



APPLICATION FORM FOR BUSINESS TAX INCENTIVE

Control No. _____ Date of Application _____

Dear Sir/Madam:

Pursuant to the provisions of City Ordinance No. 2020-110 and City Resolution 2020-142, I am herewith applying to avail the business tax incentive for the following 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.	
				MOBILE NO.	
ALTERNATE ADDRESS OF TAXPAYER (e.g. home address or address of main office if branch only in Muntinlupa City)				BARANGAY	
				CITY/MUNICIPALITY	
NAME OF PRESIDENT/CEO			NAME OF OPERATIONS MANAGER		E-MAIL
NUMBER OF EMPLOYEES		MALE	FEMALE	NUMBER OF EMPLOYEES/ WORKERS RESIDING IN MUNTINLUPA	

LINE OF BUSINESS	GROSS SALES/ RECEIPTS	
	PRECEDING YEAR	CURRENT YEAR

DETAILS OF PAYMENT OF THE PRECEDING TAX YEAR			
Date Paid	Official Receipt No.	Amount Paid	Applicable Period (e.g. 1 st Quarter, etc.)

REQUIREMENTS/ DOCUMENTS SUBMITTED

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1. Completed application form (5 copies) prescribed by the Business Permits and Licensing Office (BPLO).

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2. Certification from the Office of the Mayor that the applicant is the top taxpayer of the preceding tax year or certification from the BPLO of the applicant's declared gross sales for the preceding tax year.

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3. Certification from the City Treasurer that the applicant has no pending tax protest and outstanding obligations or unpaid debts and taxes with the City.

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4. Partnership or Board Resolution authorizing the partners or Board of Directors to file the application.

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5. Latest Audited Financial Statement stamped received by the Bureau of Internal Revenue (BIR) and Securities and Exchange Commission (SEC).

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6. Sworn Statement to the effect that the applicant is not enjoying any tax incentive from any office, bureau, instrumentality of the government.

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7. Sworn Statement that no pending case/s is/are filed against the applicant in the courts of law or administrative office agency in relation to their business records on book of accounts or audited financial statements.

NOTES:

1.

Only responsible person (e.g. President Manager, Accounting or Finance Officer and Corporate Secretary) should sign the form.

2.

The BPLO may process and use applicant/company's data and/or sensitive information collected for the purposes of fulfilling its obligations and providing the services required for conferring the business tax incentive. The BPLO, its officer, employees, staff and representatives shall not disclose any confidential, privileged, personal and/or sensitive personal information of the applicant/company in whole or in part, whether verbal or written to any person, except: (a) When required by law or an order of court; or (b) During emergency, that threatens the life, personal security of the applicant/company or community.

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

DETAILS OF FILING

Received by: _____

Date Received: _____

Follow-up Date: _____

Remarks: _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, _____ AT THE CITY/MUNICIPALITY OF _____, AFFIANT HAVING EXHIBITED TO ME HIS/HER COMPETENT EVIDENCE OF IDENTITY NO. _____ ISSUED BY _____ ON _____.

DOC. NO. _____
PAGE NO.: _____
BOOK NO.: _____
SERIES OF _____

NOTARY PUBLIC