

## Requirments for NEW Business Permit Application

	<b>Office</b>
Application Form	Business Permit and Licensing Division
DTI Registration (For Single Propriotor)	Department of Trade and Industry
SEC Registration (For Partnership, Corporation)	Security and Exchange Commission
CDA Registration (For Cooperative)	Cooperative Development Authority
Zoning Clearance	City Planning and Development Office
Occupancy Permit/Engineering Clearance	Office of the City Engineer
Barangay Business Clearance	Barangay Hall (where the business is located)
Mapuma Clearance (if within Malolos Public Market)	Malolos Public Market
Certificate of Title (If owned/not renting)	Owner of lot
Consent from the owner (If not renting)	Owner of lot
Contract of Lease (If Renting)	Lessor
Basis for computing tax (Sworn Declaration of Capital)	Notray Public
Inspection Report	BPLD Licensing Inspector
Authorization Letter (if representative) {for Single Propriotor, Partnership}	Owner
Secretary's Certificate (for Corporation, Cooperative)	Corporate Secretary
Photocopy of Owner's Gov't issued ID of owner and representative	Owner and Representative
Community Tax Certificate (For Business)	City Tresurer's Office
Sanitary Permit	City Health Office
Certificate of Non-Coverage or Environmental Compliance Certificate whichever is applicable	Bulacan Environmental and Natural Resources Office (BENRO) / DENR
Fire Safety Inspection Certificate (FSIC)	Bureau of Fire Protection
Other Requirements from Other Agencies (If applicable)	National Agencies/Office

## Requirments for RENEWAL of Business Permit Application

### Initial Requirements

	Office
Application Form	Business Permit and Licensing Division
Barangay Business Clearance	Barangay Hall (where the business is located)
Basis for computing tax (BIR Returns, Sworn Declaration of Gross Receipts, System Generated Point of Sales Report, Book of Sales)	Bureau of Inernal Revenue/Notary Public
Mapuma Clearance (if within Malolos Public Market)	Malolos Public Market
Authorization Letter (if representative) {for Single Propriotor}	Owner
Special Power of Attorney (for Partnership)	Lawyer
Secretary's Certificate (for Corporation, Cooperative)	Corporate Secretary
Photocopy of Owner's Gov't issued ID and Representative	Owner and Representative

### Remaining Requirements

Home Owners Association Certificate (If witihin Subdivision)	Home Owners Association Office (where the subdivision is located)
SSS Clearance	Social Security System
Philhealth Clearance	Philippine Health Insurance Corporation
Pag-Ibig Clearance	Home Development Mutual Fund (Pag-IBIG Fund)
Community Tax Certificate (For Business)	City Tresurer's Office
Sanitary Permit	City Health Office
Certificate of Non-Coverage/Environmental Compliance Certificate	Bulacan Environmental and Natural Resources Office (BENRO)

Fire Safety Inspection Certificate (FSIC)	Bureau of Fire Protection
Engineering Clearance	Office of the City Engineer
Other Requirements from Other Agencies	National Agencies/Office

**NOTE: BUSINESS WITH POS IS REQUIRED TO SUBMIT SYSTEM GENERATED POINT OF SALES**

<b>Requirments for Closure of Business Permit Application</b>
Application Form
Latest Original Business Permit
Business Plate
Basis for computing tax (BIR Reterns, Sworn Statement of Gross Receipts, System Generated Points of Sales, Book of Sales)
Barangay Business Closure
Inspection Report from BPLD Licensing Inspector
Affidavit of Closure (for Sole Propritor)
Board Resolution of Closure (for Partnership, Corporation or Cooperative)
Authorization Letter (if representative) [for Sole Propritor] with photocopy of id of owner and representative
Secretary Certificate (if representative) [for Partnership, Corporation or Cooperative] with photocopy of id of representative
Special Power of Attorney (if representative) [for Partnership]

**NOTE: BUSINESS WITH POS IS REQUIRED TO SUBMIT SYSTEM GENERATED POINT OF SALES**

Following Business required to secure **Environmental Compliance Certificate**

**Line of Business**

All gasoline stations construction/lube bay

Rice and corn mills involving batch processes with capacity greater than 1 ton/hr.

LPG stations and refiling centers

All community based forest management projects

Mineral extraction/ quarry projects (5 has and below)

Wood crafts and furniture (with spray painting booth)

Batching plant (asphalt and concrete)

Construction of Cell sites and relay stations without access roads

Cattle fattening projects

Building with four (4) storey, including basements

All construction of warehouses

All ice plants and similar establishments

All construction of bus terminals

Hollow-block making

Construction/ operation of private/public markets

Livestock farms - piggery, poultry, quail, duck and other similar agricultural businesses

Construction of hotels, inns, motels, lodging houses and similar accommodations

Carwash establishments

Motor vehicle repair shops

Funeral service establishments with embalming operation

## Requirements for Motorcade application

Request letter address to the City Mayor (approved by the City Traffic Management Office and Office of the City Mayor)

Exact route of the motorcade

Business Permit (if the business is located within the City of Malolos)

7 pcs. Photocopy of approved request letter

## Requirements for Special Permit application

Request letter address to the City Mayor

Application form for Special Permit (approved by: City Economic Enterprise Development Office, City Traffic Management Office, Bureau of Fire Protection, Malolos Philippine National Police, City Disaster Risk Reduction and Management Office)

## Requirements for Certificate of Business Status application

Request letter address to the City Mayor

Barangay Indigency - for indigent individual

## Requirements for Change of Address application:

Application form

Inspection Report from BPLD Licensing Inspector

Surrender the latest Business Permit

DTI (for sole proprietor)

Zoning Clearance (New Address)

Engineering Clearance (New Address)

Sanitary Permit (New Address)

Certificate of Non-Coverage (New Address)

Fire Safety Inspection Certificate (New Address)

Barangay Business Clearance

Other Requirements from Other Agencies (If applicable) [New Address]

## Requirements for Business Permit Related Data

Request letter address to the City Mayor (approved by the Data Privacy Officer)

Flash Drive / E-mail Address

## Requirements for Change of Ownership

Application form

Affidavite of Transfer of Ownership

Surrender the latest Business Permit

DTI (for sole proprietor)

CDA Amendment (for Cooperative)

SEC Amendment (for Corporation, Partnership)

Engineering Clearance (New Owner)
Sanitary Permit (New Owner)
Certificate of Non-Coverage (New Owner)
Fire Safety Inspection Certificate (New Owner)
Barangay Business Clearance (New Owner)

<h3>Requirements for Franchise Renewal of Motorized Tricycle Operators Permit (MTO), Mayor's Permit, and Sticker application</h3>
Original-owner's copy of franchise
Sedula & Barangay Clearance
Tricycle Operators and Drivers' Association (TODA) & Federation of Tricycle Operators and Drivers Association of Malolos, Bulacan Inc. (FETODAMBI) – Certificate of Membership
Vehicle Inspection Report
OR/CR of motor vehicle

<h3>Requirements for Franchise Renewal (Certificate of Public Conveyance/Special Authority to Operate) application</h3>
Notarized Application form
Prangkisa (original copy)
Barangay Clearance (original copy)
TODA Certificate (original copy)
FETODAMBI Certificate (original copy)
OR/ CR of motor vehicle (photocopy)
Sedula New(photocopy)
Valid Professional Driver's License (photocopy)
1 piece 2x2 id picture

<h3>Requirements for Franchise Dropping application</h3>
Notarized Application form for Dropping
Prangkisa (original copy)
OR/ CR of motor vehicle (photocopy)
Deed of Sale of Prangkisa
Sedula of previous owner
Authorization Letter of owner with valid ID

<b>Other Requirements from Other Agencies</b>		
<b>Line of Business</b>	<b>Office</b>	<b>Certificates/Clearance/Registration</b>
Banks, Pawnshop, Money Transfer/Remittances/Foreign Exchange	Banko Central ng Pilipinas (BSP)	Certificate of Authority/Clearance/Registration
Essential Retailer of Medicine/Herbal Products, Import/Export of Drugs, Cosmetic Products, Manufacturer of Drugs, Cosmetic Products	Food and Drug Administration (FDA)	License to Operate
Mobile Phone Supplier/Distributor, Dealer, Retailer, Radio Station, Other Telecommunication Services	National Telecommunications Commission (NTC)	NTC - Permit
LPG, Gasoline Station	Department of Energy	Compliance Certificate
Insurance Company	Insurance Commission	Certificate of Authority
Lending Company, Financing Company	Security and Exchange Commission	Certificate of Authority
Diagnostic Center, Surgical Clinic, Birthing Home, Hospital, Blood Center/Bank, General Clinical Laboratory, Dental Laboratory, Dialysis Clinic, Drug Testing Laboratory, HIV Testing Laboratory, Psychiatric Care Facility, Radiation Facility	Department of Health	License to Operate
Manpower/Labor Services	Department of Labor and Employment	Certificate of Registration
Manpower/Labor Services going abroad	Philippine Overseas Employment Administration (POEA)	Certificate of Registration
Trucking/Hauling Services, Transport Service)	Land Transportation Franchising & Regulatory Board	LTFRB Franchise
Retailer Guns/Ammunition	National Polic Commission	License to Operate
Security Agency	PNP - Civil Security Group - Supervisor Office for Security and Investigation Agency	License to Operate
Lotto Outlet	Philippine Charity Sweepstakes Office	PCSO Accreditation
Essential Retailer/Wholesaler/Import/Export of Rice/Corn	National Food Authority	NFA License

Binggo, Casino	Philippine Amusement and Gaming Corporation (PAGCOR)	Certificate of Accreditation and Authority to Operate
Resorts	City Disaster Risk Reduction and Management Office (CDRRMO)	Inspection Report
Repair Services	Department of Trade and Industry (DTI)	Certificate of Accreditation
Retailer/Wholesaler/Manufacturer/Storage/Exporter/Importer/Research/Analysis/Instructional Program of Chemical Products	Philippine Drug Enforcement Agency	PDEA License
Retailer/Wholesaler/Manufacturer/Importer/Exporter of CD/DVD	Optical Media Board	License to Operate























## Other Requirments from Other Agencies

Office	Certificates/Clearance/Registration	Line of Business
Banko Central ng Pilipinas(BSP)	Certificate of Authority/Clearance/Registration	Banks, Pawnshop, Money Transfer/Remittances/Foreign Exchange
Food and Drug Administration (FDA)	License to Operate	<b>Essential Retailer</b> of Medicine/Herbal Products or <b>Import/Export</b> of Drugs, Cosmetic Products or <b>Manufacturer</b> of Drugs, Cosmetic Products
National Telecommunications Commission (NTC)	NTC Permit	Mobile Phone Supplier/Distributor, Dealer, Retailer, Radio Station, Other Telecommunication Services
Department of Energy	Compliance Certificate	Retailer of LPG or Gasoline Station
Insurance Commission	Certificate of Authority	Insurance Company
Security and Exchange Commission	Certificate of Authority	Lending Company, Financing Company
Department of Health	License to Operate	Diagnostic Center, Surgical Clinic, Birthing Home, Hospital, Blood Center/Bank, General Clinical Laboratory, Dental Laboratory, Dialysis Clinic, Drug Testing Laboratory, HIV Testing Laboratory, Psychiatric Care Facility, Radiation Facility
Department of Labor and Employment	DOLE Certificate	Manpower/Labor Services
Philippine Overseas Employment Administration	POEA Certificate	Manpower/Labor Services going abroad
Land Transportation Franchising & Regulatory Board (LTFRB)	Decision	Trucking/Hauling Services, Transport Service
National Police Commission	License to Operate	Retailer Guns/Ammunition
PNP-CSG Private Security Agency	Regular License to Operate	Security Agency
Philippine Charitiy Sweepstakes Office	PCSO Certificate	Small Town Lottery, Lotto Outlet
National Food Authority	NFA License	Essential Retailer/Wholesaler/Import/Export of Rice/Corn
Department of Education (DepEd)	Government Recognition	Primary and Secondary School
Commission on Higher Education	Government Recognition	Colleges and University
Technical Education and Skills Development Authority	Certificate of Registration	Vocational School
Philippine Amusement and Gaming Corporation (PAGCOR)	PAGCOR Certificate	Binggo, Casion
City Disaster Risk Reduction and Management Office (CDRRMO)	CDRRMO Certificate	Resorts
Department of Trade and Industry (DTI)	Certificate of Acreditation	Repair Services
Philippine Drug Enforcement Agency (PDEA)	PDEA Certificate	Retailer/Wholesaler/Distributor/Manufacturer of Chemichal Products

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Notarized Contract of Lease (If Renting)	Lessor
Basis for computing tax (Sworn Declaration of Capital)	Notray Public
Inspection Report	BPLD Licensing Inspector
Authorization Letter if representative (for Single Proprietor, Partnership)	Owner
Secretary's Certificate (for Corporation, Cooperative)	Corporate Secretary
Photocopy of Owner's Gov't issued ID of owner and representative	Owner and Representative
Community Tax Certificate (For Business)	City Treasurer's Office
Sanitary Permit	City Health Office
Fire Safety Inspection Certificate (FSIC)	Bureau of Fire Protection
Other Requirements from Other Agencies (If applicable) see attached list	National Agencies/Office
Provincial Certificate of Non-Coverage or Provincial Environmental Compliance Certificate whichever is applicable. see attached list	Bulacan Environmental and Natural Resources Office (BENRO)
Environmental Compliance Certificate (if applicable)	Department of Environment and Natural Resources
Home Owners Association Permit (if applicable)	
Upgrading of actual use of land to the Assessor's Office (if applicable)	Assessor's Office



## Requirements for RENEW Business Permit Application

	Office
Basis for computing tax (BIR Returns, Sworn Declaration of Gross Receipts if no BIR Returns, System Generated Point of Sales Report for those using POS Machine, Book of Sales)	Bureau of Internal Revenue/Notary Public
Authorization Letter if representative (for Single Proprietor, Partnership), Secretary's Certificate (for Corporation, Cooperative) Photocopy of Owner's Gov't issued ID and Representative	Owner, Corporate Secretary
Other Requirements from Other Agencies (If applicable) see attached list	National Agencies/Office
List of Employees	

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Authorization Letter if representative (for Single Proprietor, Partnership)	Owner
Secretary's Certificate (for Corporation, Cooperative)	Corporate Secretary
Photocopy of Owner's Gov't issued ID and	Owner and Representative
SSS Clearance	Social Security System
Philhealth Clearance	Philippine Health Insurance Corporation
Pag-Ibig Clearance	Home Development Mutual Fund (Pag-IBIG Fund)
Community Tax Certificate (For Business)	City Treasurer's Office
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Provincial Certificate of Non-Coverage or Provincial Environmental Compliance Certificate whichever is applicable. see attached list	Bulacan Environmental and Natural Resources Office (BENRO)
Fire Safety Inspection Certificate (FSIC)	Bureau of Fire Protection
Engineering Clearance	Office of the City Engineer
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## Requirements for Closure of Business Permit Application

Application Form

Latest Original Business Permit

Business Plate

Basis for computing tax (BIR Returns, Sworn Declaration of Gross Receipts if no BIR Returns, System Generated Point of Sales Report for those using POS Machine, Book of Sales)

Barangay Business Closure

Inspection Report from BPLD Licensing Inspector

Affidavit of Closure (for Sole Proprietor)

Board Resolution of Closure (for Partnership, Corporation or Cooperative)

Authorization Letter if representative (for Sole Proprietor, Partnership) with photocopy of id of owner and representative

Secretary Certificate if representative (Corporation or Cooperative) with photocopy of id of representative

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**NOTE: BUSINESS WITH POS IS REQUIRED TO SUBMIT SYSTEM GENERATED POINT OF SALES**

## Other Requirements from Other Agencies

Line of Business	Office	Certificates/Clearance/Registration
Banks, Pawnshop, Money Transfer/Remittances/Foreign Exchange	Banko Central ng Pilipinas (BSP)	Certificate of Authority/Clearance/Registration
Essential Retailer of Medicine/Herbal Products, Import/Export of Drugs, Cosmetic Products, Manufacturer of Drugs, Cosmetic Products	Food and Drug Administration (FDA)	License to Operate
Mobile Phone Supplier/Distributor, Dealer, Retailer, Radio Station, Other Telecommunication Services	National Telecommunications Commission (NTC)	NTC - Permit
LPG, Gasoline Station	Department of Energy	Compliance Certificate
Insurance Company	Insurance Commission	Certificate of Authority
Lending Company, Financing Company	Security and Exchange Commission	Certificate of Authority
Insurance Company	Department of Health	License to Operate
Manpower/Labor Services	Department of Labor and Employment (DOLE)	Certificate of Registration
Manpower/Labor Services going abroad	Philippine Overseas Employment Administration (POEA)	Certificate of Registration
Trucking/Hauling Services, Transport Service)	Land Transportation Franchising & Regulatory Board	LTFRB Franchise
Retailer Guns/Ammunition	National Police Commission	License to Operate
Security Agency	PNP - Civil Security Group - Supervisor Office for Security and Investigation Agency	License to Operate
Lotto Outlet	Philippine Charity Sweepstakes Office	PCSO Accreditation
Essential Retailer/Wholesaler/Import/Export of Rice/Corn	National Food Authority	NFA License



Binggo, Casino	Philippine Amusement and Gaming Corporation (PAGCOR)	Certificate of Accreditation and Authority to Operate
Resorts	City Disaster Risk Reduction and Management Office (CDRRMO)	Inspection Report
Repair Services	Department of Trade and Industry (DTI)	Certificate of Accreditation
Retailer/Wholesaler/Manufacturer/Storage/Exporter/Importer/Research/Analysis/Instructional Program of Chemical Products	Philippine Drug Enforcement Agency	PDEA License
Retailer/Wholesaler/Manufacturer/Importer/Exporter of CD/DVD	Optical Media Board	License to Operate
Travel and Tours, Hotel, Motel	Department of Tourism	Certificate of Accreditation

## **Bulacan Environmental and Natural Resources Office (BENRO)**

Provincial Government of Bulacan

### **The indicative list of projects/ undertakings for Provincial Environmental Compliance Certificate**

1. All gasoline stations construction/lube bay
2. Rice and corn mills involving batch processes with capacity greater than 1 ton/hr.
3. LPG stations and refiling centers
4. All community based forest management projects
5. Mineral extraction/ quarry projects (5 has and below)
6. Wood crafts and furniture (with spray painting booth)
7. Batching plant (asphalt and concrete)
8. Construction of Cell sites and relay stations without access roads
9. Cattle fattening projects
10. Building with four (4) storey, including basements
11. All construction of warehouses
12. All ice plants and similar establishments
13. All construction of bus terminals
14. Hollow-block making
15. Construction/ operation of private/public markets
16. Livestock farms - piggery, poultry, quail, duck and other similar agricultural businesses
17. Construction of hotels, inns, motels, lodging houses and similar accommodations
18. Carwash establishments
19. Motor vehicle repair shops
20. Funeral service establishments with embalming operation
21. Other projects/ undertakings/ business establishments not listed above but deemed necessary to obtain PECC.

### **The indicative list of projects/ undertaking for Provincial Certificate of Non-Coverage**

1. Butterfly farming
2. Flowers/ ornamentals production and sale, including landscaping
3. Individual residential houses
4. Garments manufacturing limited to cutting and/ or sewing
5. Cottage industry (e.g. manufacture of stiffed toys, handicrafts, gift wares, etc.)
6. Retail stores
7. Computer shops/ rentals
8. Video shops/ rentals
9. Drugstores and similar establishments
10. Commercial / Cooperative Banks
11. Construction Hardware
12. Sari-sari stores
13. Market stalls
14. Barber/ parlor shops

15. Offices and similar establishments

16. Other projects/undertakings/business establishments not listed here but deemed necessary to issue a PCNC at the discretion of this office.

\*Based on Provincial Ordinance No. C-005, Article VII, Section 45

## **Kautusang Panlunsod Blg. 71-2017, The City of Malolos Ordinance**

### **ARTIKULO II**

#### **SEKSYON 4 - SAKOP**

##### **CCTV Para sa**

1. Bangko
2. Terminal ng bus at iba pang terminal ng mga pampublikong sasakyan
3. Simbahan (na ikakabit sa labas ng simbahan lamang)
4. Pampublikong Parke
5. Department Stores
6. Entertainment Places
7. Gasolinahan at himpilan nito
8. Groceries (higit sa lahat ang bukas ng 24 oras)
9. Ospital at Klinika
10. Hotels at iba pang kawig na establisyimento (privacy installations: Seksyon 5 (1) (g)
11. Internet cafes
12. Lending Firms at Insurance Companies
13. Money Changers at Money Couriers
14. Car dealership at iba pang kahawig na establisyimento
15. Malls
16. Pawnshops
17. Restaurants, Fast food chains o mga kainan
18. Mga Pribado at Pampublikong Paaralan kasama ang mga Kolehiyo at Unibersidad
19. Private Residential Subdivision (parks, entrance at exit gate)
20. Pantalan at mga Terminal Ports
21. Sports Centers
22. Sinehan at Pook Tanghalan
23. At iba pang establisyimento na nagbibigay o nagtutustos ng serbisyong pampubliko.

## **Kautusang Panlunsod Blg. 71-2017, The City of Malolos Ordinance**

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22. Sinehan at Pook Tanghalan
23. At iba pang establisyimento na nagbibigay o nagtutustos ng serbisyong pampubliko.

## Requirements for RENEW Business Permit Application

1. Basis for computing tax (BIR Returns/ System Generated Point of Sales Report for those using POS Machine/Book of Sales)
2. Authorization Letter if representative (for Single Proprietor, Partnership)/ Secretary's Certificate (for Corporation, Cooperative) Photocopy of Owner's Gov't issued ID and Representative
3. List of Employees
4. Other Requirements from Other Agencies (If applicable) see attached list

## Requirements for RENEW Business Permit Application

1. Basis for computing tax (BIR Returns/ System Generated Point of Sales Report for those using POS Machine/Book of Sales)
2. Authorization Letter if representative (for Single Proprietor, Partnership)/Secretary's Certificate (for Corporation, Cooperative) Photocopy of Owner's Gov't issued ID and Representative
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3. List of Employees
4. Other Requirements from Other Agencies (If applicable) see attached list



## Requirements for NEW Business Permit Application

1. DTI Registration (For Single Proprietor)/SEC Registration (for Partnership, Corporation)/CDA Registration (for Cooperative)
2. Copy of Occupancy Permit/Engineering Clearance
3. Notarized Consent from the owner (if not renting)/Notarized Contract of Lease (if renting)
4. List of Employees
5. Authorization Letter if representative (for Single Proprietor, Partnership)/Secretary's Certificate (for Corporation, Cooperative) Photocopy of Owner's Gov't issued ID and Representative

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3. Notarized Consent from the owner (if not renting)/Notarized Contract of Lease (if renting)
4. List of Employees
5. Authorization Letter if representative (for Single Proprietor, Partnership)/Secretary's

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2. Copy of Occupancy Permit/Engineering Clearance
3. Notarized Consent from the owner (if not renting)/Notarized Contract of Lease (if renting)
4. List of Employees
5. Authorization Letter if representative (for Single Proprietor, Partnership)/Secretary's Certificate (for Corporation, Cooperative) Photocopy of Owner's Gov't issued ID and

## Proposed List of Requirements for RENEW Business Permit Application

Revised as of December 16, 2019

### Requirements for RENEW Business Permit Application

1. Basis for computing tax (BIR Returns/ System Generated Point of Sales Report for those using POS Machine/Book of Sales)
2. List of Employees
3. Other Requirements from Other Agencies (If applicable) see attached list