



Business ID No.:

UNIFIED BUSINESS PERMIT APPLICATION FORM

INSTRUCTIONS:

1. Provide accurate information and print legibly to avoid delays. Incomplete renewal form will be returned to the applicant.
2. Ensure that all documents attached to this form (if any) are complete and properly filled out.

I. APPLICANT SECTION

1. BASIC INFORMATION

Mode of Payment:		Date of Application (DD/MM/YYYY):	
Taxpayer Details (System Generated)			
TIN No.:		DTI/SEC/CDA Registration No.:	
Business Name:		Barangay: PORT BARTON	
Type of Business:			
Last Name:		First Name:	Middle Initial:
Date of Birth (DD/MM/YYYY):		Sex/Gender:	

2. OTHER INFORMATION (Fill up only if certain information have changed)

Amendment:	From	<input type="checkbox"/> Single	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Cooperative
	To	<input type="checkbox"/> Single	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Cooperative
Business Address:					
Mobile No.:			Email Address:		
Owner's Address:					
Postal Code:			City/Municipality:		
Barangay:			Purok/Sitio:		
Street and House No.:			Other Telephone No.:		
Contact Name and Contact No. in Case of Emergency:					
Note: Fill Up Only If Business Place is Rented					
Lessor's Full Name:			Monthly Rental:		
Lessor's Full Address:					
Lessor's Telephone/Mobile No.:			Lessor's Email Address:		

BUSINESS ACTIVITY (Sworn Declaration)

Line of Business	No. of Units	Gross Sales/Receipts		Tax Code ID
		Essential	Non-Essential	

Business Area (in sq. m): No. of Employees in Establishment: No. of Employees Residing within San Vicente:

I DECLARE UNDER PENALTY OF PERJURY that the foregoing information are true based on my personal knowledge and authentic records. Further, I agree to comply with the regulatory requirement and other deficiencies within 30 days from release of the Annual Mayor's Permit.

SIGNATURE OF APPLICANT/TAXPAYER OVER PRINTED NAME

Reminders: Pay business taxes, fees and charges NOT LATER THAN 20 JANUARY 2021. Late payment of business taxes, fees and charges shall be subject to 25% surcharge plus 2% monthly interest. **NO MAYOR'S PERMIT, NO OPERATION** plus imposition of the following penalty in addition to the surcharge and interest: *First Offense* = P2,500; *Second Offense* = P3,500; *Third Offense* = P5,000 with CLOSURE (per 2014 San Vicente Revised Business Code)

Refer to back page for provisional assessment of fees and charges

BARANGAY FEES

(To be paid by Applicant as a condition for the release of Provisional Mayor's Permit)

Fees/Charges	Amount Paid	O.R. No.	Cashier Name	Signature	Date
Barangay Clearance					
Community Tax					

BPLS/BOSS TEAM

Tax Code ID	Nature of Taxes, Fees/Charges	Previous Amount Paid	Basis of Fees/Charges (Quantity/Size)	Current Assessment	Amount Paid	O.R. No.	Cashier Name	Signature	Date
	Taxes								
	Business Tax								
	Essential								
	Non-Essential								
RC40	Community Tax (if not paid to barangay)								
	Fees/Charges								
	Mayor's Permit Fee								
RC299	Business Plate Fee (P200/plate)								
RC199	Occupational Permit Fee (P110/capita)								
RC235	Sanitary Inspection Fee								
RC239	Garbage Fee								
	Fishing Gear								
	TOTAL FEES AND CHARGES								

BUREAU OF FIRE

FIRE SAFETY INSPECTION FEE (FSIF)	Total Fees/Charges	15% FSIF Due	Amount Paid	O.R. No.	Cashier Name	Signature	Date
15% of total fees/charges but in no case less than P500							
(SIGN IF APPLICABLE) Due to the non-availability of BFP personnel to receive my FSIF payment, I hereby request and assign as my payment agent, the representative of the Municipal Treasurer's Office and authorize him/her to pay such FSIF for and in my behalf.	_____ NAME AND SIGNATURE OF TAXPAYER			Conforme: _____ NAME AND SIGNATURE OF REPRESENTATIVE		Noted by: _____ BPLS REPRESENTATIVE	
<p><i>Important Notice: As per Section 12 of the Implementing Rules and Regulations of the Fire Code of 2008, certain establishments (e.g. building lessors, fire, earthquake, and explosion hazard insurance companies, and vendors of fire fighting equipment, appliances and devices) may be required to pay additional charges and fees other than the Fire Safety Inspection Fees. These shall be collected during inspection or in another process to be communicated by representatives of the BFP.</i></p>							