

Business Activity		No. of Units	Capitalization (for new	Gross Sales/Receipts (for renewal)	
Code	Line of Business		business)	Essential	Non-Essential
			Start of Operation:		

Gross Sales as of December 31, 20____ P _____
 Total Expenses as of December 31, 20____ P _____
 Net Worth as of December 31, 20____ P _____

I declare under the penalties of PERJURY that the foregoing statements are true and correct, verified by me, to the best of my knowledge and ability.

I further acknowledge the authority of the Municipal Mayor or his duly authorized representative to exercise inspection/visitorial powers relative to compliance of this permit.

SIGNATURE OF APPLICANT OVER PRINTED NAME

Position/Title

* * * * *

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that _____, located at _____ have complied with all the requirements prescribed by LGU-Malay in business permit processing and eligible to file his/her Application for Mayor's Permit for CY 20____.

Granted this ____ day of _____, 20____ at Malay, Aklan, Philippines.

JONA A. SOLANO
 A.O. IV/PESO Coord.

ENGR. AL A. SACAPAÑO
 Zoning Administrator

ENGR. ELIZER B. CASIDSID
 Municipal Engineer

DR. ATHENA C. MAGDAMIT
 Medical Officer IV/OIC-MHO

REQUIREMENTS

NEW	RENEWAL
<input type="checkbox"/> Capital Investment (Notarized) <input type="checkbox"/> Barangay Clearance on Business <input type="checkbox"/> Zoning Clearance MPDC <input type="checkbox"/> Occupancy Permit OME <input type="checkbox"/> PESO Certification <input type="checkbox"/> Sanitary Permit MHO <input type="checkbox"/> Health Certificate (for all food handlers, vendors, peddlers, cooks & masseurs) <input type="checkbox"/> Photocopies of SEC (Corporation)/CDA (Cooperative)/DTI (Sole Proprietorship) <input type="checkbox"/> BIR Registration <input type="checkbox"/> Certificate for Tax Exemption (if business is tax exempt) <input type="checkbox"/> Corporate Tax (for Corporation) <input type="checkbox"/> PHILHEALTH/SSS/PAG-IBIG/Certificate of Registration <input type="checkbox"/> Real Property Tax Clearance/Official Receipt for the Current Year <input type="checkbox"/> Contract of Lease (if applicable) <input type="checkbox"/> Lessor's Mayor's/Business Permit (if applicable) <input type="checkbox"/> Fire Safety Inspection Certificate <input type="checkbox"/> Association Endorsement (for business requiring association endorsement only) <input type="checkbox"/> Bangko Sentral ng Pilipinas (BSP) registration certificate (for pawnshops, foreign exchange dealer, money changer, remittance agent) <input type="checkbox"/> PENRO Certification for A or D/Land Status (for Boracay business establishments only) <input type="checkbox"/> CENRO Certification for Beach Easement/25 + 5 (for Boracay business establishments only) <input type="checkbox"/> CENRO Certification for Road Easement (for Boracay business establishments only) <input type="checkbox"/> DENR-EMB Certificate of Compliance (COC) (for Boracay business establishments only)	<input type="checkbox"/> Barangay Clearance on Business <input type="checkbox"/> Zoning Clearance MPDC <input type="checkbox"/> Occupancy Permit/Clearance OME <input type="checkbox"/> PESO Certification <input type="checkbox"/> Sanitary Permit MHO <input type="checkbox"/> Photocopy of BIR Annual Registration <input type="checkbox"/> Previous Year's Mayor's Permit <input type="checkbox"/> Gross Sales-Preceding Year (certified by the President and Treasurer, if corporation, and by the owner, if single proprietorship/Notarized) <input type="checkbox"/> Copies of previous Official Receipt showing annual or quarterly payments <input type="checkbox"/> Corporate tax (for Corporation) <input type="checkbox"/> SSS/PAG-IBIG/PHILHEALTH Certification <input type="checkbox"/> Real Property Tax Clearance/Official Receipt for the Current Year <input type="checkbox"/> Fire Safety Inspection Certificate <input type="checkbox"/> Contract of Lease (if applicable) <input type="checkbox"/> Lessor's Mayor's/Business Permit (if applicable) <input type="checkbox"/> Association Endorsement (for business requiring association endorsement only) <input type="checkbox"/> PENRO Certification for A or D/Land Status (for Boracay business establishments only) <input type="checkbox"/> CENRO Certification for Beach Easement/25 + 5 (for Boracay business establishments only) <input type="checkbox"/> CENRO Certification for Road Easement (for Boracay business establishments only) <input type="checkbox"/> DENR-EMB Certificate of Compliance (COC) (for Boracay business establishments only)

Instructions:

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

Evaluated by: _____

DENNIS T. BRIONES
 OIC - Licensing Unit

