

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	PROCES- SING TIME	PERSON RESPONSIBLE
1. Submit the accomplished application form together with all the required documents at the Business Permits and Licensing Office.	BPLO	None	10 Minutes	Business One Stop Shop (Windows 1 & 2) <i>BPLO Staff</i>
2. Proceed to Treasurer's Office for Payment	Treasurer's Office	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 closure.	BPLO	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.