

## BUSINESS PERMITS & LICENSING OFFICE

# RENEWING A BUSINESS PERMIT

## RENEW YOUR BUSINESS PERMIT IN THREE STEPS

### 1 FILE

**Submit** completed application form with supporting documents to City Treasurer's Office Receiving Counter.

### 2 PAY

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

### 3 RELEASE

**Submit** documents to BPLO's Customer Service Counter. **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



## 1. Unified Application Form

Where to get it: You can download it from [www.taguig.gov.ph](http://www.taguig.gov.ph) or from our Customer Service counters.

## 2. Official Receipt and Insurance Policy of Comprehensive General Liability Insurance

Where to get it: Your insurer.

## 3. Photocopy of Official Receipt (O.R.) and Notice of Assessment (NOA)

## 4. If applying through a representative,

*kindly submit any of the following applicable documents:*

- **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 and Corporation
- *Attach photocopies of the valid IDs of both the person being represented and the authorized representative.*

## 5. Financial Documents submitted to the City Treasurer's Office

- a. Photocopy of 2025 Business Permit, or latest Business Permit;
- b. Photocopy of 2025 Business Tax Notice of Assessment
- c. Photocopy of 2025 O.R. evidencing payment of the 2025 Business Tax;
- d. Original Sworn Declaration of Gross Sales for CY 2025;
- e. Audited Financial Statement for CY 2024;
- f. Income Tax Returns for CY 2024;
- g. VAT Returns or Percentage Tax Returns for 2025;
- h. Photocopy of Certificate of Registration with Articles of Incorporation or DTI Registration;
- i. Lease Contract.

## For Businesses with Branches

- j. Notarized breakdown of 2025 Gross Sales per branch;
- k. Photocopy of business permit, NOA and O.R. issued for each branch for 2025;
- l. Original 2026 Community Tax Certificate (*for presentation only*) issued by LGU where head office is located.

## FOR RENEWAL OF BUSINESS PERMIT

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

### **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.

