

## RETIREMENT OF BUSINESS LICENSE AND MAYOR'S PERMIT

Any person natural or juridical, subject to business tax shall apply for a retirement of Business License and Mayor's Permit upon termination of business.

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

| Checklist of Requirements:  | Where to Secure  |
|---|--|
| 1) Authorization letter/SPA <i>(if the applicant is not the owner of the account being requested for retirement of business)</i>  | ➤ Client being represented                             |
| 2) Government Issued Identification Card<br>➤ Photocopy of ID of the requesting owner, manager and/or President of the establishment<br>➤ ID of authorized representative | ➤ LTO, BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-ibig |
| 3) Notarized and accomplished application form for Retirement of Business Permit  | ➤ Business Permit and License Office                   |
| 4) Barangay Certification of non-operation of closure of business   | ➤ Barangay Hall covering the applicant 's business     |
| 5) Inspection Certificate   | ➤ BPLO and City Treasurer's Office                     |
| 6) Sworn statement of the gross sales/receipts for the current calendar year <i>(within 30 days following the closure)</i> / Financial Statement                          | ➤ Provided by the applicant/client                     |
| 7) Secretary's Report or Board Resolution regarding closure <i>(for Corporation and Cooperative)</i>  | ➤ Provided by the applicant/client                     |
| 8) Original and 2 Photocopies of latest issued Business License and Mayor's Permit  | ➤ Provided by the applicant/client                     |

| Client's Steps  | Agency Action  | Fees to be Paid | Processing Time          | Person Responsible  |
|---|--|-----------------|--------------------------|---|
| 1. Fill up and submit accomplished application form along with other requirements | a. Check completeness of form and requirements   | None            | 5 min                    | ➤ Lea D. Grospe <i>(License Officer II)</i><br>➤ Geraldine G. Magtibay <i>(Admin Asst. I)</i>   |
|   | b. Conduct actual inspection of the business applied for closure.<br><b>BACKROOM OPERATIONS:</b> |                 | 4 hours                  | ➤ Roger C. Dee <i>(Admin Aide III)</i><br>➤ Rodolfo E. Toralba, Jr. <i>(Admin Aide III)</i><br>➤ Jeffeson D. Villuan <i>(Admin Aide II)</i> |
|   | c. Approve/Sign application form by BPLO   |                 | 1 min                    | ➤ Christopher R. Pabalan <i>(License Officer III)</i>   |
|   | d. Assessment of taxes and fees <i>(if any by City Treasurer's Office)</i>                       |                 | Please refer to the City | ➤ Business Tax and Fees Division – City Treasurer's   |

|   |   |                                     |  |  |
|---|---|-------------------------------------|--|--|
|   | e. Prepare Tax Order of Payment   |                                     | <i>Treasurer's Citizen's Charter<br/>(10 min)</i>                              | Office   |
|   | f. Approve/Sign application form and tax order of payment by CTO                                |                                     |  |  |
| 2. Receive the Tax Order of Payment                                     | a. Issue order of payment and inform the client to proceed to Cash Receipt Division (CRD) – CTO | None                                | 1 min  | ➤ Jefferson Villuan (Admin Aide II)<br>➤ Joel M. Martin (Admin Aide IV)<br>➤ Roger C. Dee (Admin Aide III) |
| 3. Pay the required taxes and and/or fees due                           | a. Accept the payment<br>b. Issue an Official Receipt   | <i>Amount to be assessed by CTO</i> | <i>Please refer to the City<br/>Treasurer's Citizen's Charter<br/>(3 min)</i>  | ➤ Cash Receipt Division – City Treasurer's Office  |
| 4. Present the official receipt to Business Tax and Fees Division – CTO | a. Receive the official receipt<br>b. Transfer client's account from "active" to "closed"       | None                                | <i>Please refer to the City<br/>Treasurer's Citizen's Charter<br/>(10 min)</i> | ➤ Business Tax and Fees Division – City Treasurer's Office   |
| 5. Claim Certificate  | a. Issue Retirement of Business Certification (BPLO/CTO)  | None                                | 5 min.   | ➤ Jefferson D. Villuan (Admin Aide II)<br>➤ Joel M. Martin (Admin. Aide IV)                                |
| <b>TOTAL:</b>   |   |                                     | 4 hrs and 35 min   |  |