



# MUNICIPALITY OF TAYTAY, RIZAL

## BUSINESS PERMIT AND LICENSING OFFICE

### APPLICATION FOR BUSINESS PERMIT RENEWAL



TAX YEAR: \_\_\_\_\_

#### Documentary Requirements

- Audited financial Statements (AFS)
- Unaudited AFS for those who are not required to file AFS with the BIR
- Sworn declaration of gross sales or receipts or Income Tax Return.
- Others (as may be required)

Date Receipt: \_\_\_\_\_  
 Tracking Number: \_\_\_\_\_  
 Business ID Number: \_\_\_\_\_

Remarks: \_\_\_\_\_

#### Business Information and Registration

##### MODE OF PAYMENT

Quarterly       Semi Annual       Annual

**FORM OF ORGANIZATION**

Corporation       Sole Proprietorship       Male       Female

Partnership       One Person Corporation       Male       Female

Cooperative

Registration Number

TIN:

##### BUSINESS NAME

Trade Name / Franchise (if applicable) \_\_\_\_\_

##### Main Office Address

House/Bldg. No.      Name of Building      Block No.      Lot No.      Street

Subdivision      Barangay      City/Municipality      Province      Zip Code

Telephone Number: \_\_\_\_\_ Owner Mobile No: \_\_\_\_\_ Representative Mobile No: \_\_\_\_\_ Email Address: \_\_\_\_\_

##### For Sole Proprietorship

Surname      Given Name      Middle Name      Suffix

##### For Corporation/Cooperative/Partnership Name of President/Officer in Charge

Surname      Given Name      Middle Name      Suffix

##### Business Operation

Business Area (in sq.m.) \_\_\_\_\_ Total No. Employee in Establishment \_\_\_\_\_ No. of Delivery Vehicles \_\_\_\_\_ Van / Truck: \_\_\_\_\_

Total Floor Area (in sq.m.) \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Motorcycle: \_\_\_\_\_

##### Business Location

House / Bldg. No.      Name of Building      Block No. Lot No.      Street

Subdivision      barangay      City/Municipality      Province      Zip Code

Owned?  YES  NO      If Yes, Tax Declaration No. \_\_\_\_\_      Or Property Identification No. \_\_\_\_\_

Do you have Tax incentives from any Government Entity?       Yes (Please attach a copy of your certificate)       No

**BUSINESS ACTIVITY**       Main Office       Branch Office       Admin Office Only       Warehouse       Others Pls Specify

LINE OF BUSINESS	PHILIPPINE STANDARD INDUSTRIAL CODE	PRODUCTS / SERVICES	NO. OF UNITS	LAST YEAR'S GROSS SALES/RECEIPT

I DECLARE UNDER PENALTY OF PERJURY THAT ALL INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT BASED ON MY PERSONAL KNOWLEDGE AND AUTHENTIC RECORDS SUBMITTED TO THE MUNICIPALITY OF TAYTAY, RIZAL. ANY FALSE OR MISLEADING INFORMATION SUPPLIED OR THE PRODUCTION OF FAKE/FALSIFIED DOCUMENTS SHALL BE GROUNDS FOR APPROPRIATE LEGAL ACTION AGAINST ME AND AUTOMATICALLY REVOKES THE PERMIT. I HEREBY THAT ALL PERSONAL DATA (AS DEFINED UNDER THE DATA PRIVACY LAW OF 2012 AND ITS IMPLEMENTING RULES AND REGULATIONS) AND ACCOUNT TRANSACTION INFORMATION OR RECORDS WITH THE MUNICIPAL GOVERNMENT OF TAYTAY, RIZAL MAY BE PROCESSED, PROFILED, OR SHARED WITH REQUESTING PARTIES OR FOR THE PURPOSE OF ANY COURT, LEGAL PROCESS, EXAMINATION, INQUIRY, AND AUDIT OF INVESTIGATION OF ANY AUTHORITY.

\_\_\_\_\_  
SIGNATURE OF APPLICANT / OWNER OVER PRINTED NAME