

BUSINESS RECORD'S CERTIFICATION

Official records and documents certified for a requesting business entity or agency with a corresponding fee prescribed by city ordinance.

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| Office/Division: | Office of the City Mayor – Business Permit and License Office |
| Classification: | Simple |
| Type of Transaction: | G2B - Government to Business Entity or G2G - Government to Government |
| Who may avail: | Enterprises/Business owners in San Jose City or Government Agencies |

| Checklist of Requirements: | Where to Secure |
|---|--|
| 1) Request letter bearing the agencies' seal with authorized signature | ➤ Requestee |
| 2) Authorization letter/SPA (if the applicant is not the owner of the account being requested for certification) | ➤ Client being represented |
| 3) Government Issued Identification Card ➤ Photocopy of ID of the requesting owner, manager and/or President of the establishment ➤ ID of authorized representative | ➤ LTO, BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-ibig |
| 4) Official Receipt | ➤ City Treasurer's Office (Cash Receipt Division) |

| Client's Steps | Agency Action | Fees to be Paid | Processing Time | Person Responsible |
|---|---|-----------------|--|---|
| 1. Submit letter of request along with the other requirements. | a. Check and receive all the documents | None | 4 min | ➤ Lea D. Grospe (License Officer II) ➤ Geraldine G. Magtibay (Admin Asst. I) |
| 2. Receive Order of Payment | a. Issue order of payment and inform the client to proceed to Cash Receipt Division (CRD) – CTO | None | 1 min | ➤ Katherine G. Beley (Admin Aide II) ➤ Dulce Amor N. Lorenzo (License Inspector I) |
| 3. Pay the required fee at the Cash Receipt Division (CRD) -CTO | a. Accept the payment b. Issue an Official Receipt | P 75.00 | Please refer to the City Treasurer's Citizen's Charter (3 min) | ➤ Cash Receipt Division – City Treasurer's Office |
| 4. Present the Official Receipt | a. Receive the official receipt b. Prepare the Business' Certificate | None | 10 min | ➤ Lea D. Grospe (License Officer II) ➤ Geraldine G. Magtibay (Admin Asst. I) |
| 5. Claim the Business Certification | a. Sign/Approve Business Certificate | None | 5 min. | ➤ Christopher R. Pabalan (License Officer III) |
| | b. Release Business Certificate | | | ➤ Joel M. Martin (Admin. Aide IV) |
| TOTAL: | | P 75.00 | 23 minutes | |