Issuance of Certificate of Business Closure

Is a document issued that certifies to a business that has totally stopped and ho liabilities at the Municipality.

Office or Division:	Business Permit and Licensing Unit
Classification:	Simple
Type of Transaction	G2B - Government to Business
	G2C - Government to Citizen
Who may Avail:	Person or entity with business and activity within the ju the Municipality

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Community Tax Certificate (Cedula)	Municipal Treasurer's Office
Barangay Business Closure Certificate Original and 2 photocopies	Concerned Barangay were busines is loc
Basis for Computing Taxes : BIR Forms (2550Q/2551Q, 1701/1702) Affidavit of Gross, Financial Statement duly signed by	Applicant
Affidavit of Business Closure	Notary Public
Letter of intent	Applicant
Original Authorization Letter and Valid of owner of business and representative (if Representative)	Applicant
Board Resolution of closure (Corporation or Partnership)	Applicant
Original Business Permit issued for the current year (must be surrendered)	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON
1. Submit fully accomplished form, required documents	Assessment of fees and encoding	none	5 mins	Ma. Julir Rosa MT (window
2. Pay necessary fees	accept payment and issue official receipt	2.2% of gross sales / receipt + 25% of total computation if with penalty and 100.00php for Cert. of Closure	5 mins	Luningnir Ma. Jose (Window
3. Present Official Receipt, Accomplished form and documentary requirements	Preparation and issuance of unsigned Certificate of Business Closure	none	10 mins	Lorena C (window
4. Present unsigned Certificate of Closure Official Receipt, accomplished form	Review and sign the Certificate of Closure.	none	3 min	Bernade Municipc Administ Office

5.Present signed Certificate of Closure Official Receipt, accomplished form and documentary requirements	Release of the Certificate of Closure	none	2 min	Lorena C (windows
		Total	25 mins	

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RESPONSIBLE
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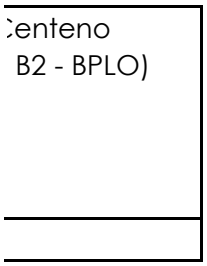
ng Alcantara efina Santos 2-3- MTO)
Centeno B2 - BPLO)
tte B. Cruz al rator MA's


Centeno
B2 - BPLO)