

SCHEDULE OF AVAILABILITY

MONDAY – FRIDAY
8:00 AM – 5:00 PM
NO NOON BREAK



BUSINESS PERMITS & LICENSING OFFICE

CITIZEN'S CHARTER

ISSUANCE OF BUSINESS RETIREMENT

STEPS	APPLICANT	SERVICE PROVIDER	DURATION	PERSON / OFFICE IN CHARGE	AMOUNT	REQUIREMENTS
1	Submitting the duly accomplished Application Form and other required documents	Receiving the duly accomplished Application Form and other requirements	1 min	Aubrey Vargas Rosalia Ojo Froilan Ulep		1.) Application Form for Retirement, Original Business Permit, 2.) Financial Statement and Income Tax Return (ITR) for the past 3 Years 3.) For Corporation or Partnership (Board Resolution), 4.) Location Sketch
2		Inspection of Business to verify if operational or not	1 day	Jorge Villafuerte Benjamin Espiritu Jan Carlo Laurito Rodolfo Eucariza Jr. Joselito Yape	Mark Jason Cabio Allan Sahagun Jeffrey Globio Vic Sumarago	
3		Encoding and Issuance of Order of Payment	5 mins	Maricel Obal Liza Cruz Amy Jayne Santos Arlene Dorosan Divina Escoto	Rosalina Altar Rhodora Garduque Mary Carr Binay Czarina Lleva	Inspection Slip for Retirement with Retirement Application Form and other documents
4	Upon the receipt of Order of Payment, proceed to City Treasurer's Office for payment					
5	Upon the issuance of the Receipt, proceed to License Division for examination of books and Issuance of clearance with approved application for retirement			City Treasurer's Office		
6	Upon the receipt of approval from the License Division, proceed to BPLO	Approval/ Signing of the Retirement of Business/ Mayor's Permit	3 mins	Atty. Melanie T. Soriano-Malaya		
7		Releasing of Retirement Certification	3 mins	Rosalia Ojo		

WHO MAY AVAIL?

REGISTERED BUSINESSES

TOTAL DURATION OF TIME

1 WORKING DAY AND 12 MINUTES

REQUIREMENTS

1. Original Business Permit,
2. Financial Statement and Income Tax Return (ITR) for the past 3 Years
3. For Corporation or Partnership (Board Resolution),
4. Sketch

--- END OF TRANSACTION ---