

#### BUSINESS PERMITS & TRICYCLE FRANCHISING OFFICE Tel No. 545-6789 Local 8101-8104



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			ND REGULATORY REQUIREMENTS						
N	EW BUSINESS APPLIC	ATION	RENEWAL APPLICATION						
PROOF OF REG	ISTRATION		PROOF OF ANNUAL GROSS RECEIPTS,						
O DTI (for Sole I	1 17			BE REQUIRED BY THE CTO:					
,	Person Corporation, Corporation &	Partnership)	○ AUDITED FINANCIAL STATEMENTS						
O CDA (for Coop	,		DECLARATION OF GROSS SALES/ RECEIPTS						
		:NT	BREAKDOWN OF SALES PER BRANCH (If Consolidated)						
	F TOTAL CAPITAL INVESTME AL OWNERSHIP/ POSSESSIO								
	AL OWNERSHIF/ PO33E33K	JN	<ul> <li>BILLING STATEMENT/ SALES JOURNAL/ POINT OF SALES (POS)</li> <li>INCOME TAX RETURN (ITR)</li> </ul>						
	Certificate of Title		<ul> <li>INCOME TAX RETORN (TR)</li> <li>2550M - Monthly Value-Added Tax Declaration</li> </ul>						
⊖ Tax Decla	ration		2550Q - Quarterly Value-Added Tax Return     2554Q - Quarterly Deventee Tay Deturn						
If not OWNED O Contract o	flease		<ul> <li>2551Q - Quarterly Percentage Tax Return</li> <li>1701 - Annual Income Tax Return for Individuals (including MIXED Income Earner)</li> </ul>						
	dum of Agreement		<ul> <li>1701A - Annual Income Tax Return for Individuals earning PURELY from Business</li> </ul>						
	onsent of Property Owner		<ul> <li>1701Q - Quarterly Income Tax Return for Individuals, Estates and Trusts</li> <li>1702-RT - Annual Income Tax Return for Corporation, Partnership and Other Regular Income Tax Rate</li> <li>1702-EX - Annual Income Tax Return for Corporation, Partnership and Other - EXEMPT</li> </ul>						
	ness establishment inside / o board and sidewalk view	utside and showing							
ZONING CLEARA		RMIT	<ul> <li>I/U2-EX - Annual Income Tax Return for Corporation, Partnership and Other - EXEMPT</li> <li>1702-MX - Annual Income Tax Return for Corporation, Partnership and Other – MIXED income</li> </ul>						
			I702Q - Quarterly Income Tax Return for Corporation, Partnership and Other						
	ICE TOURISM ACC	REDITATION							
	AMENDMENT			RETIREMENT					
	VNERSHIP/ FORM OF OWNER	RSHIP		UAL GROSS RECEIPTS, whiche	ever may be required by the CTO:				
			-	IANCIAL STATEMENTS	סדפ				
	ISINESS ADDRESS TURE OF BUSINESS		<ul> <li>DECLARATION OF GROSS SALES/ RECEIPTS</li> <li>BREAKDOWN OF SALES PER BRANCH (If Consolidated)</li> <li>OFFICIAL RECEIPT/ SALES INVOICE</li> </ul>						
ADDITIONAL LII	NE OF BUSINESS								
	inits, No. of Rooms, chairs, pools,	, etc.)	<ul> <li>BILLING STATEMENT/ SALES JOURNAL/ POINT OF SALES (POS)</li> <li>INCOME TAX RETURN (ITR)</li> </ul>						
-	DPY OF MAYOR'S PERMIT DPY OF DTI/ SEC/ PEZA/ BOI/ HLU	RB	<ul> <li>INCOME TAX RETURN (ITR)</li> <li>2550M - Monthly Value-Added Tax Declaration</li> </ul>						
O TRANSFER C	FOWNERSHIP		<ul> <li>2550M - Monthly Value-Added Tax Declaration</li> <li>2550Q - Quarterly Value-Added Tax Return</li> </ul>						
	bsolute Sale/ Extra Judicial Settlem	nent	• 2551Q - Quarterly Percentage Tax Return						
	ssignment/ Transfer of Rights	RESS	<ul> <li>1701 - Annual Income Tax Return for Individuals (including MIXED Income Earner)</li> <li>1701A - Annual Income Tax Return for Individuals earning PURELY from Business</li> </ul>						
-	ONTRACT OF LEASE		<ul> <li>1701Q - Quarterly Income Tax Return for Individuals, Estates and Trusts</li> </ul>						
	ness establishment inside/outside a	and showing	1702-RT - Annual Income Tax Return for Corporation, Partnership and Other Regular Income Tax Rate						
	nboard and sidewalk view TION (Inspection Report from conce	erned department/s)	<ul> <li>1702-EX - Annual Income Tax Return for Corporation, Partnership and Other - EXEMPT</li> <li>1702-MX - Annual Income Tax Return for Corporation, Partnership and Other – MIXED income</li> </ul>						
	JMENTARY REQUIREMENTS AS I		<ul> <li>1702-101X - Annual income Tax Return for Corporation, Partnership and Other – MIXED Income</li> <li>1702Q - Quarterly Income Tax Return for Corporation, Partnership and Other</li> </ul>						
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			ORIGINAL COPY	OF MAYOR'S PERMIT					
			<ul> <li>ORIGINAL COPY</li> <li>BUSINESS REGI</li> </ul>	OF MAYOR'S PERMIT STRATION PLATE					
			ORIGINAL COPY     BUSINESS REGI     TORY REQUIREME	OF MAYOR'S PERMIT STRATION PLATE ENTS AS NEEDED ONLY					
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## ROUTING SLIP FOR SECURING BUSINESS PERMITS

(FOR LGU USE ONLY)

#### 1. Make sure that application form is properly filled-out and all DOCUMENTARY AND REGULATORY REQUIREMENTS ARE PROPERLY ARRANGED

AND ATTACHED. Incomplete requirements will be returned to the applicant.In case of non-conformity, please return to the previous concerned office/ personnel.

STEPS	ACTIVITY	OFFICE RESPONSIBLE	STANDARD PROCESSING TIME									
			NEW	RENEWAL	RETIREMENT	AMENDMENT	IN	OUT	DATE	TOTAL	ISSUED/ PROCESSED BY	REMARKS
STEP 1 FILE	Review and scanning of application and applicable requirements	BPTFO	. 15 mins	15 mins	15 mins	15 mins						
	Encoding of business information	BPTFO										
	Evaluation of Gross Sales or Capital Investment	сто	5 mins	5 mins	5 mins	5 mins						
	Issuance of SOA	сто	5 mins	5 mins	5 mins	5 mins						
STEP 1 STANDARD PROCESSING TIME		25 mins	25 mins	25 mins	25 mins	ACTUAL PROCESSING TIME >>						
STEP 2 PAY	Acceptance of payment and Issuance of Official Receipt	сто	5 mins	5 mins	5 mins	5 mins						
	STEP 2 STANDARD PROCESSING TIME		5 mins	5 mins	5 mins	5 mins	ACTUAL PROCESSING TIME >>					
step 3 CLAIM	Receiving and checking of application and applicable requirements	BPTFO	5 mins	5 mins	5 mins	5 mins						
	Printing, signing and recording of Business Permit and Clearances/ Certificate of Retirement/ Amendment	BPTFO CHO BFP	5 mins	5 mins	5 mins	5 mins						
	Releasing of Business Permit and Clearances/ Certificate of Retirement/ Amendment	BPTFO	5 mins	5 mins	5 mins	5 mins						
STEP 3 STANDARD PROCESSING TIME		15 mins	15 mins	15 mins	15 mins	ACTUAL PROCESSING TIME >>						
TOTAL STANDARD PROCESSING TIME (STEP 1 TO STEP 3)			45 mins	45 mins	45 mins	45 mins		OTAL ACT DCESSING				

# LEGAL BASES

- 1. Local Government Code of 1991
- Republic Act 11032 EODB and EGSD
   Joint Memorandum Circular No. 01 Series of 2021 (Guidelines for Processing Business Permits Related Clearances and Licenses)
- 4. DILG Memorandum Circular 2019-177
- 5. 2006 Revised and Consolidated
- Revenue Code of the City of Calamba 6. City Ordinance No. 09-445 series of 2009
- 7. City Ordinance No. 603 Series of 2017
- 8. City Ordinance No. 649 Series of 2018
   9. City Ordinance No. 596 Series
- of 2016
- **10.** City Ordinance No. 591 series of 2016
- 11. City Ordinance No. 414 series of 2008
- City Ordinance No. 531 series of 2012
   City Ordinance No. 502 series
- **13.** City Ordinance No. 502 series of 2011

### **LABANAN ANG FIXERS!**

Report the name of the fixers, date, time and type of transactions to the following:

**OFFICE OF THE OMBUDSMAN:** 09266994703; (02) 927-4102/2404 **CIVIL SERVICE COMMISSION:** 

09178398272; (02) 932-0111 OFFICE OF THE CITY MAYOR:

(049) 5456789 LOC 8306-8307 BUSINESS PERMIT DIVISION:

(049) 5456789 LOC 8101-8102

ANTI RED-TAPE AUTHORITY: 8478-5091; 8478-5093; 8478-5099 ARTAwag Center For Smart/TNT/Sun: 09692577242 • 0928-690-4080 Via e-mail at complaints@arta.gov.ph Via the ARTA website https://arta.gov.ph/fileacomplaint/