarter – on or before July 20  
 4<sup>th</sup> Quarter – on or before October 20

**PENALTY:** Failure to pay within the prescribed period shall subject the taxpayers to a **SURCHARGE of 25%** of the original amount **plus 2% per month** of the unpaid taxes until fully paid.



**CITY GOVERNMENT OF TAGUIG  
 BUSINESS PERMITS AND LICENSING OFFICE (BPLO)**  
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# BPLO

## BUSINESS PERMITS & LICENSING OFFICE

### Vision

Be a model BPLO in terms of systems, procedures and practices in the issuance and renewal of business permits with the end in view of stimulating business activity, trade undertaking and private investment.

### Mission

Register all kinds of business, trade undertaking and activity within the city. Regulate business operations and implement rules and regulations as may be enacted by the City Council from time to time. Maximize, sustain, and assess taxes, fees charge relative to business permits / license to increase revenues for the City Government. Identify all delinquent taxpayers to allow enforcement of whatever actions to be made under the existing laws and regulations. The Business Permits and Licensing Office (BPLO), has for its main objective to provide an effective system, procedure and practice in the issuance and renewal of business permits. We also endeavor to regulate the nature and/or operations of various business activities within the City.

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A business permit is required to any person or group who establishes, operates, conducts or maintains their business within the city. It must be displayed in a prominent, "easy to see" spot within the establishment's premises. It should be renewed annually on or before the 20<sup>th</sup> of January.

**REQUIREMENTS FOR RENEWAL (CORPORATION)**

1. Application form (duly filled-up & **NOTARIZED** with location sketch of place of business)
2. **Current** Barangay Clearance
3. SEC REGISTRATION / Articles of Incorporation / CDA Accreditation (if Cooperative)
4. **Official Receipt** for the previous Business Permit
5. Original or Copy of **previous Business Permit**
6. Real Property Tax (RPT)
7. Lessor Permit of lessor and photocopy of Lease Contract or affidavit of consent (place of business)
8. Occupancy Permit
9. Certificate of Gross Receipts for the previous year (signed by the President and Treasurer)
10. Audited Financial Statements from the Previous year (stamped "RECEIVED" by the BIR) /Or
11. Quarterly VAT Returns – 1<sup>st</sup> Qtr. To 3<sup>rd</sup> Qtr (BIR Form 2550Q or Quarterly Percentage Tax Returns (BIR Form 2551Q) /Or
12. Monthly VAT Returns (BIR Form 2550M or Monthly percentage Tax Returns (BIR Form 2551M)
13. List of Employees and their address
14. **Recent** Community Tax Certificate (CEDULA)
15. Official Receipt or Insurance Policy (CGL)
16. Recent Official Receipt for Fire Safety Insurance Certificate

**REQUIREMENTS FOR RENEWAL (SINGLE PROPRIETORSHIP)**

1. Application form (duly filled-up & **NOTARIZED** with location sketch of place of business)
2. **Current** Barangay Clearance
3. DTI REGISTRATION/Cert.
4. **Official Receipt** for the previous Business Permit
5. Real Property Tax (RPT)
6. Lessor Permit of lessor and photocopy of Lease Contract or affidavit of consent (place of business)
7. Occupancy Permit
8. Original or Copy of **previous BUSINESS PERMIT**
9. List of Employees and their address
10. **Recent** Community Tax Certificate (CEDULA)
11. Official Receipt or Insurance Policy (CGL)
12. **Recent** Official Receipt or Fire Safety Insurance Certificate

**ONE-STOP SHOP REGISTRATION OF BUSINESSES IN TAGUIG (NEW and RENEWAL)**



**REQUIREMENTS FOR NEW (CORPORATION)**

1. Application form (duly filled-up & **NOTARIZED** with location sketch of place of business)
2. **Current** Barangay Clearance
3. ZONING CLEARANCE
4. SEC REGISTRATION / Articles of Incorporation / CDA Accreditation (if Cooperative)
5. Real Property Tax (RPT)
6. Lessor Permit of lessor and photocopy of Lease Contract or affidavit of consent (place of business)
7. Occupancy Permit
8. Corporate Logo
9. 3R size Right or Left view showing Property Line & Sign Board
10. List of Employees and their address
11. Community Tax Certificate (CEDULA)
12. Official Receipt or Insurance Policy (Comprehensive General Liability)
13. Official Receipt or Fire Safety Insurance Certificate

Taguig Business Permits and Licensing Office (BPLO) Recognizes the targets and standards set by the Public Governance System against which it will be measured. Hence, maintaining the highest level of performance. Excellence is foremost in its agenda.

**REQUIREMENTS FOR NEW (SINGLE)**

1. Application form (duly filled-up & **NOTARIZED** with location sketch of place of business)
2. Current Barangay Clearance
3. ZONING CLEARANCE
4. DTI REGISTRATION/Cert.
5. Real Property Tax (RPT)
6. Lessor Permit of lessor and photocopy of Lease Contract or affidavit of consent (place of business)
7. Occupancy Permit
8. 2X2 Picture of Owner
9. 3R size picture of Establishment
10. List of Employees and their address
11. Community Tax Certificate (CEDULA)
12. Official Receipt or Insurance Policy (Comprehensive General Liability)
13. Official Receipt or Fire Safety Insurance Certificate

**FLOW CHART AND TRANSACTION OF BUSINESS PERMIT**

