



REPUBLIC OF THE PHILIPPINES
CITY OF PARANAQUE
BUSINESS PERMITS & LICENSING OFFICE
CHECKLIST FOR RENEWAL OF BUSINESS



1 COPY EACH (NATURE OF COPY AS INDICATED)

INFORMATION SHEET FOR BUSINESS RENEWAL

CERTIFIED TRUE COPY OF QUARTERLY VAT (1Q, 2Q, 3Q) AND MONTHLY VAT (OCT. AND NOV.) OF PREVIOUS YEAR, HOWEVER

- > IF AFTER APRIL 15, SUBMIT: CERTIFIED TRUE COPY ITR & FINANCIAL STATEMENT FROM PREVIOUS YEAR.
- > IF NON-VAT PRESENT MONTHLY PERCENTAGE TAX FROM JANUARY TO DECEMBER

IF WITH BRANCHES OUTSIDE PARAÑAQUE, SUBMIT:

- > BREAKDOWN OF SALES PER CITY/ MUNICIPALITY; AND
- > BUSINESS PERMIT/ APPLICATION FOR THOSE CITIES

SWORN STATEMENT OF GROSS SALES/RECEIPTS

FOR LESSORS:

- > AFFIDAVIT OF SWORN DECLARATION OF ALL REAL PROPERTIES FOR LEASE WITH TENANTS LISTED THEREIN, ITS CORRESPONDING MONTHLY RENTAL AND AREA (SQM).

UPDATED CONTRACT OF LEASE, IF PREVIOUS CONTRACT HAD EXPIRED/CEASED, ATTACHED WITH:

- > LATEST LESSOR'S PERMIT

FOR BOI/PEZA REGISTERED BUSINESSES:

- > CERTIFICATE OF EXEMPTION, IF APPLICABLE
- > PROOF OF PAYMENT OF TAX AT THE RATE OF 2% BASED ON GROSS INCOME FROM THE OFFICE OF THE CITY TREASURER

**And any other document this office deems necessary to support the applicant's application.*

IF APPLYING THROUGH REPRESENTATIVE:

FOR SINGLE PROPRIETORSHIP:

- > Special Power of Attorney;
- > Valid ID OF the principal with three (3) specimen; AND
- > Valid ID of representative with three (3) specimen signatures.

FOR CORPORATION/PARTNERSHIP/FOUNDATION/ASSOCIATION/ONE PERSON CORPORATION/COOPERATIVE:

- > Secretary/Partnership/Director's Certificate;
- > Valid ID of the Corporate Secretary/Partner/s/Director with three (3) specimen signatures; and
- > Valid ID of representative with three (3) specimen signatures.

ONLY APPLICATIONS WITH COMPLETE REQUIREMENTS SHALL BE RECEIVED AND PROCESSED BY THE BPLO