



**UNIFIED BUSINESS PERMIT APPLICATION FORM**

ACCOUNT NO: \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_\_

TYPE OF APPLICATION  NEW  ADDITIONAL LINE OF BUSINESS

BUSINESS TRADE NAME			
BUSINESS ADDRESS			BARANGAY
DTI/ SEC/ CDA REGISTRATION NUMBER		TAX IDENTIFICATION NUMBER (TIN)	
TELEPHONE NO.	EMAIL		SSS NUMBER
NAME OF TAXPAYER	SURNAME	FIRST NAME	M.I. MOBILE NO.
ALTERNATE ADDRESS OF TAXPAYER (e.g. home address or address of main office if branch only in Muntinlupa City)			CITY/MUNICIPALITY
NAME OF PRESIDENT/CEO		NAME OF OPERATIONS MANAGER	E-MAIL

LINE OF BUSINESS		NO. OF UNITS	CAPITALIZATION	
NUMBER OF EMPLOYEES	MALE	FEMALE	NUMBER OF EMPLOYEES/ WORKERS RESIDING IN MUNTINLUPA	MALE FEMALE
TOTAL NO. OF DELIVERY TRUCKS/VANS/VEHICLES		TOTAL NO. OF GUARDS/STUDENTS/SEATING CAPACITY	ESTIMATED AREA (IN SQUARE METERS)	

**IF THE PLACE OF BUSINESS IS RENTED/ NOT OWNED**

NAME OF OWNER			TEL. NO.		
ADDRESS			TEL. NO.		
RENT START (Month / Day / Year)		MONTHLY RENTAL	EMAIL		
BOI REG. NO.	DATE OF ISSUE	EXPIRATION DATE	PEZA REG. NO.	DATE ISSUE	EXPIRATION DATE

REGULATORY OFFICES SECTION (Do not fill up this section)	
CITY ZONING ADMINISTRATION OFFICE ZONING FEE	OFFICE OF THE CITY BUILDING OFFICIAL ANNUAL INSPECTION FEES
CITY HEALTH OFFICE FOR POST INSPECTION	BUILDING
	ELECTRICAL
BUREAU OF FIRE PROTECTION FIRE SAFETY INSPECTION FEE	ELECTRONICS
	MECHANICAL
BARANGAY BARANGAY CLEARANCE FEE	SANITARY/ PLUMBING
	SIGN/ BILLBOARD

I DECLARE UNDER PENALTY OF PERJURY that all information in this application are true and correct based on my personal knowledge and authentic records submitted to the City Government of Muntinlupa. Any false or misleading information supplied, or production of fake/falsified documents shall be grounds for appropriate legal action against me and automatically revokes the permit.

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF APPLICANT

\_\_\_\_\_  
POSITION/ DESIGNATION/ TITLE

- NOTES:**
- The herein applicant/taxpayer undertakes to allow any duly authorized inspectors from various Department/Offices of the City Government of Muntinlupa as well as the National Government, to conduct lawful inspection inside the business premises during office hours. Violation of the foregoing condition shall mean suspension or revocation of business permit.
  - For corporation, only responsible person (e.g. President Manager, Accounting or Finance Officer and Corporate Secretary) should sign the form. In case of liaison officer of an authorized representative, he or she should present an authorization letter duly signed by one responsible person from the company.
  - The BPLO reserves the right to ask for additional document/s when deemed necessary.
  - The BPLO may process and use Applicant's Personal Data and/or sensitive personal information collected for the purposes of fulfilling its obligations and providing the services required for business name registration and/or business registration. The data collected may be shared among the partner agencies and other permit/license-issuing agencies covered by a data sharing agreement to help facilitate business registration related transactions. The BPLO, its officer, employees, staff and representatives shall not disclose any confidential, privileged, personal and/or sensitive personal information of the Registrant in whole or in part, whether verbal or written to any person, except: (a) When required by law or an order of court; or (b) During emergency, that threatens the life, personal security of the applicant or community.

<b>FOR AND BY AUTHORITY OF THE MAYOR :</b>  <b>ENGR. ALLAN A. CACHUELA</b> OIC, Business Permits and Licensing Office	<b>APPROVED:</b>  <b>HON. JAIME R. FRESNEDI</b> City Mayor
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