



BUSINESS PERMITS & LICENSING OFFICE

APPLICATION FORM FOR BUSINESS RETIREMENT

Application No.: _____
 Date of Application: _____

To be filled up by BPLO:
 Received by: _____
 Date Received: _____
 Follow-up Date: _____
 Remarks: _____

Pursuant to the provisions of the Urdaneta City Revenue Code of 2019, the undersigned hereby applies for the retirement/ termination of the following business/es:

Business Trade Name			
Business Identification No.	Business Permit No.		Business Plate No.
Business Address			Barangay
Name of Taxpayer	Surname	First Name	M.I.
Address of Taxpayer			Telephone / Mobile No.
			Email Address

Gross Sales/Receipts	
Preceding Year	Current Year

Submitted herewith for cancellation, together with the above Business Permit/s, is/are the following Official Receipt/s covering the payment of business taxes and fees for the current year:

Official Receipt Number	Date	Amount Paid

Important Note:
 The mere filing of this application does not automatically relieve the applicant from any liability. Applicant shall submit book of accounts and other records for verification. Further, termination/retirement shall mean that the business operations are stopped completely. The change of ownership, management and/or name of business is not a ground for retirement of business.

Requirements / Documents Submitted

1. Notarized Application for Business Retirement

2. Affidavit of Closure (for Single Proprietor) or Board Resolution Authorizing Closure (for Corporation)

3. Original Mayor's Permit

4. Original Business Tax Receipts

5. Audited Financial Statement / BIR ITR 1701Q

6. Retirement Certificate from Barangay

7. Other Requirements/Documents _____

 SIGNATURE OF APPLICANT OVER PRINTED NAME

 POSITION/TITLE

<p>RECOMMENDING APPROVAL:</p> <p align="center">RUFINO RONALDO Z. SAN JUAN VI Acting BPLO Chief</p>	<p>BY AUTHORITY OF THE CITY MAYOR APPROVED:</p> <p align="center">ENGR. RANDY F. PARAYNO, CE City Administrator</p>
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SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____, affiant exhibiting to me his/her Community Tax Certificate issued in _____ on _____ as competent evidence of his/her identity.

DOC. NO.: _____
 PAGE NO.: _____
 BOOK NO.: _____
 SERIES OF: _____

NOTARY PUBLIC

Republic of the Philippines)
City of Urdaneta) S.S.

AFFIDAVIT OF BUSINESS CLOSURE/RETIREMENT

I, _____, of legal age, married/single, Filipino, with residence and postal address at _____, after having been duly sworn to in accordance with law, do hereby depose and say:

That I am the owner/authorized representative of the _____ located at _____, Urdaneta City;

That said business establishment/company has ceased/stopped operations effective _____ due to: relocation of business
 change of ownership
 lack of capital
 lack of manpower
 bankruptcy
 others (*pls. specify*)

That I have executed this Affidavit to attest to the truthfulness of the foregoing facts to prove that the retirement/cancellation of my/our business is legal and in accordance with law.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____ in the City of Urdaneta.

Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20__ in the City of Urdaneta, affiant having exhibited to me his/her Community Tax Certificate No. _____ issued at _____ on _____.

Doc. No. ____
Page No. ____
Book No. ____
Series of ____



NAME OF BUSINESS: _____

ADDRESS: _____

SKETCH OF LOCATION: