

ADDITIONAL LINE OF BUSINESS

Transaction for declaration of other category/line of business operated by business entity.

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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 |
| Who may avail: | Enterprises/Business owners in San Jose City |

| Checklist of Requirements: | Where to Secure |
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| 1) Request letter bearing the agencies' seal with authorized signature | ➤ Requester |
| 2) Authorization letter/SPA <i>(if the applicant is not the owner of the account being requested for or additional line of business)</i> | ➤ 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 | ➤ Requester |
| 6) Original copy of Business License and Mayor's Permit | ➤ Requester |
| 7) Notarized capital investment declaration for the additional business line | ➤ Requester |
| 8) Secretary Certificate and/or Board Resolution for the additional business line <i>(for corporation)</i> | ➤ Requester |
| 9) Mandatory requirements for specific line of business <i>(if applicable)</i> | ➤ Requester |

| 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 <i>(License Officer II)</i> ➤ Geraldine G. Magtibay <i>(Admin Asst. I)</i> |
| | BACKROOM OPERATIONS: b. Approve the application for additional business line | | 5 min | <ul style="list-style-type: none"> ➤ Ms. Katherine G. Beley <i>(Admin Aide II)</i> ➤ Geraldine G. Magtibay <i>(Admin Asst. I)</i> |

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| | c. Forward application to Business Tax and Fees Division – CTO for assessment. | | <i>Please refer to the City Treasurer's Citizen's Charter (10 min)</i> | ➤ Ms. Katherine G. Beley (<i>Admin Aide II</i>) |
| | d. Encode amendments, taxes, fees and charges. | | 5 min | ➤ Christopher R. Pabalan (<i>License Officer III</i>) |
| | e. Prepare and approve/sign the tax order of payment | | <i>Please refer to the City Treasurer's Citizen's Charter (8 min)</i> | ➤ 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 - CTO | None | 2 min | ➤ Gessela M. Tolentino (<i>License Inspector II</i>) |
| 3. Pay the required taxes, fees and charges at the Cash Receipt Division - CTO | a. Accept the payment and issue an official receipt. b. Inform client to proceed to BPLO | <i>Based on declared capitalization, asset size, area and number of employees</i> | <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 | 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 | a. Issue the amended Business License and Mayor's Permit | None | 2 min | ➤ Dulce Amor N. Lorenzo (<i>License Inspector I</i>) |
| TOTAL: | | P 150 | 45 minutes | |