

Certified True Copy of Business Permit

The Business Permits and Licensing Office provide a Certified True Copy of the Business Permit requested by the business owners in Taguig.

Renewal of Business Permit	
Office or Division:	Business Permits and Licensing Office
Classification	Simple
Type of Transaction	Government to Citizen
Who may avail	Business Taxpayer
Checklist of Requirements	Where to Secure
Photocopy of Business on Process: (New & Renew Business)	Business Permits and Licensing Office
Letter request from Applicant	Requestee's Insurance Company
<p>If applying through a representative:</p> <p>For Sole Proprietor: Letter of Authority or Special Power of Attorney</p> <p>For Corporation and Cooperative: Secretary's Certificate or Board Resolution</p> <p>For One Person Corporation: Written Resolution duly Notarized</p> <p>For Partnership: Partnership Resolution</p> <p><i>*Attach photocopies of the Valid ID of both, the person being represented and the authorized representative.</i></p>	Owner or President/Treasurer of establishment

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the photocopy of Business Permit for Certified True Copy	<p>1. Accepts the photocopy of Business Permit along with the necessary requirements.</p> <p>1.1 Verify the name of business and payment if updated.</p>	none	3 mins	<p>CITY HALL</p> <ul style="list-style-type: none"> • Judith Ignacio-ADMIN AIDE III • Marivic Llagas-ADMIN OFFICER I • Rushelle Merida-ADMIN AIDE III • Jennifer G. Franco-ADMIN AIDE III • Maurice C. Manuel-ADMIN AIDE III • Datuharis M. Tatak-ADMIN ASST <p>SM AURA</p> <ul style="list-style-type: none"> • Jacklyn Famoleras-ADMIN OFFICER I • Carl Bryant Gayanes-ADMIN AIDE II • Mary Grace Sincuya-ADMIN AIDE VI • Marjorie Ocquiana-ADMIN AIDE III • Mary Jane Agulto-ADMIN AIDE III • Franel Leika Reblora-ADMIN AIDE II • Raquel Bautista-ADMIN AIDE III

2. Receive order of payment	2.1 Issue order of payment			
	2.2 Inform the client to proceed to CTO for payment.		10 mins	BPLO CUSTOMER SERVICE PERSONNEL CITY HALL AND SM AURA
3. Claim the Certificate of Business on Process	3.1. Receive the Official Receipt with the attachment documents.		2 mins	BPLO CUSTOMER SERVICE PERSONNEL CITY HALL AND SM AURA
	3.2 Sign/Approve the certified true copy of business permit.		2 mins	SM AURA Pamela B. Bonior - ADMIN ASST IV Ma.Teresa I. Bondad - LICENSE OFFICER IV Jameson V. Malapad - ADMIN ASST IV CITY HALL Agnes Franco-ADMIN ASST IV Norlita M. Espiritu- ADMIN ASST III Marilou Ballesteros-ADMIN ASST III
	3.3 Release the Certified true copy of business permit with dry seal.		5 mins	
TOTAL			22 mins	

