

Amending a Business Permit (ONLINE)

- All enterprises are required to report changes in their business/trade name, nature/line of business, address, or when requesting for additional licenses to sell or serve liquor or soft drinks.
- All other requirements required by the law, ordinance and rules are subject to "Post-Audit" process.
- Inspection may take 1-2 days depending on the status of the business or if the establishment has no representative present in the declared office.
- All the following requirements should be in PDF FORMAT must be complete and uploaded in the Taguig Portal system.
- Amendments are not issued from January 1 – 20 due to the large volume of renewals. The office will only be able receive requests for amendments.

NOTES ON PROCESSING TIME:

1. Processing time is based on one client transaction only. Time is extended when there are two or more clients.
2. Processing time does not apply during 1) peak season, and/or 2) bulk transactions; and/or 3) System failure, and/or 4) Problems with online payment gateways, and or 6) Internet connect problems of the applicant.
3. Processing time excludes processing time of the various offices as this is outside the scope of BPLO. The processing time stated herein will resume once BPLO receives complete documents/requirements.

Amendment	
Office or Division:	Business Permits and Licensing Office
Classification	Simple
Type of Transaction	Government to Citizen
Who may avail	Business owners in Taguig City
Checklist of Requirements	Where to Secure
For all requests for amendment:	
Accomplished Application Form thru https://eservices.taguig.gov.ph/	https://www.taguig.gov.ph

Original Business Permit/Official Receipt of Business Tax & Billing Statement (if Original Business Permit is unclaimed)	Applicant
If applying through a representative: Letter of Authority, Special Power of Attorney or Secretary's Certificate	Owner or President/Treasurer of Business Establishment
For change of Business/Trade Name	
Proof of change of business/trade name <ul style="list-style-type: none"> Articles of Incorporation DTI Registration CDA Accreditation 	Securities and Exchange Commission Department of Trade and Industry Cooperative Development Authority
Secretary's Certificate/Board Resolution of Amendment (for Corporation or Cooperative)	Applicant
New picture of Company Logo (for Corporation or Cooperative)	Applicant
For change in Line/Additional Line or Nature of Business	
Proof of change of line or nature of business <ul style="list-style-type: none"> Articles of Incorporation DTI Registration CDA Accreditation 	Securities and Exchange Commission Department of Trade and Industry Cooperative Development Authority
Certification of Declared Capital for Additional Line of Business	Applicant
Secretary's Certificate/Board Resolution of Amendment (for Corporation)	Applicant
Affidavit Change/Additional Line of Business (for Sole Proprietor)	Applicant
Certification of Declared Capital for the Additional Line of Business	Applicant
Relevant secondary permits	National Government Offices
For change in business address and/or area	
Proof of change of address <ul style="list-style-type: none"> Articles of Incorporation DTI Registration CDA Accreditation 	Securities and Exchange Commission Department of Trade and Industry Cooperative Development Authority
Secretary's Certificate/Board Resolution of Amendment (for Corporation)	Applicant
Affidavit Change of Address (Sole Proprietorship)	Applicant

Proof of right to occupy the place of business/ownership		Lessor Owner Owner		
<ul style="list-style-type: none"> • If renting: Lease Contract • If property Owned: Tax declaration • If not renting: Letter of Consent 				
Sketch of the new location		Applicant		
Barangay Clearance (if new address is in a different Barangay)		Barangay		
Picture of new establishment (front office and exterior)		Applicant		
Updated Locational and Zoning Clearance		City Planning Development Office		
Occupancy Permit/Clearance		Local Building Office		
Updated copy of Comprehensive General Liability		Applicant's Insurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Log in to your existing account through https://eservices.taguig.gov.ph/</p> <p>1.1 Go to Business Permit portal and select the business you wish to amendments.</p> <p>1.2 Fill up the form and review the details before uploading all the documents that is needed.</p>	<p>1.Receiving and Review</p> <p>a. Verify the completeness of the application and supporting documents</p>	PHP50.00	10 mins	<p>CTO</p> <ul style="list-style-type: none"> • Carl Bryant Gayanes • Mary Grace D. Sincuya

<p>2. Pay the fees via the available payment methods; Landbank and UPay Unionbank</p> <p>Note: If amendment involves a new line of business, pay prescribed taxes. See: Ordinance Number 34 Series of 1993 as (amended)</p>			10 mins	
<p>3. Download business permit after you are notified it is ready.</p>		None	10 minutes	
<p>TOTAL</p>			30 mins.	

BUSINESS CLASS	GROSS RECEIPTS	RATE	TRC (ORD. NO. 34 S.2017)
MANUFACTURERS	Up to 1,000,000.00	1.25%	Section 3 (Section 75.a)
	More than 1,000,000.00	P12,500.00 plus 45% of 1%	
WHOLESALEERS	Up to 1,000,000.00	1%	Section 4 (Section 75.b)
	More than 1,000,000.00	P10,000.00 plus 30% of 1%	
RETAILERS		1%	Section 5 (Section 75.e)
EXPORTERS AND SELLERS OF ESSENTIAL COMMODITIES		1/2 of the rates prescribed under subsections a,b or e	Section 6 (Section 75.c)
CONTRACTORS	Up to 250,000.00	P4,537.50	Section 7 (Section 75.d)
	More than 250,000.00 Up to 300,000.00	P5,775.00	
	More than 300,000.00 Up to 400,000.00	P7,700.00	
	More than 400,000.00 Up to 500,000.00	P10,312.00	
	More than 500,000.00 Up to 750,000.00	P11,562.00	
	More than 750,000.00 Up to 1,000,000.00	P12,812.00	
	More than 1,000,000.00 Up to 2,000,000.00	P14,175.00	
	More than 2,000,000.00	P14,175.00 plus 75% of 1%	
		60% of 1%	
OPERATORS OF RESTAURANTS AND OTHER EATING ESTABLISHMENTS			Section 8 (Section 75.f)
OPERATORS OF AMUSEMENT PLACES		2%	Section 9 (Section 75.g)
BANKS AND OTHER FINANCIAL INSTITUTIONS	Gross receipts from interests, commissions and discounts from lending activities, income from financial leasing investments, dividends and insurance premium	12% of 1%	Section 10 (Section 75.h)
PEDDLERS		P50.00	Section 11 (section 75.i)
REAL ESTATE SELLERS AND LESSORS	Sellers - Owners, Developers and Dealers	75% of 1%	Section 12 (Section 75.j)
	Lessors:		

BUSINESS CLASS	GROSS RECEIPTS	RATE	TRC (ORD. NO. 34 S.2017)
OPERATORS OF SHOPPING CENTERS	Residential	60% of 1%	Section 13 (Section 75.k)
	Non-Residential	1.50%	
		3%	
HOTEL OPERATORS	Duly Recognized and Accredited by Taguig	45% of 1%	Section 14 (Section 75.l)
FRANCHISED CAR SELLERS		50% of 1%	Section 15 (Section 75.m)
OPERATORS OF INFORMATION AND COMMUNICATION TECHNOLOGIES		75% of 1%	Section 16 (Section 75.n)
HOLDING COMPANIES	Dividend Income	5% of 1%	Section 17 (Section 75.o)
OTHER BUSINESS		1.75%	Section 18 (Section 75.p)
PROFESSIONAL AND OCCUPATIONAL TAX	Professional Tax	P300.00	Section 19 (Section 83 and 84)
	Occupational Tax	P150.00	
DELIVERY TRUCKS OR VANS		P500.00 per delivery vehicle per year	Section 20 (Section 88)
PRINTING AND PUBLICATION BUSINESS	*Exemption: Books or other materials prescribed by DOE as school text or references	60% of 1%	Section 21 (Section 90 and 91)
FRANCHISE TAX		50% of 1%	Section 22 (Section 93)