



2. Issuance of Certification for Retirement of Business

Business owner must secure a certification of retirement of business when they stop to operate and pay the necessary fees.

Office/Division:	Business Permit and Licensing Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All business owners in the Municipality of Tanza who stop to operate.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certification that business is no longer operational (1 Original)		Barangay hall where the business operates		
BIR Stamped Audited Financial Statement (1 Original)		BIR		
Latest Business Tax Receipt (1 Original)		Business Owner		
Board Resolution/ Secretary's Certificate (Corporation/Cooperative) (1 Original)		Business Owner		
Original Business Permit / Business Plate for the Current Year		Business Owner		
Authorization of Representative with Photocopy of valid I.D.'s (1 Original)		Business Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished application form together with all the required documents at the Business Permits and Licensing Office.	1.1 Verify and check the application form and required documents then assess the amount to be paid and issue tax order of payment.	Annual Gross Sales (existing enterprises)	10 Minutes	Business One Stop Shop (Windows 1 & 2) <i>BPLO Staff</i>
2. Payment	2.1 Get the tax order of payment and prepare the Official Receipt then get cash for payment	N/A	10 Minutes	Business One Stop Shop (Window 5) <i>Treasurer's Office Staff</i>
3. Proceed to Business Permits and Licensing Office and present the official receipts (O.R.) for issuance of certificate of closure.	3.1 Get the official receipt for recording if payment is made, releasing and issuance of certification	N/A	10 Minutes	Business One Stop Shop (Window 8) <i>BPLO Staff</i>
TOTAL:		As per Gross Sale	30 Minutes	