**REPUBLIC OF THE PHILIPPINES**

This form is not for sale



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**CITY OF MARIKINA**

**BUSINESS PERMITS AND LICENSING OFFICE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **BUSINESS ACCOUNT NO.** |  |  |  |  |  |  |

DATE:

* NEW BUSINESS
* RENEWAL OF BUSINESS

1. BUSINESS TRADENAME/CORP.
2. NAME OF OWNER/PRESIDENT/CORP.
3. BUSINESS ADDRESS
4. OWNER’S/MAIN OFFICE ADDRESS
5. NATURE OF BUSINESS NO. OF DELIVERY VEHICLES
6. AREA USED IN BUSINESS sq. m CONTACT NO. NO. OF EMPLOYEES
7. IF RENTED, NAME OF OWNER MONTHLY RENTAL

ADDRESS EMAIL ADDRESS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NEW BUSINESS** | **CAPITAL INVESTMENT** |  | **SUMMARY OF GROSS RECEIPTS** | |
|  | | | **JANUARY** |  |
| **INSPECTION REPORT** | **REMARKS / FINDINGS** | **INSPECTED BY:** | **FEBRUARY** |  |
| Date Started |  |  | **MARCH** |  |
| Capital Investment |  | Date Inspected: | **APRIL** |  |
| Area |  |  | **MAY** |  |
|  | | | **JUNE** |  |
| **RENEWAL**  **(Previous Year)** | GROSS SALES per DAY | GROSS SALES per YEAR | **JULY** |  |
|  |  | **AUGUST** |  |
| I hereby certify that the foregoing information are true and correct of my own knowledge and based on authentic records and document.  SIGNATURE OVER PRINTED NAME  APPLICANT/ REPRESENTATIVE | | | **SEPTEMBER** |  |
| **OCTOBER** |  |
| **NOVEMBER** |  |
| **DECEMBER** |  |
| **TOTAL** | **PHP** |

***\*\*\*\*\* PLEASE DO NOT WRITE BELOW THIS LINE\*\*\*\*\****

|  |  |  |  |
| --- | --- | --- | --- |
| **TAX** | **BASIS** | | **ASSESSED AMOUNT** |
| 1. LICENSE TAX (GROSS SALES) | PREVIOUS YEAR | CURRENT YEAR |
|  |  |  |

**N O T I C E**

*Any falsehood or misrepresentation in the application will cause the revocation of the Business Permit and/or closure of the establishment after due notice and hearing.*

*This application and the Business Permit do not exempt the applicant from complying with the requirements of other existing laws, ordinances and regulations. Should the applicant failed to comply with the requirements despite notices, the permit may be revoked if one is already issued.*



**TO VERIFY YOUR STATUS ONLINE VISIT:**

**(FOR MARIKINA BUSINESS PORTAL)**

*https://bplo.marikina.gov.ph/client/*

**FOR THE BUSINESS PERMIT RENEWAL EVERY JANUARY 1 – 20 OF EACH YEAR**

FOR INQUIRES PLEASE CALL:

8244-1800, 8646-2354 OR 8646-2360 LOC. 218