



MUNICIPALITY OF MORONG, RIZAL

BUSINESS PERMITS & LICENSING OFFICE

Tel. no. (02) 8537-5000 loc 110

BUSINESS PERMIT APPLICATION FORM FOR TAX YEAR 2022

INSTRUCTIONS:

1. Provide accurate information and print legibly to avoid delays. Incomplete application form will be returned to the applicant.
2. Ensure that all documents attached to this form (if any) are complete and fill out all necessary information.

TYPE OF APPLICATION	PAYMENT MODE	To be filled-up by BPLO:	
NEW	Annual	Date/Time of Receipt	
RENEWAL	Semi-Annual	Tracking Number	
ADDITIONAL	Quarterly	Business ID Number	

A. BUSINESS INFORMATION AND REGISTRATION

Please choose one

Single Proprietorship One Person Corporation Partnership Corporation Cooperative
 Male Female Male Female

DTI/SEC/CDA Registration Number:	DTI/SEC/CDA Date of Registration:	Tax Identification Number (TIN):
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Business Name:

Trade Name/Franchise (If applicable):

Main Office Address:

House/Bldg. No.:	Name of Building:	Lot No.:	Block No.:
Street:	Barangay:	Subdivision:	
City/Municipality:	Province:	Zip Code	
Telephone No.:	Mobile No.:	Email Address:	

(For Sole Proprietorship) Name of Owner:	Surname:	Given Name:	Middle Name:	Suffix
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(For Corporations/ Cooperative/ Partnerships) Name of President/ Officer in Charge:	Surname:	Given Name:	Middle Name:	Suffix
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For Corporation: Filipino Foreign**B. BUSINESS OPERATION**

Business Area (in sq. m):	Total No. of Employees in Establishment	No of Employees Residing within LGU:	No. of Delivery Vehicles (if applicable)	
Total Floor Area (in sq. m):	Male:	Female:	Van/Truck	Motorcycle

 Same as Main Office Address

Business Location Address:

House/Bldg. No.:	Name of Building:	Lot No.:	Block No.:
Street:	Barangay:	Subdivision:	
City/Municipality:	Province:	Zip Code	
Telephone No.:	Mobile No.:	Email Address:	

Owned? Yes No If yes, Tax Declaration Number or Property Identification No.

If NO, Lessor's Full Name:

Lessor's Full Address:

Telephone/Cellphone No.:	E-mail address:	Monthly Rental:
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Do you have incentives from any Government Entity? Yes (Please attach copy of your certificate) NoBusiness Activity (Please check one): Main Office Branch Office Admin Office Only Warehouse Others Please Specify:

Line of Business	Philippine Standard Industrial Code (If available)	Products/Services	No. of Units	Last Year's Gross Sales/Receipt

I DECLARE UNDER PENALTY OF PERJURY that all information in this application is true and correct based on my personal knowledge and authentic records submitted to the Business Permit & Licensing Office of Municipality of Morong. Any false or misleading information supplied, or production of fake/falsified documents shall be grounds for appropriate legal action against me and automatically revokes the permit. I hereby agree that all personal data (as defined under the Data Privacy Law of 2012 and its Implementing Rules and Regulations) and account transaction information or records with the Municipal Government may be processed, profiled, or shared to requesting parties of for the purpose of any court, legal process, examination, inquiry, and audit investigation of any authority.

SIGNATURE OF APPLICANT/OWNER OVER PRINTED NAME

DESIGNATION/POSITION/TITLE

CHECKLIST OF DOCUMENTARY REQUIREMENTS

DESCRIPTION	OFFICE/AGENCY	PRESENT	NONE
NEW BUSINESS PERMIT APPLICATION			
PROOF OF REGISTRATION (Certificate of Registration) ✓ For Sole Proprietorship ✓ For Partnership/Corporation (including Articles of Incorporation and By-Laws) ✓ For Cooperative	DTI SEC CDA		
PROOF OF RIGHT OF APPLICANT TO USE LOCATION AS BUSINESS ADDRESS IF LEASING: ✓ Contract of Lease ✓ Previous year's Mayor's Permit of Lessor IF OWNED: ✓ Transfer Certificate of Title, or ✓ Tax Declaration IF NOT OWNED: ✓ Memorandum of Agreement ✓ Written consent of property owner			
Location Plan or Sketch, clearly showing where business premises is located			
Picture of establishment (at least three photos showing the presence of signboard, main entrance, facilities, sidewalk, or property line)			
Barangay Business Clearance with Official Receipt (Both for NEW and RENEWAL)	Where business is located		
Occupancy Permit	Office of the Municipal Engineer		
Sanitary Permit/Health Certificate	Municipal Health Office		
Municipal Environmental Certificate	MENRO		
Zoning Certificate	Office of the MPDC		
Market Clearance (for Stall Holders)	Office of the Mun. Market Admin		
Fire Safety Inspection Certificate (FSIC) for Occupancy, valid in the last nine (9) months	Bureau of Fire Protection		
Community Tax Certificate (CTC) (based on the assessment)	Treasury Office		
BUSINESS PERMIT RENEWAL APPLICATION			
PROOF OF ANNUAL GROSS RECEIPTS ✓ Audited Financial Statement (AFS) ✓ Sworn Declaration of Gross Sales or Receipts, or ✓ Income Tax Returns (ITR)			
ADDITIONAL REQUIREMENTS:			
<ul style="list-style-type: none"> ▪ ADDITIONAL DOCUMENTS MAY BE REQUIRED ON A CASE-TO-CASE BASIS DEPENDING ON ACTUAL EXAMINATION OF APPLICATION (for complex transactions only) ▪ ALL EMPLOYEES ARE REQUIRED TO SECURE WORKING PERMIT (per Article ___ Section ___ of ___ Revenue Code of the Municipality of Morong, Rizal) 			

“Procedures on HOW TO APPLY FOR A BUSINESS PERMIT”

- Step 1.** Obtain Interview Form with checklist of requirements from the Business Permits and Licensing Office (BPLO) Information Desk. The Applicant shall accomplish and submit the interview form including the required documents to BPLO for examination of application, verification of declared capitalization/gross sales, and assessment of corresponding license fees. If found sufficient, the computer-generated Application Form and Tax Order of Payment (TOP) shall be printed and issued to the applicant. The application will be routed by BPLO staff to all regulatory offices concerned for endorsement.
- Step 2.** Upon completing the routing phase, applicant shall pay the computed taxes and fees to the Treasury Department. Once the Official Receipts (ORs) are issued, submit the application form including all required documents and proof of payments of taxes and fees (both Original & Photo Copy) to BPLO for printing of Permit. Said Permit shall be forwarded by the BPLO staff to the Office of the Local Chief Executive (Municipal Mayor) or his authorized personnel for Approval.
- Step 3.** Permit shall be released by BPLO once approved and signed by the Municipal Mayor or his authorized personnel. An Affidavit of Undertaking shall be executed by the applicant if certain required documents were not submitted or complied with during the time of application. Failure to comply with the terms stated thereat shall serve as ground for the REVOCATION/CANCELLATION of business permit.

NOTE:

- **INSPECTION OF ESTABLISHMENT FROM THE BPLS TAKES PLACE AFTER ISSUANCE OF THE BUSINESS PERMIT**
- **THE BUSINESS PERMIT, INCLUDING REGISTRATION PLATE AND STICKER SHALL BE PROMINENTLY DISPLAYED AND OPEN TO PUBLIC VIEW AND SHALL BE RENEWED ANNUALLY (ON OR BEFORE THE 20TH OF JANUARY OF EACH YEAR)**
- **REGISTRATION OF BUSINESS WITH OTHER NATIONAL AGENCIES**
 - a) Bureau of Internal Revenue (BIR) - RDO 46 at Taytay, Rizal
 - b) Philippine Health Insurance Company (PhilHealth) – employers are required to register to provide social health insurance coverage to their employees.
 - c) Social Security System (SSS) - R.A. 8282 also known as Social Security Act of 1997. An employer or any person who uses the services of another person in business, trade, industry, or any undertaking is covered by this Act.
 - d) Home Development Mutual Fund (HDMF) also known as PAG-IBIG Fund - Pursuant to Republic Act 7742 which was fully implemented on January 1, 1995, membership to the PAG-IBIG Fund shall be mandatory for all employees covered by the Social Security System (SSS) and/or the Government Service Insurance System (GSIS) and who are earning at least P4,000.00 a month.