

CHANGE OF COMMERCIAL NAME

Transaction for amendments of trade name on issued Business License and Mayor's Permi5

Office/Division:	Office of the City Mayor – Business Permit and License Office
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Clients employed/seeking employment within San Jose City

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) Accomplished Application Form	➤ Business License and Mayor's Permit (BPLO)
4) Government Issued Identification Card <ul style="list-style-type: none"> ➤ 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
5) Original and one (1) photocopy of DTI Registration/SEC Registration/CDA Registration	➤ Requestee
6) Original copy of Business License and Mayor's Permit	➤ Requestee

Client's Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit letter of request along with the other requirements.	a. Evaluate the application with attached documentary requirements	None	5 min	<ul style="list-style-type: none"> ➤ Lea D. Grospe (License Officer II) ➤ Geraldine G. Magtibay (Admin Asst. I)
	BACKROOM OPERATIONS:			
	b. Encode amendments and prepare assessment of taxes, fees and charges.		5 min	<ul style="list-style-type: none"> ➤ Ms. Katherine G. Beley (Admin Aide II) ➤ Geraldine G. Magtibay (Admin Asst. I)
	c. Approve the application for amendments		2 min	➤ Christopher R. Pabalan (License Officer III)
	d. Prepare and approve/sign the order of payment		Please refer to the City Treasurer's Citizen's Charter (8 min)	➤ City Treasurer's Office
2. Receive Order of Payment	a. Issue Tax Order of Payment and inform the client to proceed to Cash Receipt Division -	None	1 min	➤ Gessela M. Tolentino (License Inspector II)

	CTO			
3. Pay the required fee at the City Treasurer's Office.	<ul style="list-style-type: none"> a. Accept the payment and issue an official receipt. b. Inform client to proceed to BPLO 	P 150	<i>Please refer to the City Treasurer's Citizen's Charter (3 min)</i>	➤ Cash Receipt Division - City Treasurer's Office
4. Present the Official Receipt	<ul style="list-style-type: none"> a. Receive the official receipt b. Prepare the amended Business License and Mayor's Permit 	None	5 min	➤ Rodolfo E. Toralba, Jr. (<i>Admin Aide III</i>)
5. Claim the amended Business License and Mayor's Permit	<ul style="list-style-type: none"> a. Issue the amended Business License and Mayor's Permit 	None	3 min	➤ Dulce Amor N. Lorenzo (<i>License Inspector I</i>)
TOTAL:		P 150	32 minutes	