



Office of the Mayor
Application Form for Business Permit
 Tax Year _____
CITY OF CEBU

CONTROL NO. _____

1. () Main Office		2. () Branch		3. Permit No. _____	
<input type="checkbox"/> 1.1 New	<input type="checkbox"/> 1.2 Renewal	<input type="checkbox"/> 1.3 Additional	4. Amendment:		5. Mode of Payment
			<input type="checkbox"/> 4.1 From Single to Partnership	<input type="checkbox"/> 5.1 Annually	
			<input type="checkbox"/> 4.2 From Single to Corporation	<input type="checkbox"/> 5.2 Semi-Annually	
			<input type="checkbox"/> 4.3 From Partnership to Single	<input type="checkbox"/> 5.3 Quarterly	
7. Transfer:			<input type="checkbox"/> 4.5 From Partnership to Corporation		
<input type="checkbox"/> 7.1 Ownership			<input type="checkbox"/> 4.6 From Corporation to Single		
<input type="checkbox"/> 7.2 Location			<input type="checkbox"/> 4.7 From Corporation to Partnership		
8. Date of Application:				6. Starting Date of Business Operation: (for new applicant)	
9. Reference No.:			10. DTI/SEC/CDA Registration No.:		12. TIN:
10.1 DTI/SEC/CDA Date of Registration:					
11. Type of Organization:					
<input type="checkbox"/> 11.1 Single	<input type="checkbox"/> 11.2 Partnership	<input type="checkbox"/> 11.3 Cooperative	11.4.3 If branch, pls. indicate the address of the main office: _____		
<input type="checkbox"/> 11.4 Corporation	<input type="checkbox"/> 11.4.1 Non-stock/ Non-profit	<input type="checkbox"/> 11.4.2 Proprietary			
14. Name of Taxpayer:		14.1 Corporate Name:			
14.2.1 Last Name:		14.2.2 First Name:		14.2.3 Middle Name:	
15. Business Trade/Franchise Name:					
16. Name of President of Corporation:					
17. Business Address			18. Owner's Address		
17.1 House No./ Bldg. No.			18.1 House No./ Bldg. No.		
17.2 Building Name/Unit No.			18.2 Building Name/Unit No.		
17.3 Street			18.3 Street		
17.4 Barangay			18.4 Barangay		
17.5 Subdivision/Landmark			18.5 Subdivision/Landmark		
17.6 City/Municipality			18.6 City/Municipality		
17.7 Province			18.7 Province		
17.8 Telephone No.			18.8 Telephone No.		
17.9 E-mail Address			18.9 E-mail Address		
19. Business Activity			20. Capitalization		21. Gross Sales/Receipts (for renewal)
Code	No. of Units	Line of Business			22. No. of Delivery Vehicles/ Vans/ Trucks:
					23. Area of Signboard/ Billboard(sq m):

					With light: <input type="checkbox"/>
					Without Light: <input type="checkbox"/>
					24. Business Area (in sq. m.):

25. No. of Employees (Occupational Tax): Manager: _____ Supervisor: _____ Cashier: _____ Rank & File: _____					
26. If renting, please identify: () Building () Lot () Machineries					
26.1 Lessor's Name:				26.2 Monthly Rental:	
26.1.1 Last Name:		26.1.2 First Name:		26.1.3 MI:	
26.3 Lessor's Address:					
26.3.1 House No./ Bldg. No.		26.3.5 Subdivision/Landmark			
26.3.2 Street		26.3.6 City/Municipality			
26.3.3 Barangay		26.3.7 Province			
26.3.4 Telephone No.		26.3.8 E-mail Address			
30. Name of Authorize Representative/Bookkeeper:					30.1 Tel/Cel No.:
Oath of Undertaking:					
<p>I HEREBY DECLARE that all information supplied in this application are true and correct to the best of my belief and knowledge, and any false or misleading information supplied or production of materially false or misleading documents to support this application shall be a ground for the filing of appropriate criminal, civil and/or administrative action against me.</p> <p>That the above declaration is subject to verification by proper authorities upon demand without objections, and I undertake to operate only the business/es granted and approved by this application;</p> <p>That in case of failure/disapproval of my application after inspection, I will no longer be entitled to claim any refund of any/all payments.</p> <p>I also undertake to comply with all the regulatory requirements and other deficiencies within 30 days (for renewal)/60 days (for new) from release of the business permit.</p>					
SIGNATURE OF APPLICANT OVER PRINTED NAME				POSITION/TITLE	

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20____, exhibiting his/her Community Tax Certificate No. _____ issued at Cebu City on _____ in the amount of Php _____.

NOTARY PUBLIC