



**Application Form for Business License**  
 Tax Year \_\_\_\_\_  
 Cagayan de Oro City

Application for Business License  
 Revised January 2014  
 (To be accomplished in duplicate)

NEW                       RENEWAL                       ADDITIONAL                       TRANSFER

Date of Application:		DTI /SEC/CDA Registration No.		DTI /SEC/CDA Registration Date	
Kind of Ownership: ( ) Single Proprietor ( ) Partnership ( ) Others _____		( ) Stock Corp. ( ) Non-Profit/Non-Stock Corp.		( ) CDA Reg. COOP ( ) Non-CDA Reg. COOP	
Name of President/Treasurer of Corporation:			TIN	BIN	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Juridical Entity			Name of Accounting Firm Retained:		
Are you enjoying tax incentive from any Government Entity? ( ) Yes ( ) No Pls. specify the entity.					
Name of Applicant:		<u>Last Name</u>		<u>First Name</u>	
Name of Spouse:				<u>Middle Name</u>	
Trade Name:					
Name of Representative/Manager:					
Business Address(House No. and Street)			Owner's Address(House No. and Street)		
Barangay:			Barangay:		
Tel. No. (Land Line):			Tel. No. (Land Line)		
Tel. No. ( Mobile):			Tel. No. ( Mobile)		
eMail Address:			eMail Address		
Property Index No. (PIN)			Property Index No. (PIN)		
Business Area (in sq.m.)		Total No. of Employees		Do you have a Privately Owned Warehouse? ( ) Yes ( ) No - Please Indicate Location and floor area (in sq.m.)	
If the place of business is rented, please identify the following:		No. of Employees residing in CdeO:		Do you have any Delivery Vans/Trucks? If yes, how many?	
Name of Lessor:					
Address of Lessor:					
Tel. No. of Lessor:		REMARKS:			
Amount of Monthly Rental:					
<b>BUSINESS ACTIVITY</b>					
Code	Nature of Business	No. of Units/Branches	Capital (For New)	Gross Sales/Receipts	
				Essential (For Renewal)	Non-Essential

I HEREBY SWEAR to the correctness and accuracy of the above information. It is understood that I will comply with the conditions stipulated hereunder in order to continue to operate the above described business activity and that any violation will subject the undersigned to the corresponding penalties that are imposed or hereinafter to be imposed on the matter.

1. Pay all taxes and fees appurtenant to my business under existing ordinances.
2. Comply with the pertinent provisions of Ord. No. 4373-94, Ord. No. 8847-2003, the Codified Ordinance and other related rules and regulations.
3. Exercise due care and diligence in maintaining hygiene and sanitation in my business establishment.
4. Exhibit my Business Permit and Business Plate as well as pertinent official receipts relative to the payment of licenses, fees and/or taxes, in a conspicuous place visible to the public within my establishment.
5. Submit a copy of my Income Tax Return, together with an audited Financial Statement, on or before April 20 of each Taxable Year.
6. Observe, when and where applicable, the requirements of the Social Security System (SSS) PhilHealth, Pag-IBIG, National Food Authority, Bureau of Internal Revenue, Department of Tourism, Philippine National Police, Philippine Coconut Authority, Department of Environment and Natural Resource.
7. Comply with the requirements of the National Building Code and the requirements of the Fire Code of the Philippines.
8. Comply, when and where applicable, with City Ordinance No. 11075-2008 as amended by Ord. No. 12135-2011.(No CCTV-No Business License Policy)

I SWEAR FURTHER that I will also comply with the requirements of *other Departments/Offices and Government Agencies/Instrumentalities* concerned within thirty (30) days from the issuance of my Business Permit as well as in their post licensing evaluation/monitoring of my business establishment during the taxable year, with the final understanding that non-compliance of any of the above conditions may cause the Business Permit issued for the above applied business to be revoked by the Office of the City Mayor

(OR)

\_\_\_\_\_  
 Signature over printed name of Applicant/Owner  
 (To be signed by Owner when filed personally by the Owner)

\_\_\_\_\_  
 Signature over printed name of Manager/Duly Authorized Representative  
 (To be signed by Representative when filed by a Representative)

**RECOMMENDING APPROVAL:**

\_\_\_\_\_  
 City Treasurer

**ROUTING PROCESS:**

Transaction	Date & Time Started	Date & Time Ended	Signature
Submission of Application for Assessment			
Payment of Assessment			
Payment of FSIF			
Submission for Signature of CT & issuance of Business Permit (Back room)			
Submission for segregation & releasing of Business Permit (Back room)			
Releasing			

**NOTE: Please indicate below the reason, if returned to the Taxpayer at any point during the licensing process**

Transaction	Date & Time Returned	Date & Time Resubmitted	Signature	Remarks

**Sketch Plan of the Business Location:**

**TO BE ACCOMPLISHED BY THE JOINT INSPECTION TEAM:**

OFFICE	REMARKS	SIGNATURE	DATE
City Mayor's Office			
City Building Office			
City Fire Department			
City Treasurer's Office			
City Health Department			
City Planning & Dev. Office			

**REQUIREMENTS FOR APPLICATION:**

For New Application	For Renewal of Business	For Change of Business Name	For Transfer of Location	For Transfer of Ownership
<b>Basic Requirements</b> -Comm. Tax Certificate -Barangay Clearance -Art. of Inc./SEC Reg., if Applicable -DTI Registration, if with Tradename	<b>Basic Requirement</b> -Comm. Tax Certificate based on the Gross Sales of the Business -Barangay Clearance -Latest Business Permit	<b>Basic Requirements</b> -Letter Request -Existing Business Permit -DTI Registration	<b>Basic Requirements</b> - Letter Request -Barangay Clearance of New Location -Existing Business Permit -Zoning Clearance -Fire Safety Certificate -Sanitary Permit	<b>Basic Requirements</b> -Letter Request -Deed of Sale/Evidence of Transfer (duly subscribed by a Notary Public) -Art. of Inc./SEC Reg. if Applicable -Existing Business Permit
<b>Additional Requirements:</b> -Depends on the Nature of the business -To be submitted within the 30-day compliance period after issuance of the Business Permit	<b>Additional Requirements:</b> -Depends on the Nature of the business -To be submitted within the 30-day compliance period after issuance of the Business Permit			