REPUBLIC OF THE PHILIPPINES
City Government of Pasig
Business Permit and License Office

BUSINESS RENEWAL FORM

Instruction: Please accomplish this form completely and legibly.

☐ **for Renewal** ☐ **for Retirement**

Date of Application		**Business ID Number**	
Name of Taxpayer			
Business / Trade Name			
Address			
Telephone No.		**Email Address**	

Pursuant to the provision of Pasig Revenue Code, pertinent to the declaration of the gross receipts/sales for the payment of taxes and fees for the ____ qtr/taxable year ____ , I hereby submit the following gross receipts/sales.

LINE OF BUSINESS	GROSS RECEIPTS

Requirements	☐ Latest Tax Order of Payment	☐ Certificate of Conformance	☐ Barangay Business Clearance
	☐ Latest VAT or Percentage Tax returns	☐ Latest Audited Financial Statements	
	☐ Fire Safety Inspection Certificate (FSIC)	☐ Others: _____	
Mode of Payment	☐ Quarterly	☐ Semi-Annually	☐ Annually
Steps	BPLO →	CASHIER →	BPLO

I affirm that the information listed above are true and correct. I also undertake to allow any duly authorized inspectors from various offices or departments of the City Government of Pasig as well as of the National Government agencies, to conduct lawful inspection and verification inside the business premises during office hours. Violation of the foregoing condition shall mean suspension or revocation of Business Permit. Any misdeclaration on the above information would mean suspension or revocation of Business Permit.

_____ _____

Signature Over Printed Name of Applicant/Representative **Position / Title**

SUBSCRIBED AND SWORN to before me this ____ day of _____ , 20___ at City of Pasig, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ issued at Pasig City.

DOC. Number _____
PAGE. Number _____
BOOK Number _____
Series of 20 _____

Recommending Approval: _____ ***Officer-in-Charge, BPLO***	**Schedule of Payments:** **Jan 2 - 20 First Quarter** **Apr 1 - 20 Second Quarter** **July 1 - 20 Third Quarter** **Oct 1 - 20 Fourth Quarter**	**Approved by:** _____ **Hon. ROBERT C. EUSEBIO** ***City Mayor***
WHITE - BPLO **YELLOW -TREASURY** **BLUE - TAXPAYER**	**VISIT US AT:** **www.pasigcity.gov.ph**	**Control Number**