



UNIFIED BUSINESS PERMIT APPLICATION FORM

ACCOUNT NO: _____

DATE OF APPLICATION: _____

TYPE OF APPLICATION

☐ NEW

☐ ADDITIONAL LINE OF BUSINESS

BUSINESS TRADE NAME			
BUSINESS ADDRESS			BARANGAY
DTI/ SEC/ CDA REGISTRATION NUMBER		TAX IDENTIFICATION NUMBER (TIN)	
TELEPHONE NO.	EMAIL		SSS NUMBER
NAME OF TAXPAYER	SURNAME	FIRST NAME	M.I.
ALTERNATE ADDRESS OF TAXPAYER (e.g. home address or address of the main office if branch only in Muntinlupa City)			CITY/MUNICIPALITY
NAME OF PRESIDENT/CEO		NAME OF OPERATIONS MANAGER	E-MAIL

LINE OF BUSINESS		NO. OF UNITS	CAPITALIZATION		
NUMBER OF EMPLOYEES	MALE	FEMALE	NUMBER OF EMPLOYEES/ WORKERS RESIDING IN MUNTINLUPA	MALE	FEMALE
TOTAL NO. OF DELIVERY TRUCKS/VANS/VEHICLES		TOTAL NO. OF GUARDS/STUDENTS/SEATING CAPACITY		ESTIMATED AREA (IN SQUARE METERS)	

IF THE PLACE OF BUSINESS IS RENTED (NOT OWNED)

NAME OF OWNER			TEL. NO.		
ADDRESS			TEL. NO.		
RENT START (Month / Day / Year)			MONTHLY RENTAL	EMAIL	
BOI/PEZA REG. NO.	DATE ISSUED	EXPIRATION DATE	CTC NO. (CEDULA)	DATE ISSUED	PLACE OF ISSUE

REGULATORY OFFICES SECTION (Do not fill up this section)

CITY ZONING ADMINISTRATION OFFICE ZONING FEE	OFFICE OF THE CITY BUILDING OFFICIAL ANNUAL INSPECTION FEES		
CITY HEALTH OFFICE FOR POST INSPECTION		BUILDING	
BUREAU OF FIRE PROTECTION FIRE SAFETY INSPECTION FEE		ELECTRICAL	
		ELECTRONICS	
BARANGAY BARANGAY CLEARANCE FEE		MECHANICAL	
	SANITARY/ PLUMBING		
	SIGN/ BILLBOARD		

I DECLARE UNDER PENALTY OF PERJURY that all information in this application are true and correct based on my personal knowledge and authentic records submitted to the City Government of Muntinlupa. Any false or misleading information supplied, or production of fake/falsified documents shall be grounds for appropriate legal action against me and automatically revokes the permit.

SIGNATURE OVER PRINTED NAME OF APPLICANT

POSITION/ DESIGNATION/ TITLE

NOTES:

1. For a corporation, only the responsible person (e.g. President Manager, Accounting or Finance Officer and Corporate Secretary) should sign the form. In the case of the liaison officer of an authorized representative, he or she should present an authorization letter duly signed by one responsible person from the company.

2. By signing this form, the herein applicant/taxpayer undertakes to allow any duly authorized inspectors from various Departments/Offices of the City Government of Muntinlupa as well as the National Government, to conduct lawful inspection inside the business premises during office hours. Violation of the foregoing condition shall mean suspension or revocation of business permit.

3. Further, by signing this form, the BPLO is consented to process and use the Applicant's Personal Data and/or sensitive personal information collected for the purposes of fulfilling its obligations and providing the services required for business registration, by whatever means in accordance with Republic Act (R.A.) 10173, otherwise known as the "Data Privacy Act of 2012" of the Republic of the Philippines, including its Implementing Rules and Regulations (IRR) as well as all other guidelines and issuances by the National Privacy Commission (NPC). The data collected may be shared among the partner agencies and other permit/license-issuing agencies covered by a data-sharing agreement to help facilitate business registration-related transactions. The BPLO, its officer, employees, staff, and representatives shall not disclose any confidential, privileged, personal, and/or sensitive personal information of the Registrant in whole or in part, whether verbal or written to any person, except (a) When required by law or an order of the court; or (b) During an emergency, that threatens the life, personal security of the applicant or community.

APPROVED BY:

ENGR. ALLAN A. CACHUELA

OIC, BUSINESS PERMITS AND LICENSING OFFICE