



# APPLICATION FOR BUSINESS RETIREMENT

Date: \_\_\_\_\_

**MARY JEAN S. ABRERO**

*City Business Permits & Licensing Officer  
 City of Candon, Ilocos Sur*

Dear Ma'am:

Pursuant to the requirements of City Ordinance No. 1130 or the Candon City Revised Revenue Code of 2023, please be informed that I am / We are retiring my / our business \_\_\_\_\_ located at \_\_\_\_\_, Candon City effective \_\_\_\_\_, 20\_\_\_\_ due to the following reason(s):

1. \_\_\_\_\_
2. \_\_\_\_\_

I/We, therefore, request for proper clearance and approval.

Truly yours,

\_\_\_\_\_  
*Signature over Printed Name of Taxpayer/Representative*

## ACTION TAKEN

|                             |                  |  |  |
|-----------------------------|------------------|--|--|
| <b>Account No.:</b>         |                  | <b>Status:</b> [ ] <i>Renewal</i> [ ] <i>New</i> |  |
| <i>Official Receipt No.</i> | <i>Date Paid</i> | <i>Amount Paid</i>                               |  |
|                             |                  | ₱  |  |
| <b>Remarks:</b>             |                  |  |  |

Inspected By: \_\_\_\_\_

Date Inspected: \_\_\_\_\_

Account Verified By: \_\_\_\_\_

Date Verified: \_\_\_\_\_

Recommending for Approval:

Approved:

**MARY JEAN S. ABRERO**

*City Business Permits & Licensing Officer*

**ERIC D. SINGSON**

*City Mayor*

Control No. \_\_\_\_\_