Issuance of Certification of Business Registration and others

Is a document issued certifying a business registration and other details needed based on the records found by the office.

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 juridiction of the Municipality

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Valid ID	Applicant
Barangay Certification (if necessary)	Barangay
Affidavit - Depending on the specific certificate requested. (if necessary)	Notary Public
Letter of Request	Applicant
Authorization Letter and valid id of the requestor (if representative)	Applicant - requestor

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS -ING TIME	PERSON RESPONSIBLE
1. Submit requirements	Prepare and process the requested certificate	none	7 mins	Nino Maranguis Lilet Faustino (BPLO- Window B1)
2. Pay the applicable fees for the requested certificate	Receive payment and issue Official Receipt	100.00 Php	5 mins	Luningning Alcantara Josefina Santos (MTO-windo 1 and 2)
3. Present Official Receipt and claim Certificate	Issue requested certificate	none	1 min	Nino Maranguis Lilet Faustino (BPLO- Window B1)
		Total	13 mins	