

Republic of the Philippines
City of Pasay, Metropolitan Manila
Business Permits & License Office

APPLICATION FORM FOR NEW BUSINESS PERMIT

Date of Application: _____

Official Receipt No.: _____

BUSINESS ACCOUNT NO.:

O.R. Date : _____

Amount Paid: _____

NAME OF TAXPAYERS		Telephone No.		Capital: Php _____	
Address:				Barangay No. :	
Business Trade Name:		Telephone No.		Fax No.	
Commercial Address:		Building Name No.		Street Barangay No.	
Main Line of Business:			Main Products / Services:		
Other Line of Business:			Others:		
<input type="checkbox"/> Barangay Clearance:	<input type="checkbox"/> No. of Employees _____		<input type="checkbox"/> Public Liability Insurance		Issuing Company: _____ Date: _____
<input type="checkbox"/> DTI Reg. No. :	<input type="checkbox"/> SEC Reg. No.		Proof of Ownership:		
Ownership Type:			Owned: <input type="checkbox"/>		Leased: <input type="checkbox"/>
<input type="checkbox"/> Single Proprietorship	<input type="checkbox"/> Corporation		Registered Name:		Lessor's Name:
<input type="checkbox"/> Partnership			Real Property Tax Receipt No.:		Rent per Month:
			Period Date:		Area in Sq. Meter:

Name of Applicant or Authorized Representative

Signature

Position

OFFICE	REMARKS & RECOMMENDATION	SIGNATURE	DATE
City Planning & Dev't office <i>(Zoning)</i>			
City Engineer's Office			
City Fire Marshal's Office			
City Health Office			
If Applicable:			
Tourism & Cultural Office <i>(For Travel Agency & Ticketing Office Only)</i>			
TRAFFIC MANAGEMENT OFFICE			
CITY VETERINARIAN OFFICE <i>For Mayor's Permit</i>			
Business Permit & License Office			
Mayor's Permit received By:		Business Plate No.: _____	
Signature: _____ Date: _____		Signature: _____ Date: _____	
Name in Print: _____		Name in Print: _____	

BUSINESS PERMIT AND PLATE CLAIM STUB

Business Trade Name: _____ **Mayor's Permit No.:** _____

Date of Release : _____ **Time Release:** _____ **Released By:** _____

