



GENERAL CHECKLIST OF REQUIREMENTS

STANDARD DOCUMENTARY AND REGULATORY REQUIREMENTS

NEW BUSINESS APPLICATION

- PROOF OF REGISTRATION**
 - DTI (for Sole Proprietorship)
 - SEC (for One Person Corporation, Corporation & Partnership)
 - CDA (for Cooperatives)
- PROOF OF LEGAL OWNERSHIP / POSSESSION**
 - if OWNED**
 - Transfer Certificate of Title
 - Tax Declaration
 - if NOT OWNED**
 - Contract of Lease
 - Memorandum of Agreement
 - Notarized Consent of Property Owner of establishment inside and outside
- PICTURE W/ SIGNAGE** **FIRE SAFETY INSPECTION CERTIFICATE**
- ZONING CLEARANCE** **HOA PERMIT (Inside Subd.)**
- OCCUPANCY PERMIT/ ENGINEERING CLEARANCE** **CNC / ECC**
- SANITARY PERMIT**
- BARANGAY CLEARANCE**
- Written Authority of the Representative, Government Issued I.D of Owner and Representative, Secretary's Certificate of Representative of Corporation, if needed*

RENEWAL APPLICATION

- PROOF OF ANNUAL GROSS RECEIPTS,**
 - Breakdown of Sales per Branch (if Consolidated) with BIR returns
 - Book of Sales
 - Point of Sales Report for with POS Machine
 - BIR Tax Returns

 - 2550M - Monthly Value-Added Tax Declaration
 - 2550Q - Quarterly Value-Added tax Return (Cumulative for 3 months)
 - 2551Q - Quarterly Percentage Tax return
- Written Authority of the Representative, Government Issued I.D of Owner and Representative, Secretary's Certificate of Representative of Corporation, if needed*
- Other Requirements if needed.*

RETIREMENT/ CLOSURE

- PROOF OF ANNUAL GROSS RECEIPTS, Any of the following:**
 - Breakdown of Sales per Branch (if Consolidated) with BIR returns
 - Book of Sales
 - Point of Sales Report for with POS Machine
 - BIR Tax Returns
- LATEST ORIGINAL BUSINESS PERMIT**
- BUSINESS REGISTRATION PLATE**
- BARANGAY BUSINESS CLOSURE**
- AFFIDAVIT OF CLOSURE** (for Sole Proprietor)
- BOARD RESOLUTION OF CLOSURE**
(For Partnership Corporation or Cooperative)
- Written Authority of the Representative, Government Issued I.D of Owner and Representative, Secretary's Certificate of Representative of Corporation, if needed*

AMENDMENT

- BOARD RESOLUTION IF CORPORATION OR COOPERATIVE**
- REQUIREMENTS:**
 - ORIGINAL MAYOR'S PERMIT**
 - UPDATED COPY OF DTI / SEC / CDA**
 - TRANSFER OF OWNERSHIP**
 - Deed of Absolute Sale / Extra Judicial Settlement
 - Deed of Assignment/ Transfer of Rights
 - PROOF OF LEGAL OWNERSHIP AT NEW ADDRESS**
 - UPDATED CONTRACT OF LEASE**
 - PHOTO OF BUSINESS ESTABLISHMENT w/ SIGNAGE (Inside and Outside)**
 - OTHER DOCUMENTARY REQUIREMENTS AS NECESSARY**
- Written Authority of the Representative, Government Issued I.D of Owner and Representative, Secretary's Certificate of Representative of Corporation, if needed*

OTHER DOCUMENTARY AND REGULATORY REQUIREMENTS AS NEEDED ONLY

CITY HEALTH OFFICE (HEALTH CARD REQUIREMENTS)

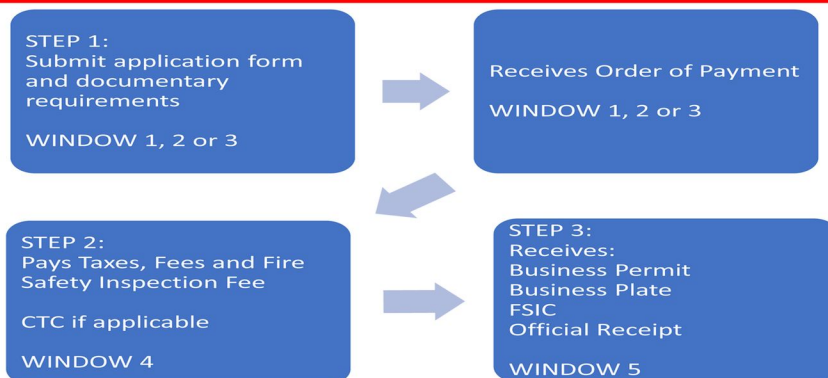
Chest Xray

ID Picture 1x1 (2pcs)
White Background
*Strictly Studio Print
ONLY

Others: Please specify _____

Health Fee Receipt (P100)

Process Flow for Business-One-Stop-Shop



KAUTUSANG PANLUNSOD BLG. 71-2017, THE CITY OF MALOLOS CCTV ORDINACE

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 kahawig 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.

LIST OF SECTORS/ACTIVITIES REQUIRED TO SECURE A SANITARY PERMIT UNDER THE SANITATION CODE OF THE PHILIPPINES

Sector	Requirements and Relevant Sections in the Sanitation Code of the Philippines
1. Food establishments	Sanitary Permit (Section 14) Health Certificates for Employees (Section 15)
2. Markets and Abattoirs	Chapter IV
3. Public Laundry	Sanitary Permit (Section 37)
4. Schools and Health Services	Chapter VI
5. Industrial Establishments	Chapter VII
6. Public Swimming or Bathing Places	Sanitary Permit (Section 51)
7. Bus Terminals and Service Stations	Chapter IX
8. Dance Halls and Night Clubs	Chapter XI
9. Tonsorial and Beauty Establishments	Sanitary Permit (Section 58)
10. Massage Clinics and Sauna Bath Establishments	Sanitary Permit (Section 60) Health Certificates for Employees (Section 62)
11. Hotels, Motels, Apartments, Lodging, Boarding or Tenement Houses and Condominiums	Sanitary Permit (Section 64) Health Certificates for Employees (Section 64)
12. Ports, Airport and Aviation Services	Chapter XV
13. Burial Grounds	Sanitary Permit (Section 93) Registration Certificates for Embalmers (Section 94)