



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

To be filled-up by BPLO:

Date of Receipt: \_\_\_\_\_

Tracking Number: \_\_\_\_\_

Business ID Number: \_\_\_\_\_

Philippine Standard Industrial Code: \_\_\_\_\_

Philippine Standard Geographic Code: \_\_\_\_\_

GENERAL INSTRUCTIONS

- 1. Accomplish the application form by marking, typing, and/or printing (UPPER CASE / CAPITAL LETTERS) the appropriate boxes. All required data / fields / information should be completely and clearly filled-out.
2. Please ensure that ALL required documents are properly attached and that ALL necessary information is filled-out. Incomplete submission of application form and/or requirements will be returned to the applicant and will not be processed.

A. DOCUMENTARY REQUIREMENTS

- Previous Documents (Business Permit, Brgy. Clearance, Locational Clearance/ Affidavit Of Undertaking, Fire Certificate, Sanitary Permit, PESO Certificate, Building Cert., CENRO Certificate, Official Receipt, Tax Order of Payment, Cedula)
Barangay Clearance
BIR Form No. 2550Q / 2551M with BIR Received/ Audited Financial Statement/Breakdown of Sales
PESO Certificate
B.O.S.S. (Business One Stop Shop) Requirements (Locational, Fire Cert. Sanitary Permit, CENRO Certificate)

Remarks

B. BUSINESS INFORMATION AND REGISTRATION

Form of Organization

- Sole Proprietorship Partnership Corporation One Person Corporation Cooperative

Registration Number:

Registration Number input field

TIN:

TIN input field

Business Name

Business Name input field

Trade Name

- Franchise IPO

Trade Name input field

Main Office Address

Main Office Address form with fields for House/Bldg. No., Name of Building, Block No., Lot No., Street, Subdivision, Barangay, City/Municipality, Province, Zip Code

Name of Owner / President / OIC

Name of Owner form with fields for Last Name, First Name, Middle Name, Suffix, Sex, Citizenship

Residential Address

Residential Address form with fields for House/Bldg. No., Name of Building, Block No., Lot No., Street, Subdivision, Barangay, City/Municipality, Province, Zip Code

Contact Person

Contact Person form with fields for Last Name, First Name, Middle Name, Suffix, Telephone No., E-mail

C. BUSINESS OPERATION

Total Gross Sales

Total Floor Area (in sqm)

Total Number of Employees in Establishment

Total Number of Employees Residing in San Juan

Total Number of Delivery Vehicles

Male

Female

Business Location

Business Location form with fields for House/Bldg. No., Name of Building, Block No., Lot No., Street, Subdivision, Barangay, City/Municipality, Province, Zip Code

Business Activity

- Main Office Admin/ Office Only Others Branch Warehouse (Please Specify)

Monthly Rental of Place of Business

- Not rented/ free of use Monthly Rental (Attached copy of Lease of Contract)

Line of Business

Products/ Services

Gross Sales

Table for Line of Business, Products/ Services, and Gross Sales

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 City Government of San Juan. Any false or misleading information supplied, or production of documents shall be a ground for appropriate legal action against me. I also agree to comply with the post-regulatory requirements and other deficiencies (for renewal) within 30 days from release of permit. Further, in compliance with the requirements of the Data Privacy Act, I/We am/are giving my/our consent in the collection, generation, use, processing, storage and retention of my/our personal data to the City Government of San Juan for the purpose(s) described in this document and to share my/our personal information obtained in the course of registering my/our business in the Business Permits and Licensing Office (BPLO) of the City of San Juan together with any government agencies, subdivision, department or Government-Owned and Controlled Corporations (GOCC) or third parties as may be consistent with applicable laws, rules and regulations.

SIGNATURE OF APPLICANT/ OWNER OVER PRINTED NAME

DESIGNATED POSITION

APPLICANT'S COPY 1/2

