



**BUSINESS PERMIT AND LICENSING OFFICE  
(BPLO)**

**External Services**



# 1. APPLICATION FOR NEW BUSINESS PERMIT

<b>Office or Division:</b>	BPLO - Licensing Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Business (G2B)
<b>Who may avail:</b>	Applicants For Registration And Licensing Of New Businesses

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> <li>1. Duly Accomplished Application Form</li> <li>2. DTI/SEC/CDA Registration</li> <li>3. Contract of Lease and Business Permit of Lessor/Certificate of Title</li> <li>4. Sketch and photo of business establishment</li> <li>5. Other certification/license/documents that may be required</li> <li>6. Authorization letter or Special Power of Attorney, together with photocopies of valid ID's (if representative is designated to submit, process application and claim permit)</li> </ol>	<ol style="list-style-type: none"> <li>1. BPLO, 3<sup>rd</sup> floor Malabon City Hall or download through MALABON LGU OFFICIAL WEBSITE (<a href="https://malabon.gov.ph/Home/ApplicationForms">https://malabon.gov.ph/Home/ApplicationForms</a>)</li> <li>2. DTI, SEC or CDA</li> <li>3. Lessor and Lessee agreement, property owner</li> <li>4. Business applicant</li> </ol>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
--------------	----------------	-----------------	-----------------	--------------------

Inquire/Secure application form and list of requirements	Concerned officer informs applicant of the requirements, processes and other important details regarding business application			Administrative Aide
Completely fill-up application form and submit all the requirements				

1.1 File your accomplished application form with <b><u>complete requirements/ documents</u></b>	1.1 Application form and complete requirements are received, validated and registered in system		5 minutes	Licensing Officer
1.2 Proceed to One-Stop-Shop Receiving Section for processing of the application on Business Permit	1.2 Applicant submits application and requirements			



<p>2.1 Assessment, review, and printing of order of payment</p>	<p>2.1 After encoding, order of payment is given to business applicant</p> <p>2.2 Business applicant pays amount indicated in the TOP at the cashier</p>	<p>Based on:</p> <ul style="list-style-type: none"> <li>• Line of business, area, no. of employees, etc.</li> <li>• Sec. 76 of M.O. 30-1993</li> <li>• Sec. 7, 27, 76, 89 and 93 of C.O. 16-2005</li> <li>Sec. 14 of P.D. 1185</li> </ul>	<p>25 minutes</p>	<p>Licensing Officer</p> <p>Cashier</p>
<p>3.1 Present the official receipts and wait for the final validation, approval and releasing of Mayor's Permit and business plate/sticker</p>	<p>3.1 Applicant is given a claim stub indicating that permit is ready for release.</p> <p>3.2 Mayor's/ Business Permit is presented, signed and released.</p>		<p>20 minutes</p>	<p>Licensing Officer Administrative Aide</p>
<p><b>Total</b></p>	<p><b>Based on:</b></p> <ul style="list-style-type: none"> <li>• <b>Line of business, area, no. of employees, etc.</b></li> <li>• <b>Sec. 76 of M.O. 30-1993</b></li> <li>• <b>Sec. 7, 27, 76, 89 and 93 of C.O. 16-2005</b></li> <li><b>Sec. 14 of P.D. 1185</b></li> </ul>	<p><b>50 Minutes</b></p>		



## 2. APPLICATION FOR RENEWAL OF BUSINESS PERMIT

<b>Office or Division:</b>	BPLO - Licensing Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Business (G2B)
<b>Who may avail:</b>	Applicants For Renewal Of Registration And Licensing Of Businesses

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

<ol style="list-style-type: none"> <li>1. Duly Accomplished Application Form</li> <li>2. Previous Mayor's Permit with payments</li> <li>3. BIR Sales Tax Returns</li> <li>4. Other certification/license/documents that may be required</li> <li>5. Authorization letter or Special Power of Attorney, together with photocopies of valid ID's (if representative is designated to submit, process application and claim permit)</li> </ol>	<ol style="list-style-type: none"> <li>1. BPLO, 3<sup>rd</sup> floor Malabon City Hall or download through MALABON LGU OFFICIAL WEBSITE (<a href="https://malabon.gov.ph/Home/ApplicationForms">https://malabon.gov.ph/Home/ApplicationForms</a>)</li> <li>2. Business applicant</li> </ol>
---	---

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
--------------	----------------	-----------------	-----------------	--------------------

Inquire/Secure application form and list of requirements  Completely fill-up application form and submit all the requirements	Concerned officer informs applicant of the requirements, processes and other important details regarding business application			Administrative Aide
1.1 File your accomplished application form with <b><u>complete requirements/ documents</u></b>  1.2 Proceed to One-Stop-Shop Receiving Section for processing the business permit	1.1 Application form and complete requirements are received, validated and registered in system and record of the said application  1.2 Applicant submits application requirements and receipts		5 minutes	Licensing Officer



2.1 Assessment, review and printing of order of payment	<p>2.1 After encoding, order of payment is given to business applicant</p> <p>2.2 Business applicant pays amount indicated in the TOP at the cashier</p>	<p>Based on:</p> <ul style="list-style-type: none"> <li>• Gross sales receipts, line of business, area, no. of employees, etc.</li> <li>• Sec. 7, 27, 76, 89 and 93 of C.O. 16-2005</li> <li>Sec. 14 of P.D. 1185</li> </ul>	15 minutes	<p>Licensing Officer</p> <p>Cashier</p>
3.1 Present the official receipts and wait for the final validation, approval and releasing of Mayor's Permit and business plate/sticker	<p>3.1 Applicant is given a claim stub indicating that permit is ready for release.</p> <p>3.2 Mayor's/ Business Permit is presented, signed and released.</p>		20 minutes	Licensing Officer
<b>Total</b>	<p><b>Based on:</b></p> <ul style="list-style-type: none"> <li>• <b>Gross sales receipts, line of business, area, no. of employees, etc.</b></li> <li>• <b>Sec. 7, 27, 76, 89 and 93 of C.O. 16-2005</b></li> <li><b>Sec. 14 of P.D. 1185</b></li> </ul>		<b>40 Minutes</b>	



### 3. APPLICATION FOR OCCUPATIONAL/WORKING PERMIT and OCCUPATIONAL TAX RECEIPT

<b>Office or Division:</b>	BPLO - Licensing Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen (G2C)			
<b>Who may avail:</b>	Applicants For Occupational/Working Permit And Occupational Tax Receipt			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly Accomplished Application Form 2. Community Tax Certificate (Cedula) 3. Health Clearance/ID 4. NBI Clearance or Malabon PNP Clearance 5. 2 x 2 picture (3 pieces) 6. Consent from parents/guardian if minor		1. BPLO, 3 <sup>rd</sup> floor Malabon City Hall or download through MALABON LGU OFFICIAL WEBSITE ( <a href="https://malabon.gov.ph/Home/ApplicationForms">https://malabon.gov.ph/Home/ApplicationForms</a> ) 2. Barangay or City Treasury Department 3. City Health Department 4. NBI or Malabon PNP 5. Permit applicant 6. Parent or guardian		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Inquire/Secure application form and list of requirements  Completely fill-up application form and submit all the requirements	Concerned officer informs applicant of the requirements, processes and other important details regarding application			Administrative Aide
1.1 File your accomplished application form and <b><u>complete requirements</u></b>	1.1 Application form and complete requirements are received, validated, registered and recorded.		5 minutes	Licensing Officer
2. Release of order of payment and payment of corresponding fee	2.1 After encoding, order of payment is given to applicant  2.2 Applicant pays amount indicated in the	Php 155.00 Reference: Article E, Section 27 and 29 of Amended City	5 minutes	Cashier  Administrative Aide



	order of payment at the cashier	Ordinance No. 16-2005		
3. Return to BPLO and present the official receipt and wait for the processing, approval and releasing of Occupational/ Working Permit	3. Occupational/ Working permit and ID or occupational tax receipt is signed and released.		15 minutes	Licensing Officer
<b>Total</b>	<b>Php 155.00 + Reference: Article E, Section 27 and 29 of Amended City Ordinance No. 16-2005</b>		<b>25 Minutes</b>	



#### 4. VERIFICATION OF ACCOUNT AND ACQUISITION OF CERTIFICATION OF TRUE COPY OF DOCUMENTS

<b>Office or Division:</b>	BPLO - Licensing Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Business (G2B)			
<b>Who may avail:</b>	Business Owners Requesting For Verification And Certification			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter indicating purpose of verification/certification 2. Authorization letter or Special Power of Attorney, together with photocopies of valid ID's (if representative is designated to process and receive application)		- Business owner		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present request letter indicating purpose of request for verification/certification  Wait for the Order of Payment	1. Request is validated and order of payment is issued	Php 165.00/ copy	5 minutes	Administrative Aide
2. Payment of corresponding fees and documentary stamp at the cashier			5 minutes	Cashier
3. Return to BPLO  Present the official receipt and wait for the approval and releasing of certification	3.1 Certification is printed, validated and signed  3.2 Release of certification		5 minutes	Licensing Officer Administrative Aide
<b>Total</b>	<b>Php 165.00/copy</b>		<b>15 Minutes</b>	



## 5. CHANGE OF STATUS OR DETAILS OF BUSINESS ESTABLISHMENT

<b>Office or Division:</b>	BPLO - Licensing Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Business (G2B)
<b>Who may avail:</b>	Business Owners Applying For Change Of Status Or Details Of Business Establishment

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><b>Requirements:</b></p> <p><b>CHANGE OF OWNERSHIP:</b></p> <ol style="list-style-type: none"> <li>1. Filled-up application form</li> <li>2. Affidavit of change of ownership</li> <li>3. Deed of Transfer (Deed of Sale, Deed of Assignment, Affidavit of Self-Adjudication or Extra-Judicial Settlement)</li> <li>4. Board Resolution and Secretary's Certificate for acquisition or assignment of business ownership (if corporation or partnership)</li> <li>5. Authorization letter or Special Power of Attorney, together with photocopies of valid ID's (if representative is designated to process and receive application)</li> <li>6. Tax Clearance/Certificate of No Property</li> </ol> <p><b>CHANGE OF TRADE NAME:</b></p> <ol style="list-style-type: none"> <li>1. Filled-up application form</li> <li>2. Affidavit of change of trade name</li> <li>3. DTI registration (for single proprietorship)/Amended Articles of Incorporation (for corporation/ partnership)</li> <li>4. Authorization letter or Special Power of Attorney, together with photocopies of valid ID's (if representative is designated to process and receive application)</li> </ol> <p><b>CHANGE OF BUSINESS ADDRESS:</b></p> <ol style="list-style-type: none"> <li>1. Filled-up application form</li> <li>2. Affidavit of change of ownership</li> <li>3. Locational Clearance</li> </ol>	<p><b>Clientele:</b></p> <p>Business owners</p> <ul style="list-style-type: none"> <li>- BPLO, 3<sup>rd</sup> floor Malabon City Hall or download through MALABON LGU OFFICIAL WEBSITE (<a href="https://malabon.gov.ph/Home/ApplicationForms">https://malabon.gov.ph/Home/ApplicationForms</a>)</li> <li>- Business owner</li> </ul> <ul style="list-style-type: none"> <li>- BPLO, 3<sup>rd</sup> floor Malabon City Hall or download through MALABON LGU OFFICIAL WEBSITE (<a href="https://malabon.gov.ph/Home/ApplicationForms">https://malabon.gov.ph/Home/ApplicationForms</a>)</li> <li>- Business owner</li> </ul> <ul style="list-style-type: none"> <li>- BPLO, 3<sup>rd</sup> floor Malabon City Hall or download through MALABON LGU OFFICIAL WEBSITE (<a href="https://malabon.gov.ph/Home/ApplicationForms">https://malabon.gov.ph/Home/ApplicationForms</a>)</li> </ul>



<p>4. Contract of Lease/Tax Clearance 5. Authorization letter or Special Power of Attorney, together with photocopies of valid ID's (if representative is designated to process and receive application)</p> <p><b>CHANGE OF LINE OF BUSINESS/ ADDITIONAL LINE OF BUSINESS:</b></p> <ol style="list-style-type: none"> <li>1. Filled-up application form</li> <li>2. Affidavit of change/add of line of business</li> <li>3. Locational Clearance</li> <li>4. Board Resolution and Secretary's Certificate for change/add of business (if corporation/partnership)</li> <li>5. Authorization letter or Special Power of Attorney, together with photocopies of valid ID's (if representative is designated to process and receive application)</li> </ol> <p><b>CORRECTION OF ENTRY:</b></p> <ol style="list-style-type: none"> <li>1. Filled-up application form</li> <li>2. Affidavit stating specific correction of entry of business detail. Other certification/requirements that may Be requested</li> <li>3. Authorization letter or Special Power of Attorney, together with photocopies of valid ID's (if representative is designated to process and receive application)</li> </ol> <p><b>ADDITIONAL AREA/EMPLOYEES:</b></p> <ol style="list-style-type: none"> <li>1. Filled-up application form</li> <li>2. Affidavit of additional area/employees</li> <li>3. Locational Clearance</li> <li>4. Authorization letter or Special Power of Attorney, together with photocopies of valid ID's (if representative is designated to process and receive application)</li> </ol>	<ul style="list-style-type: none"> <li>- Business owner</li>   <li>- BPLO, 3<sup>rd</sup> floor Malabon City Hall or download through MALABON LGU OFFICIAL WEBSITE (<a href="https://malabon.gov.ph/Home/ApplicationForms">https://malabon.gov.ph/Home/ApplicationForms</a>)</li> <li>- Business owner</li>   <li>- BPLO, 3<sup>rd</sup> floor Malabon City Hall or download through MALABON LGU OFFICIAL WEBSITE (<a href="https://malabon.gov.ph/Home/ApplicationForms">https://malabon.gov.ph/Home/ApplicationForms</a>)</li> <li>- Business owner</li>   <li>- BPLO, 3<sup>rd</sup> floor Malabon City Hall or download through MALABON LGU OFFICIAL WEBSITE (<a href="https://malabon.gov.ph/Home/ApplicationForms">https://malabon.gov.ph/Home/ApplicationForms</a>)</li> <li>- Business owner</li> </ul>
---	---

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present and submit two (2) sets completely filled-up form, affidavit of request and other requirements indicating	1.1 Documents and requirements are received and validated		10 minutes	Administrative Aide  Licensing Officer



the change of status or details of business license	1.2 Details of update are encoded and applicable tax, fees and charges are computed. Taxpayer given order of payment			
2. Payment of corresponding fees		<p>Based on:</p> <ul style="list-style-type: none"> <li>• Change of Status + Php 165.00 Secretary's Fee</li> <li>• Sec. 76 of M.O. 30-1993</li> <li>• Sec. 7, 27, 76, 89 and 93 of C.O. 16-2005</li> <li>Sec. 14 of P.D. 1185</li> </ul>	5 minutes	Cashier
3. Return to BPLO. Present the official receipt and wait for the approval and releasing of Certification	3. Payments are acknowledged and certification for change is issued		5 minutes	Administrative Aide Licensing Officer
<b>Total</b>	<p><b>Based on:</b></p> <ul style="list-style-type: none"> <li>• <b>Change of Status + Php 165.00 Secretary's Fee</b></li> <li>• <b>Sec. 76 of M.O. 30-1993</b></li> <li>• <b>Sec. 7, 27, 76, 89 and 93 of C.O. 16-2005</b></li> <li><b>Sec. 14 of P.D. 1185</b></li> </ul>	<b>20 Minutes</b>		



## 6. APPLICATION FOR TERMINATION/RETIREMENT OF BUSINESS PERMIT

<b>Office or Division:</b>	Business Permit and Licensing Office
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Business (G2B)
<b>Who may avail:</b>	Business owner/s

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Properly notarized application form (3 copies)	Business Permit and Licensing Office, 3 <sup>rd</sup> Floor Malabon City Hall
Latest original copy of Mayor's Business Permit	Business owner
Real Property Clearance/ Certificate of No Property	City Assessment Office, 3 <sup>rd</sup> Floor of Malabon City Hall
Barangay Clearance indicating non-operation of business	Office of the Barangay Captain where the Business is located
Financial documents for the last three (5) years	Business Owner
Books of Accounts for the last three (5) years	Business Owner
Sales Returns for the last three (5) years	Business Owner
Board Resolution for Termination of Operation (for Corporations)	Business Owner
Sketch of location of business	Business Owner
Name of Contact Person/ Contact Number	Business Owner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Inquire/ secure application form and list of requirements  1.2 Fill-up the application form and complete all the requirements.  1.3 File your application form and complete requirements	1. Business Permit and Licensing Office– Receiving Officer	None	5 minutes	Licensing Officer
2. Wait for the result of the conduct of inspection, verification of records and assessment.	2.1 Business Permit and Licensing Office– Receiving Officer	None	3 days	Inspector

3. Claim Order of Payment on fees for the termination of business	3. Business Permit and Licensing Office, Releasing Officer	None	5 minutes	<i>Licensing Officer</i>
4. Pay the corresponding taxes, fees and charges	4. City Treasury Department	Based on New Revenue Code of the City of Malabon 2016 Chapter II Article J, N, O, Chapter III Article A, W, Z, Chapter IV Article A, D, F, Chapter VIII Article A, C	2 minutes	Cashier
5. Submit copy of the Official Receipt  Preparation of Certificate of Retirement, approval and signature	5. Business Permit and Licensing Office– Receiving Officer	None	5 minutes	Licensing Officer
<b>Total</b>	Legal basis: New Revenue Code of the City of Malabon 2016			<b>3 Days per business establishment + 17 Minutes per transaction</b>



## 7. CONTRACTOR'S TAX

<b>Office or Division:</b>	BPLO - Licensing Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Business (G2B)			
<b>Who may avail:</b>	Contractors			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Original site development plan 2. Bill of materials			- Contractor	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements for validation and computation of contractor's tax	1. Review of documents and computation of contractor's tax	• Art. J. Sec. 2J. 02 (c) of C.O. A10-2016	5 minutes	Licensing Officer Administrative Aide
2. Release and payment of tax at the cashier			5 minutes	Cashier
3. Return to BPLO  Present the official receipt and present the same at LBO	3.1 Certification is printed, validated and signed		5 minutes	Licensing Officer Administrative Aide

# ELECTRONIC BUSINESS ONE-STOP SHOP (eBOSS)



## 1. APPLICATION FOR NEW BUSINESS PERMIT (ONLINE)

<b>Office or Division:</b>	BPLO - Licensing Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Business (G2B)			
<b>Who may avail:</b>	Applicants For Registration And Licensing Of New Businesses			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. DTI/SEC/CDA Registration</li> <li>2. Contract of Lease and Business Permit of Lessor/Certificate of Title</li> <li>3. Sketch and photo of business establishment</li> <li>4. Other certification/license/documents that may be required</li> <li>5. Authorization letter or Special Power of Attorney, together with photocopies of valid ID's (if representative is designated to submit, process application and claim permit)</li> </ol>		<ol style="list-style-type: none"> <li>1. DTI, SEC or CDA</li> <li>2. Lessor and Lessee agreement, property owner</li> <li>3. Business applicant</li> </ol>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Create personal account through portal: <a href="https://online.malabon.gov.ph">https://online.malabon.gov.ph</a>	Once registration is completed, email shall be sent to confirm registration			(Fully automated)
1. Log in and fill up online application form, upload <b><u>complete requirements/ documents</u></b> and submit for approval	1. Application form and complete requirements are received, validated and registered in system		5 minutes	(Fully automated)
2. Assessment, review, and payment of tax order of payment	2.1 After evaluation and approval, tax order of payment shall be issued through the account of taxpayer	Based on: • Line of business, area, no. of	1 minute	Licensing Officer

	2.2 Business applicant pays amount indicated in the TOP through online portal	employees, etc. • Sec. 76 of M.O. 30-1993 • Sec. 7, 27, 76, 89 and 93 of C.O. 16-2005 Sec. 14 of P.D. 1185		(Fully automated)
3. Download and printing of business permit	3. Taxpayer, through online account, downloads permit for printing		1 minute	(Fully automated)
<b>Total</b>	<b>Based on:</b> • Line of business, area, no. of employees, etc. • Sec. 76 of M.O. 30-1993 • Sec. 7, 27, 76, 89 and 93 of C.O. 16-2005 Sec. 14 of P.D. 1185		<b>10 Minutes</b>	



		Sec. 14 of P.D. 1185		
3. Download and printing of business permit	3. Taxpayer, through online account, downloads permit for printing		1 minute	(Fully automated)
<b>Total</b>	<b>Based on:</b> <ul style="list-style-type: none"> <li>• Gross sales receipts, line of business, area, no. of employees, etc.</li> <li>• Sec. 7, 27, 76, 89 and 93 of C.O. 16-2005</li> </ul> <b>Sec. 14 of P.D. 1185</b>		<b>10 Minutes</b>	