



## CHECKLIST OF REQUIREMENTS

### FOR NEW BUSINESS APPLICATION

#### Proof of business registration

	WHERE TO SECURE
• DTI Registration (for Single Proprietor)	Department of Trade & Industry
• SEC Registration (for Corporation, Partnership/One Person Corporation)	Securities & Exchange Commission
• CDA Registration (for Cooperative)	Cooperative Development Authority

#### Proof of Right to Use

• Tax Declaration/Transfer Certificate of Title	Applicant or City Assessor's Office
• Contract of Lease ( <i>if renting</i> ) or MOA	Lessor
• Written Consent from property owner	Applicant
Location plan or sketch of the business location	Applicant
FSIC for Occupancy, valid in the last 9 months	BFP
Other documents as may be required when applicable (as per JMC 01-2021)	Applicant

### FOR RENEWAL

Barangay Business Clearance	CBPLO
Proof of Annual Gross Receipts/Sales	Applicant
Health Certificate, if applicable ( <i>For food and other related businesses</i> )	City Health Office
Clearance from concerned offices ( <i>for business listed in the negative list</i> )	Concerned Offices



## 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	
Account No.: _____	Status: <input type="checkbox"/> Renewal <input type="checkbox"/> New
Official Receipt No. _____	Date Paid _____ Amount Paid ₱ _____
Remarks: _____	
Inspected By: _____	Account Verified By: _____
Date Inspected: _____	Date Verified: _____

**Recommending for Approval:**

**Approved:**

**MARY JEAN S. ABRERO**  
 City Business Permits & Licensing Officer

**ERIC D. SINGSON**  
 City Mayor

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