



3. Issuance of Certification for Registered Business and No 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 is a registered businesses and do not have any ongoing business operations.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of request		Business Owners / Citizen		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter of request	1. Verify and check the letter of request and required documents then issue tax order of payment.	Php 50.00 (Certification Fee) Php 30.00 (Documentary Stamp)	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	None	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 registered business or no business.	3.1 Get the official receipt for recording if payment is made, releasing and issuance of certification.	Annual Gross Sales (existing enterprises)	10 Minutes	Business One Stop Shop (Window 8) <i>BPLO Staff</i>
TOTAL:		As per Gross Sale	30 Minutes	

(Issuance of Business Permit and Licenses) is covered under Revised Revenue Code of the Municipality of Tanza.