



REPUBLIC OF THE PHILIPPINES
CITY OF SAN JOSE DEL MONTE
PROVINCE OF BULACAN
BUSINESS PERMITS & LICENSING OFFICE
OFFICE OF THE CITY MAYOR



APPLICATION FOR RETIREMENT OF BUSINESS

Name of Taxpayer : _____
Trade Name / Franchise : _____
*Name of President/
Treasurer or Contact Person* : _____
Business Address : _____

Date of Filing : _____

Business Activity	Gross Sale (Essential)	Gross Sale (Non-Essential)
Line of Business		
Previous Business Tax and Date		
Month of Operations		
<i>Signature over Printed Name</i>		<i>Position / Title</i>

Inspected by : _____ *Assessed by* : _____

I have read this form, understood its contents and hereby affix my signature to the processing of my personal data. I understood that my consent does not preclude the existence of other criteria for lawful processing of personal data and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.

Applicant's Signature over Printed Name

REQUIREMENTS:

1. Barangay Certificate for Business Closure
2. Latest Business Permit (Original)
3. Latest Business Plate
4. BIR Returns (monthly, Quarterly, Income Tax Returns)
5. Notarized Gross Sales
6. Location Sketch
7. Authorization letter and I.D if thru representative

Approved by:

EVANGELINE M. GARCIA
Licensing Officer IV, Head