



BUSINESS RETIREMENT APPLICATION FORM

Tax Year _____

**BUSINESS PERMIT AND LICENSE OFFICE
CITY GOVERNMENT OF SANTA ROSA**



ACCOUNT NO. -

PERMITNO:

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 form (if any) are complete and properly filled out.

I. APPLICATION SECTION

1. BASIC INFORMATION

Application No.:	Date:	DTI/SEC/CDA Registration No. :	Date of Registration :
TIN No :		Place:	
Type of Organization <input type="checkbox"/> Single <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Cooperative <input type="checkbox"/> Association <input type="checkbox"/> Foundation <input type="checkbox"/> PEZA			
Are you enjoying tax incentive from any Government Entity? Pls specify:			Expiration Date:
Taxpayer's Name	Last Name	First Name	Middle Name
Business Name:			
Trade Name / Franchise			

2. OTHER INFORMATION

Business Address:			
Postal Code:		Email Address:	
Telephone No.: ()		Mobile No.:	
Owner's Address:			
Postal Code:		Email Address:	
Telephone No.: ()		Mobile No.:	
Property Identification Number (PIN):			
In Case of Emergency:	Contact Person:		Email Address:
	Mobile No.:		Telephone No.: ()
Business Area (in sqm):	No. of Employees in Establishment: _____ F _____ M	No. of Employees Residing in LGU:	

Note: Fill Up Only If Business Place is Rented

Lessor's Full Name:	
Lessor's Full Address:	
Lessor's Full Telephone/Mobile No.:	
Lessor's Email Address:	
Monthly Rental:	Date Started:

BUSINESS LINE (Specific Business):

I declare under penalties of perjury that I have complied with the regulatory laws/ordinances governing the maintenance and operation of my business/es and further, the foregoing statements are true and correct, verified by me and to the best of my knowledge and ability, pursuant to the provisions of the City Ordinance No. 1675 - 11 otherwise known as the Revenue Code of the City of Santa Rosa, Laguna as amended, and its implementing rules and regulations.

<p>_____ Signature of Applicant Over Printed Name</p> <p>_____ Position/Title</p>	<p>FOR SINGLE PROPRIETORSHIP: Attach AUTHORIZATION LETTER w/clear photocopy of ID of Authorized Person to transact and the taxpayer/applicant</p> <p>FOR CORPORATION/PARTNERSHIP & OTHERS: AUTHORIZATION LETTER/ Notarized Board Resolution/ Secretary's Certificate authorizing person to transact and clear photocopy of ID of person authorized</p>
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3. ASSESSMENT

YEAR	CITY TAX	PERMIT FEE	PENALTY	25% SURCHARGE	TOTAL
TOTAL					

Verified By:	Remarks:	Approved by: OLIVIA M. LAUREL BPLO Head
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HOW TO RETIRE A BUSINESS?

What are the documentary requirements?

STEP 1 FILING OF APPLICATION

Submit (X) documents together with the application form:

	Check if Submitted	Date Submitted
<input type="checkbox"/> For corporation - BOARD RESOLUTION - Business Closure	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> For single proprietorship - LETTER OF BUSINESS TERMINATION	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> BUSINESS PERMIT - Original Copy	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Business Plate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Barangay Certification of Business Closure	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Handwrittend SKETCH of BUSINESS LOCATION with Landmarks	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Audited FINANCIAL STATEMENT (FS) - Year	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> ANNUAL INCOME TAX RETURN (ITR) - Year	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Notarized CERTIFICATE OF GROSS RECEIPT - Year	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> If NO OPERATION - Notarized Affidavit of Non-Operation - Year	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> If RENTING - Certificate from Lessor - End of Lease Contract	<input type="checkbox"/>	<input type="checkbox"/>

STEP 2 ASSESSMENT

STEP 3 PAYMENT

- Tax Order of Payment (TOP)
- Certification Fee
- Doc Stamp

STEP 4 INSPECTION

Inspection by BPLO License Inspector before issuance of Certificate of Termination

STEP 5 ISSUANCE OF CERTIFICATION OF BUSINESS TERMINATION

REMARKS
