



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

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

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

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