MUNICIPALITY OF TAYTAY
BUSINESS PERMIT AND LICENSING OFFICE
APPLICATION FOR NEW BUSINESS

TAX YEAR: __________

DOCUMENTARY REQUIREMENTS:

- ☐ DTI / SEC/CDA Registration with Articles of Incorporation
- ☐ Contract of Lease / MOA/ Written consent (if Lessee) or Tax Declaration Or Transfer Certificate of Title (TCT) (if owned)
- ☐ Certificate of Occupancy (if Required)
- ☐ Location plan or sketch of the Location, clearly showing where business Premises are located
- ☐ Others (as may be required)

Date Receipt : __________

Tracking Number: __________

Business ID Number: __________

A. BUSINESS INFORMATION AND REGISTRATION

FORM OF ORGANIZATION

☐ Sole Proprietorship (☐ Male ☐ Female) ☐ One Person Corporation (☐ Male ☐ Female) ☐ Partnership ☐ Corporation ☐ 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: __________ Mobile Number: __________ Email Address: __________

FOR SOLE PROPRIETORSHIP

Name of Owner __________

Surname | Given Name | Middle Name | Suffix

FOR CORPORATION/COOPERATIVE/PARTNERSHIP

Name of President/Officer in charge __________

Surname | Given Name | Middle Name | Suffix

FOR CORPORATION : ☐ Filipino ☐ Foreign

B. BUSINESS OPERATION

Business Area (in sq.m.) __________ Total No. Employee in Establishment : Male ___ Female ___ No. of Employees: Male ___ Female ___

Total Floor Area (in sq. m.) __________ No. of Delivery Vehicles (if applicable): Van / Truck __________ Motorcycle __________

☐ Same as Main Office Address

Business Location Address __________

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 (Please check one) ☐ Main Office ☐ Branch Office ☐ Admin Office Only ☐ Warehouse ☐ Others Pls. Specify

LINE OF BUSINESS	CAPITALIZATION	PHILIPPINE STANDARD INDUSTRIAL CODE (if applicable)	PRODUCTS / SERVICES

I DECLARE UNDER PENALTY OF PERJURY that all information in this application are 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 production of fake / falsified documents shall be grounds for appropriate legal action against me and automatically revokes the permit. I hereby agree 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 to requesting parties or for the purpose of any court, legal process, examination, inquiry and audit of investigation of any authority.

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SIGNATURE OF APPLICANT / OWNER OVER PRINTED NAME

____

DESIGNATION/POSITION/TITLE

BEST TAYTAY