

Republic of the Philippines  
City of Pasay, Metropolitan Manila  
Business Permits & License Office

**APPLICATION FORM FOR NEW BUSINESS PERMIT**

Date of Application: \_\_\_\_\_

Official Receipt No.: \_\_\_\_\_

**BUSINESS ACCOUNT NO.:**

O.R. Date : \_\_\_\_\_

Amount Paid: \_\_\_\_\_

<b>NAME OF TAXPAYERS</b>		Telephone No.		Capital: Php _____	
Address:				Barangay No. :	
Business Trade Name:		Telephone No.		Fax No.	
Commercial Address:	Building Name	No.	Street	Barangay No.	
Main Line of Business:			Main Products / Services:		
Other Line of Business:			Others:		
<input type="checkbox"/> Barangay Clearance:	<input type="checkbox"/> No. of Employees _____		<input type="checkbox"/> Public Liability Insurance		
			Issuing Company:		Date:
<input type="checkbox"/> DTI Reg. No. :	<input type="checkbox"/> SEC Reg. No.		Proof of Ownership:		
		Owned: <input type="checkbox"/>		Leased: <input type="checkbox"/>	
Ownership Type:			Registered Name:		Lessor's Name:
<input type="checkbox"/> Single Proprietorship			Real Property Tax Receipt No.:		Rent per Month:
<input type="checkbox"/> Partnership			Period Date:		Area in Sq. Meter:
<input type="checkbox"/> Corporation					

Name of Applicant or Authorized Representative	Signature	Position
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OFFICE	REMARKS & RECOMMENDATION	SIGNATURE	DATE
City Planning & Dev't office <i>(Zoning)</i>			
City Engineer's Office			
City Fire Marshal's Office			
City Health Office			
<b>If Applicable:</b>			
Tourism & Cultural Office <i>(For Travel Agency &amp; Ticketing Office Only)</i>			
TRAFFIC MANAGEMENT OFFICE			
CITY VETERINARIAN OFFICE			
<i>For Mayor's Permit</i>			
Business Permit & License Office			

Mayor's Permit received By: Signature: _____ Date: _____ Name in Print: _____	Business Plate No.: _____ Signature: _____ Date: _____ Name in Print: _____
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<b>BUSINESS PERMIT AND PLATE CLAIM STUB</b>		
Business Trade Name: _____	Mayor's Permit No.: _____	
Date of Release : _____	Time Release: _____	Released By: _____

