



BUSINESS PERMITS & LICENSING OFFICE

AMENDING BUSINESS PERMITS

When Do You Need to Amend Your Business Permit?

A business permit must be amended whenever there are changes to the information you declared in your application. This helps the City effectively monitor business operations and ensure that records remain accurate and up to date.

Amend your permit if there are changes or additions to:

- Business name
- Business address
- Nature or line of business
- Size of the establishment
- Any other detail originally declared in your application

Keeping your permit updated ensures compliance with City regulations and supports fair and efficient monitoring of all businesses.

AMEND YOUR BUSINESS PERMIT IN THREE STEPS

1 FILE

Submit completed application form with supporting documents to BPLO's Customer Service counter.

2 PAY

Receive the Notice of Assessment from the City Treasurer's Office and pay taxes and fees.

3 RELEASE

Claim Business Permit.
Note: All businesses will be subject to post-release inspection

SCHEDULE OF PAYMENT OF BUSINESS TAXES

1ST QUARTER:
On or before January 20

3RD QUARTER:
On or before July 20

2ND QUARTER:
On or before April 20

4TH QUARTER:
On or before October 20

PENALTY: Failure to pay within the prescribed period shall subject taxpayers to a SURCHARGE of 25% of the original amount plus 2% per month of the unpaid taxes until fully paid.

CONTACT US

BUSINESS PERMITS & LICENSING OFFICE

2nd Floor Taguig City Hall, Gen. Luna St., Tuktukan, City of Taguig 1637

9th Floor Taguig City Hall Satellite Office, SM Aura Tower, 26th Street cor. McKinley Parkway, Bonifacio Global City, Fort Bonifacio, City of Taguig 1634

Taguig City Hall Office: 7795-8874

SM Aura Satellite Office: 7795-9999 loc. 104

Releasing Section: 0961-7340-812

Inspection: 0961-8988-452

Special Permits: 0919-0798-215 & 0961-738-8692

City Hall Office

SM Aura Satellite Office



Business Permits and Licensing Office - City of Taguig



EMAIL US!
bplo@taguig.gov.ph



▶ REQUIREMENTS FOR AMENDING BUSINESS PERMITS

1. Unified Application Form

Where to get it: You can download it from www.taguig.gov.ph or from our Customer Service counters.

2. Original Business Permit or Official Receipt of Business Tax and NOA

(if original business permit is not yet released or unclaimed)

3. Amended SEC/GIS with SEC Stamp/CDA Registration/DTI Registration

4. Board Resolution of Amendment *(For Corporation)*/ Affidavit of Amendment

(For Sole Proprietor)

5. If applying through a representative,

kindly submit any of the following documents (as they apply to you)

- **SPA / Letter of Authority** – for Sole Proprietorship
- **Written Resolution** – for One Person Corporation
- **Partnership Resolution** – for Partnership
- **Secretary's Certificate or Board Resolution** – for Cooperative or Corporation

In addition, photocopies of the valid IDs of both the person being represented and the authorized representative must be attached.

Note: *The following additional requirements must be submitted depending on the type of amendment sought.*

Change of Business Name/Trade Name

- New Picture of Logo (for corporation)

Change in Line/Additional Line of Business

- Certification of Declared Capital for the Additional Line of Business

Change of Address/Floor Area

- Contract of Lease/Certificate from Lessor *(if Leasing)*/ Transfer Certificate of Title or Tax Declaration *(if owned)*
- Updated Locational Clearance *(from City Planning and Development Office)*
- Certificate of Occupancy/Undertaking *(from Local Building Office)*
- Updated Comprehensive General Liability Insurance
- Sketch of the new location *(for change of address only)*
- Picture of new establishment *(front and exterior printed on photopaper)*
- Barangay Clearance *(if barangay has changed)*

Additional Truck/s; Additional Selling of Liquor/Softdrinks/Cigarettes or Additional License to Serve Liquor till 10:00 p.m. or till 2:00 a.m.

NOTE: Only original documents or officially certified true copies will be accepted

Relevant ancillary permits as required in ARTA-DTI-DILG-DICT Joint Memorandum Circular No. 1, Series of 2021 shall be submitted. In lieu of this, an undertaking must be executed.

