



BUSINESS PERMITS AND LICENSING OFFICE

CITIZEN'S CHARTER

2021 (1ST EDITION)

MANDATE	The Business Permits and Licensing Office (BPLO) is primarily created/organized to regulate the entry and operations of all business establishments in the City. In the fulfillment of this mandate, it undertakes business assessment, issuance of business permits and licenses, monitoring an imposition of mandatory standards to ensure compliance with applicable laws, rules and regulations in order to protect the interest of the public and to promote greater commercial activity for general welfare of the City.
VISION	To become a model of excellence among the departments of the City Government widely recognized for its dedication and commitment to public service through a dedicated, highly trained and motivated workforce that promotes integrity and professionalism.
MISSION	To provide the public with the highest level of service in an efficient, courteous and competent manner in order to create an environment that encourages economic development and promotes investment In the City.



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I. New Business Registration

- The practice of making one's living by engaging in commerce. not existing before; made, introduced, or discovered recently or now for the first time.

Department Office: Classification: Type of Transaction: Who may avail:	Business Permits and Licensing Office		
	Simple/Complex/Highly Technical		
	Government to Citizen		
	Business Taxpayers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
A. Walk – in Clients			
1. Zoning Clearance <i>One (1) Photocopy</i>		Integrated to BPLS (BPLO) If non-compliance proceed to City Planning Office	
2. Picture of Business Establishment (showing permanent signboard and sidewalk) and sketch of vicinity map			
3. Business Name Registration IF: a. Single Proprietorship DTI Registration - <i>One (1) Photocopy</i> b. Corporation / Partnership SEC Registration <i>One (1) Photocopy of Articles and Bylaws</i> c. Cooperative CDA Registration - <i>One (1) Photocopy</i>		Department of Trade and Industry (DTI) Security and Exchange Commission Cooperative Development Authority	
4. Proof of Ownership a. If the place of business is Owned Tax declaration b. If the place of business is Rented Contract of Lease (Notarized) c. If the place of business is No Rental or Free of Use Consent Letter (Notarized)		City Assessor’s Office	
5. If applying thru Representative a. Single Proprietorship Authorization Letter or SPA from the owner Valid ID(s) of Owner and Representative b. Corporation, Partnership and Cooperative Secretary Certificate Valid ID(s) of Corporate Secretary and Representative			


ADDITIONAL REQUIREMENTS: If the following is

Secure **Certificate of Compliance** from Engineering Office, BFP, City Health and CEMO
The following:

- Auto Services
- Bar, Resto and the like
- Carwash
- Junkshop
- Coffee Shop
- Funeral Parlor
DENR
 - Environmental Compliance Certificate (ECC)
- Gasoline Station
DENR
 - Environmental Compliance Certificate (ECC)
 - Laguna Lake Dev't Authority Certificate
- Laboratory
- Lessor
Engineering Office
 - Building Permit
 - Occupancy Permit
 City Assessor's Office
 - Tax Declaration
 - Market Value
- LPG
 - DOE Accreditation
- Massage / Spa
TESDA
 - National Certificate II
- Milktea
- Nursing Home
- Surgical Clinic
- Vulcanizing Shop

- **Animal Related Business**
Bureau of Animal Industry
 - License to Operate
 - Certificate of Registration
- **Franchise Business**
 - Franchise Agreement
- **Business w/in Market / Market Zone**
 - Treasury Clearance
 - Market Clearance
 - Deed of Assignment
 - Goodwill
- **Meat, Chicken, Frozen Products**
 - CVO Accreditation
- **Drugstore and the like**
 - License Pharmacist
- **Schools and the like**
 - DepED Accreditation
- **Insurance Company / Lending**
 - SEC Certificate of Authority
 - BSP Accreditation
- **Banks and Other Financial Inst.**
 - BSP Accreditation
 - Installation of CCTV Camera
- **Lotto**
 - PCSO Accreditation
- **Off Track, Bingo and the like**
 - PAGCOR Accreditation
 - Resolution from the City Council
- **Talent / Manpower Agency**
 - License to Operate
DOLE / LRPESO
- **Terminal / Garage**
 - CTMDO Certificate
- **Transportation / TNVS**
 - LTFRB Registration
- **Security Agency**
 - License to Operate
PNP Crame
- **PUBLIC LIABILITY INSURANCE**
City Ordinance No. 32 Series of 2013



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. FILE Submit duly accomplished application form with complete requirements PAYMENT DUE DATE For the current year: 1 st Quarter January 20 2 nd Quarter April 20 3 rd Quarter July 20 4 th Quarter October 20	Evaluation, Assessment, Billing and Permit	Revenue Code of Marikina City Chapters 4, 5, 6, 11 10, 13, 26, 30, 33	15 minutes	1. Susana Ordoñez License Officer II 2. Glenda Bondoc Clerk III 3. Arleen Jusayan Clerk III 4. Sheilla Rigon Admin Aide I 5. Joanna Lopez Admin Aide I 6. Rhodora Go Admin Assistant 7. Rhoda Dimayuga Project Based
2. PAY	Treasury Office Cashier Received Payment		15 minutes	1. Erlita Cruz Admin Aide I 2. Merlyn Jacinto Admin Aide I 3. Lyn Buenaventura Admin Aide I 4. Heidi Poncio Admin Aide I

Additional Reminder

Forms are available thru our website at <https://bplo.marikina.gov.ph/forms>
 To verify the status regarding your compliance in preparation for **Business Renewal** please visit our E-BOSS Portal at <https://bplo.marikina.gov.ph/client>



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
B. Online Registration				
1. Visit www.marikina.gov.ph		Marikina Website (https://bplo.marikina.gov.ph)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. REGISTER AND PAY https://payment.marikina.gov.ph/Marikina/Online Services/	Online (Assessment, Billing and Permit)	Revenue Code of Marikina City Chapters 4, 5, 6, 11 10, 13, 26, 30, 33	15 minutes	1. Richard Adriano Computer Operator III

Additional Reminder
To verify the status regarding your compliance in preparation for Business Renewal please visit our E-BOSS Portal at https://bplo.marikina.gov.ph/client



II. Renewal of Business

- Existing business, corporation, or other entity engaged in the active conduct of a trade or business at a location within the enterprise zone prior to the date the authority designated the area as an enterprise.

Department Office:	Business Permits and Licensing Office		
Classification:	Simple/Complex/Highly Technical		
Type of Transaction:	Government to Citizen		
Who may avail:	Business Taxpayers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
A. Walk – in Clients			
1. Marikina Business Portal Compliance		Engineering, BFP, CHO, CEMO	
2. Financial Statement / Quarterly Vat Returns / Monthly Percentage Tax (<i>Photocopies</i>)		BIR	
3. If applying thru Representative <ul style="list-style-type: none">a. Single Proprietorship Authorization Letter or SPA from the owner Valid ID(s) of Owner and Representativeb. Corporation, Partnership and Cooperative Secretary Certificate Valid ID(s) of Corporate Secretary and Representative			
ADDITIONAL REQUIREMENTS			
1. PUBLIC LIABILITY INSURANCE City Ordinance No. 32 Series of 2013			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. FILE Submit duly accomplished application form with complete requirements PAYMENT DUE DATE For the current year: 1 st Quarter January 20 2 nd Quarter April 20 3 rd Quarter July 20 4 th Quarter October 20	Evaluation, Assessment, Billing and Permit	Revenue Code of Marikina City Chapters 4, 5, 6, 11 10, 13, 26, 30, 33	15 minutes	1. Susana Ordoñez License Officer II 2. Glenda Bondoc Clerk III 3. Arleen Jusayan Clerk III 4. Sheilla Rigon Admin Aide I 5. Joanna Lopez Admin Aide I 6. Rhodora Go Admin Assistant 7. Rhoda Dimayuga Project Based
2. PAY	Treasury Office Cashier Received Payment		15 minutes	1. Erlita Cruz Admin Aide I 2. Merlyn Jacinto Admin Aide I 3. Lyn Buenaventura Admin Aide I 4. Heidi Poncio Admin Aide I

Additional Reminder

Forms are available thru our website at <https://bplo.marikina.gov.ph/forms>
 To verify the status regarding your compliance in preparation for **Business Renewal** please visit our E-BOSS Portal at <https://bplo.marikina.gov.ph/client>



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
B. Online Registration				
1. Visit www.marikina.gov.ph		Marikina Website (https://bplo.marikina.gov.ph)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. REGISTER AND PAY https://payment.marikina.gov.ph/Marikina/Online Services/	Online (Assessment, Billing and Permit)	Revenue Code of Marikina City Chapters 4, 5, 6, 11 10, 13, 26, 30, 33	15 minutes	1. Richard Adriano Computer Operator III

Additional Reminder
To verify the status regarding your compliance in preparation for Business Renewal please visit our E-BOSS Portal at https://bplo.marikina.gov.ph/client



III. Amendments

- Used in the registration procedure includes the process of changing/altering a document to change or modify entries therein by a requesting party.

A. Change of Ownership

Department Office: Classification: Type of Transaction: Who may avail:	Business Permits and Licensing Office		
	Simple/Complex/Highly Technical		
	Government to Citizen		
	Business Taxpayers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
A. Single Proprietorship			
1. DTI Registration 2. Affidavit of Change of Ownership 3. Deed of Conveyance If applying thru Representative 4. Authorization Letter or SPA from the owner 5. Valid ID(s) of Owner and Representative		DTI	
Corporation to Corporation			
1. Amended SEC 2. Board Resolution 3. Secretary Certificate If applying thru Representative 4. Authorization Letter from the Corporate Secretary 5. Valid ID(s) of Corporate Secretary and Representative		SEC	
C. Original Business Permit			
Additional Requirements ➤ For Public Market or Market Zone a. Goodwill / Deed of Assignment Market Clearance			
➤ Death Certificate			
➤ Affidavit of Agreement			
Photocopies must be submitted to BPLO			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. FILE Submit duly accomplished application form with complete requirements	Evaluation, Assessment, Billing and Permit	Revenue Code of Marikina City Chapters 13 Sec. 74	15 minutes	1. Sheilla Rigon Admin Aide I 2. Rhoda Dimayuga Admin Aide I
2. PAY	Treasury Office Cashier Received Payment		15 minutes	1. Erlita Cruz Admin Aide I 2. Merlyn Jacinto Admin Aide I 3. Lyn Buenaventura Admin Aide I 4. Heidi Poncio Admin Aide I



B. Change of Tradename

Department Office:	Business Permits and Licensing Office	
Classification:	Simple/Complex/Highly Technical	
Type of Transaction:	Government to Citizen	
Who may avail:	Business Taxpayers	
CHECKLIST OF REQUIREMENTS		WHERE
A. Single Proprietorship		
1. DTI Registration 2. Affidavit of Change of Tradename If applying thru Representative 3. Authorization Letter or SPA from the owner 4. Valid ID(s) of Owner and Representative	DTI	
B. Corporation		
1. Amended SEC 2. Secretary Certificate If applying thru Representative 3. Authorization Letter from the Corporate Secretary 4. Valid ID(s) of Corporate Secretary and Representative	SEC	
C. Picture of Business Establishment (showing permanent signboard and sidewalk)		
D. Original Business Permit		
Photocopies must be submitted to BPLO		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. FILE Submit duly accomplished application form with complete requirements	Evaluation, Assessment, Billing and Permit	Revenue Code of Marikina City Chapters 13 Sec. 74	15 minutes	1. Sheilla Rigon Admin Aide I 2. Rhoda Dimayuga Admin Aide I
2. PAY	Treasury Office Cashier Received Payment		15 minutes	1. Erlita Cruz Admin Aide I 2. Merlyn Jacinto Admin Aide I 3. Lyn Buenaventura Admin Aide I 4. Heidi Poncio Admin Aide I



C. Change Business Address

Department Office:	Business Permits and Licensing Office	
Classification:	Simple/Complex/Highly Technical	
Type of Transaction:	Government to Citizen	
Who may avail:	Business Taxpayers	
CHECKLIST OF REQUIREMENTS		WHERE
A. Single Proprietorship		
1. Zoning Clearance 2. Affidavit of Change of Business Address If applying thru Representative 3. Authorization Letter or SPA from the owner 4. Valid ID(s) of Owner and Representative	Integrated to BPLS (BPLO) If non-compliance proceed to City Planning Office	
B. Corporation		
1. Zoning Clearance 2. Secretary Certificate If applying thru Representative 3. Authorization Letter from the Corporate Secretary 4. Valid ID(s) of Corporate Secretary and Representative	Integrated to BPLS (BPLO) If non-compliance proceed to City Planning Office	
C. Proof of Ownership		
a. If the place of business is Owned Tax declaration b. If the place of business is Rented Contract of Lease (Notarized) c. If the place of business is No Rental or Free of Use Consent Letter (Notarized)		
D. Original Business Permit		
Photocopies must be submitted to BPLO		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. FILE Submit duly accomplished application form with complete requirements	Evaluation, Assessment, Billing and Permit	Revenue Code of Marikina City Chapters 13 Sec. 74	15 minutes	1. Sheilla Rigon Admin Aide I 2. Rhoda Dimayuga Admin Aide I
2. PAY	Treasury Office Cashier Received Payment		15 minutes	1. Erlita Cruz Admin Aide I 2. Merlyn Jacinto Admin Aide I 3. Lyn Buenaventura Admin Aide I 4. Heidi Poncio Admin Aide I

**D. Change Nature of Business**

Department Office: Classification: Type of Transaction: Who may avail:	Business Permits and Licensing Office	
	Simple/Complex/Highly Technical	
	Government to Citizen	
	Business Taxpayers	
CHECKLIST OF REQUIREMENTS		WHERE
A. Single Proprietorship		
1. Zoning Clearance 2. DTI Registration (if necessary) 3. Affidavit of Change of Nature of Business If applying thru representative 4. Authorization Letter or SPA from the owner 5. Valid ID(s) of Owner and Representative	Integrated to BPLS If non-compliance proceed to City Planning Office DTI	
B. Corporation		
1. Zoning Clearance 2. Amended SEC 3. Secretary Certificate If applying thru Representative 4. Authorization Letter from the Corporate Secretary 5. Valid ID(s) of Corporate Secretary and Representative	Integrated to BPLS If non-compliance proceed to City Planning Office SEC	
C. Original Business Permit		
Photocopies must be submitted to BPLO		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. FILE Submit duly accomplished application form with complete requirements	Evaluation, Assessment, Billing and Permit	Revenue Code of Marikina City Chapters 13 Sec. 74	15 minutes	1. Sheilla Rigon Admin Aide I 2. Rhoda Dimayuga Admin Aide I
2. PAY	Treasury Office Cashier Received Payment		15 minutes	1. Erlita Cruz Admin Aide I 2. Merlyn Jacinto Admin Aide I 3. Lyn Buenaventura Admin Aide I 4. Heidi Poncio 5. Admin Aide I



E. Additional Nature of Business

Department Office: Classification: Type of Transaction: Who may avail:	Business Permits and Licensing Office	
	Simple/Complex/Highly Technical	
	Government to Citizen	
	Business Taxpayers	
CHECKLIST OF REQUIREMENTS		WHERE
A. Single Proprietorship		
1. Zoning Clearance 2. Affidavit of Additional Nature of Business If applying thru representative 3. Authorization Letter or SPA from the owner 4. Valid ID(s) of Owner and/or Representative	Integrated to BPLS (BPLO) If non-compliance proceed to City Planning Office	
B. Corporation		
1. Zoning Clearance 2. Amended SEC 3. Secretary Certificate If applying thru representative 4. Authorization Letter from the Corporate Secretary Valid ID(s) of Corporate Secretary and Representative	Integrated to BPLS (BPLO) If non-compliance proceed to City Planning Office SEC	
C. Original Business Permit		
Photocopies must be submitted to BPLO		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. FILE Submit duly accomplished application form with complete requirements	Evaluation, Assessment, Billing and Permit	Revenue Code of Marikina City Chapter 13 Sec. 74	15 minutes	1. Sheilla Rigon Admin Aide I 2. Rhoda Dimayuga Admin Aide I
2. PAY	Treasury Office Cashier Received Payment		15 minutes	1. Erlita Cruz Admin Aide I 2. Merlyn Jacinto Admin Aide I 3. Lyn Buenaventura Admin Aide I 4. Heidi Poncio Admin Aide I

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. FILE Submit duly accomplished application form with complete requirements	Evaluation, Assessment, Billing and Permit	Revenue Code of Marikina City Chapters 4, 5, 6, 11 10, 13, 26, 30, 33	15 minutes	1. Sheilla Rigon Admin Aide I 2. Rhoda Dimayuga Admin Aide I
2. PAY	Treasury Office Cashier Received Payment		15 minutes	1. Erlita Cruz Admin Aide I 2. Merlyn Jacinto Admin Aide I 3. Lyn Buenaventura Admin Aide I 4. Heidi Poncio Admin Aide I



Department Office:	Business Permits and Licensing Office
Classification:	Simple/Complex/Highly Technical
Type of Transaction:	Government to Citizen
Who may avail:	Business Taxpayers
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
C. Government Project 1. Locational Clearance 2. PCAB 3. Contract Agreement / Award Notice to proceed Project 4. If applying thru Representative <ul style="list-style-type: none"> a. Single Proprietorship Authorization Letter or SPA from the owner Valid ID(s) of Owner and Representative b. Corporation / Partnership Secretary Certificate Valid ID(s) of Corporate Secretary and Representative 	City Planning Office DTI
Photocopies must be submitted to BPLO	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. FILE Submit duly accomplished application form with complete requirements	Evaluation, Assessment, Billing and Permit	Revenue Code of Marikina City Chapters 4, 5, 6, 11, 10, 13, 26, 30, 33	15 minutes	1. Sheilla Rigon Admin Aide I 2. Rhoda Dimayuga Admin Aide I
2. PAY	Treasury Office Cashier Received Payment		15 minutes	1. Erlita Cruz Admin Aide I 2. Merlyn Jacinto Admin Aide I 3. Lyn Buenaventura Admin Aide I 4. Heidi Poncio Admin Aide I



V. Retirement of Business

- Any person who discontinues or closes his business operations

Department Office:	Business Permits and Licensing Office
Classification:	Simple/Complex/Highly Technical
Type of Transaction:	Government to Citizen
Who may avail:	Business Taxpayers
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Original Business Permit 2. Business Plate 3. Original Official Receipt 4. Notarized Application for Business Retirement 5. Financial Statement (Prior and Current Year) 6. If applying thru Representative <ol style="list-style-type: none"> a. Single Proprietorship <ul style="list-style-type: none"> Authorization Letter or SPA from the owner Valid ID(s) of Owner and Representative b. Corporation / Partnership <ul style="list-style-type: none"> Secretary Certificate Authorization Letter from the Corporate Secretary Valid ID(s) of Corporate Secretary and Representative 	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. FILE Submit duly accomplished application form with complete requirements	Evaluation, Assessment, Billing and Permit	Revenue Code of Marikina City Chapters 4 Sec. 25 & 32	15 minutes	1. Joanna Lopez Admin Aide I
2. PAY	Treasury Office Cashier Received Payment		15 minutes	1. Erlita Cruz Admin Aide I 2. Merlyn Jacinto Admin Aide I 3. Lyn Buenaventura Admin Aide I 4. Heidi Poncio Admin Aide I



VI. Occupational Permit

- An individual Mayor's Permit required for workers or employees, whether temporary or permanent, working within the jurisdiction of the City.

Department Office:		Business Permits and Licensing Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		Business Taxpayers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form		BPLO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Form Parental Consent if applicant is a minor (17 yrs. old below)	Encoding Issuance of Occupational Permit	Revenue Code of Marikina City Chapter 13 Sec. 64 (d)	15 minutes	1. Hernando de Leon Admin Aide I
2. PAY	Treasury Office Cashier Received Payment		15 minutes	1. Erlita Cruz Admin Aide I 2. Merlyn Jacinto Admin Aide I 3. Lyn Buenaventura Admin Aide I 4. Heidi Poncio Admin Aide I



VII. Special Permits

- Permission granted specifically on application in advance for a specific period of time.

Department Office:	Business Permits and Licensing Office
Classification:	Simple/Complex/Highly Technical
Type of Transaction:	Government to Citizen
Who may avail:	Business Taxpayers
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Zoning Clearance 2. DTI Registration 3. SEC Registration <i>Articles and Bylaws</i> 4. Barangay Permit 5. Picture of Business Establishment (showing permanent signboard and sidewalk) 7. If applying thru Representative <ol style="list-style-type: none"> c. Single Proprietorship Authorization Letter or SPA from the owner Valid ID(s) of Owner and Representative d. Corporation / Partnership Secretary Certificate Authorization Letter from the Corporate Secretary Valid ID(s) of Corporate Secretary and Representative 	<p>City Planning Office DTI SEC</p> <p>Barangay Hall where the business is located</p>
<ul style="list-style-type: none"> ➤ If Renting Contract of Lease / Contract Agreement 	
<ul style="list-style-type: none"> ➤ If Complex / Highly Technical City Council Resolution Barangay Resolution Certificate of Compliance 	<p>City Council Barangay Hall where the business is located (Engineering, Fire, Health, CEMO)</p>
Photocopies must be submitted to BPLO	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. FILE Submit duly accomplished application form with complete requirements	Evaluation, Assessment, Billing and Permit	Revenue Code of Marikina City Chapters 4, 5, 6, 11, 10, 13, 26, 30, 33	15 minutes	1. Sheilla Rigon Admin Aide I
2. PAY	Treasury Office Cashier Received Payment		15 minutes	1. Erlita Cruz Admin Aide I 2. Merlyn Jacinto Admin Aide I 3. Lyn Buenaventura Admin Aide I 4. Heidi Poncio Admin Aide I



VIII. **Certification** (No Record on File/Amendments/Retirement/Business Registered/Status)

- The action or process of providing someone or something with an official document attesting to a status or level of achievement.

Department Office:	Business Permits and Licensing Office	
	Classification:	Simple
	Type of Transaction:	Government to Citizen
	Who may avail:	Business Taxpayers
CHECKLIST OF REQUIREMENTS		WHERE TO
1. Request Letter		
If applying thru Representative a. Single Proprietorship Authorization Letter or SPA from the owner Valid ID(s) of Owner and Representative b. Corporation / Partnership Secretary Certificate Authorization Letter from the Corporate Secretary Valid ID(s) of Corporate Secretary and Representative		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. FILE Submit duly accomplished application form with complete requirements	1. Request records will be verified 2. Certification will be signed by the BPLO Chief	Revenue Code of Marikina City Chapter 22 Section 103 (b)	15 minutes	1. Sheilla Rigon Admin Aide I
2. PAY	Treasury Office Cashier Received Payment		15 minutes	1. Erlita Cruz Admin Aide I 2. Merlyn Jacinto Admin Aide I 3. Lyn Buenaventura Admin Aide I 4. Heidi Poncio Admin Aide I



IX. Certified True Copy of Business

- A copy (often a photocopy) of a primary document that has on it an endorsement or certificates that it is a true copy of the primary document. It does not certify that the primary document is genuine, only that it is a true copy of the primary document.

Department Office:	Business Permits and Licensing Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Business Taxpayers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter				
If applying thru Representative a. Single Proprietorship Authorization Letter or SPA from the owner Valid ID(s) of Owner and Representative b. Corporation / Partnership Secretary Certificate Authorization Letter from the Corporate Secretary Valid ID(s) of Corporate Secretary and Representative				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. FILE Submit the requirements	Documents will be certified and signed by the BPLO Chief	Revenue Code of Marikina City Chapter 22 Section 103 (b)	15 minutes	1. Mirasol Cerilo Clerk
2. PAY	Treasury Office Cashier		15 minutes	1. Erlita Cruz Admin Aide I 2. Merlyn Jacinto Admin Aide I 3. Lyn Buenaventura Admin Aide I 4. Heidi Poncio Admin Aide I