



BUSINESS PERMITS AND LICENSING OFFICE

Registration of Business Permit

How to avail of the service

FOLLOW THE STEPS	IT WILL TAKE YOU	LOOK FOR
STEPS IN APPLYING FOR NEW & RENEWAL OF BUSINESS	PROCESSING TIME	PERSON IN CHARGE
STEP 1 VERIFICATION FILLING AND ASSESSMENT		
1.1) APPLICANT SUBMITS ACCOMPLISHED APPLICATION FORM AND COMPLETE REQUIREMENTS TO BPLO STAFF		APPLICANT
1.2) CUSTOMER ENCODES DATA AND UPDATE INFORMATION AND FORWARDS DOCUMENT TO ASSESSMENT SECTION	10 MINS.	CUSTOMER SERVICE STAFF
1.3) ASSESSMENT SECTION COMPUTES TAX DUE BASED ON NATURE OF BUSINESS AND PRINT TAX ORDER OF PAYMENT AND FORWARDS TO THE CHIEF OFFICER FOR VERIFICATION & APPROVAL	15 MINS	ASSESSMENT AND BILLING SECTION STAFF
1.4) CHIEF OFFICER APPROVES AND SIGN THE APPLICATION AND T.O.P. AND RETURNS IT TO CUSTOMER SERVICE	10 MINS	BPLO CHIEF
1.5) CUSTOMER SERVICE RETURNS THE APPLICATION FORM AND BILLING STATEMENT TO THE APPLICANT AND FORWARDS THE DOCUMENTS TO PRINTING AND SCANNING SECTION FOR PRINTING OF PERMITS IN SM AURA	5 MINS.	CUSTOMER SERVICE STAFF



BPLO –CITY HALL



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STEP 2 PAYMENT		
2.1) APPLICANT PRESENTS THE T.O.P. TO THE TREASURY FOR PAYMENT OF BUSINESS TAX AND COMMUNITY TAX	20 MINS.	TREASURY DEPT. STAFF
STEP 3 RELEASING		
3.1) BPLO STAFF RETRIEVES PERMIT FROM SM AURA	15 MINS.	RELEASING SECTION STAFF
3.2) RELEASING OFFICER RELEASES THE PERMIT TO THE TAXPAYER	10 MINS.	RELEASING SECTION STAFF





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STEPS IN APPLYING FOR NEW & RENEWAL OF BUSINESS	PROCESSING TIME	PERSON IN CHARGE
STEP 1 VERIFICATION FILLING AND ASSESSMENT		
1.1) APPLICANT SUBMITS ACCOMPLISHED APPLICATION FORM AND COMPLETE REQUIREMENTS TO BPLO STAFF		APPLICANT
1.2) CUSTOMER ENCODES THE DATA OR UPDATE THE INFORMATION AND THEN FORWARDS DOCUMENTS TO ASSESSMENT AND BILLING SECTION	10 MINS.	CUSTOMER SERVICE STAFF
1.3) ASSESSMENT SECTION COMPUTES TAX DUE BASED ON NATURE OF BUSINESS AND PRINTS TAX ORDER OF PAYMENT AND FORWARDS TO THE CHIEF OFFICER FOR VERIFICATION AND APPROVAL	15 MINS	ASSESSMENT AND BILLING SECTION STAFF
1.4) CHIEF OFFICER APPROVES AND SIGN THE APPLICATION AND T.O.P. AND RETURNS IT TO CUSTOMER SERVICE	10 MINS	BPLO CHIEF
1.5) CUSTOMER SERVICE RETURNS THE APPLICATION AND FORWARDS THE SUBMITTED DOCUMENTS TO SCANNING AND PRINTING SECTION FOR PRINTING OF PERMITS	5 MINS.	CUSTOMER SERVICE STAFF





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STEP 2 PAYMENT		
2.1) APPLICANT PRESENTS THE T.O.P. TO THE TREASURY FOR PAYMENT OF BUSINESS TAX AND COMMUNITY TAX	20 MINS.	TREASURY DEPT. STAFF
STEP 3 RELEASING		
3.1) AFTER SIGNING, BPLO CHIEF FORWARDS THE DOCUMENTS TO THE RELEASING OFFICER FOR SEGREGATION AND RELEASE .RELEASING OFFICER RELEASES THE PERMIT TO THE TAXPAYER 3.2) RELEASING OFFICER RECORDS THE RELEASED PERMIT IN THE LOGBOOK AND SYSTEM FOR DOCUMENTATION	15 MINS.	RELEASING SECTION STAFF

