



Republic of the Philippines  
 Province of Bulacan  
 CITY OF MALOLOS  
 OFFICE OF THE CITY ADMINISTRATOR  
 BUSINESS PERMIT AND LICENSING DIVISION

<b>Requirements for RENEWAL of Business Permit Application</b>	
<b>Initial Requirements</b>	
	<b>Office</b>
Application Form	Business Permit and Licensing Division
Barangay Business Clearance	Barangay Hall (where the business is)
Basis for computing tax (BIR Returns, Sworn	Bureau of Internal Revenue/Notary Public
Mapuma Clearance (if within Malolos Public Market)	Malolos Public Market
Authorization Letter (if representative) {for Single	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
<b>Remaining Requirements</b>	
Home Owners Association Certificate (If within 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 Treasurer'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 (If applicable)	National Agencies/Office

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



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<b>Requirements for RENEW Business Permit Application</b>	
	<b>Office</b>
Basis for computing tax (BIR Returns, Sworn	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	

<b>Requirements for RENEW Business Permit Application</b>	
	<b>Office</b>
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 if no BIR Returns, System Generated Point of Sales Report for those using POS Machine, Book of Sales)	Bureau of Internal Revenue/Notary Public
Mapuma Clearance (if within Malolos Public Market)	Malolos Public Market
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 Representative	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
Sanitary Permit	City Health 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
Other Requirements from Other Agencies (If applicable) see attached list	National Agencies/Office