



Republic of the Philippines  
Province of Pampanga

Local Government of San Simon

**Business Permit and Licensing Division**

Tel No: (045) 435 4520  
Email: bplo@sansimonpampanga.gov.ph  
Website: www.sansimonpampanga.gov.ph  
Facebook: Municipality of San Simon (Official)

TAX YEAR

20\_\_

TRANSFER OF LOCATION  
 CORRECTION OF ENTRIES

To be filled-up by your local BPLO/MTO:

Date of Receipt: \_\_\_\_\_

APPLICATION STATUS

NEW  
 RENEWAL  
 ADDITIONAL

MODE OF PAYMENT

QUARTERLY  
 SEMI-ANNUAL  
 ANNUALLY

Application Number: \_\_\_\_\_

Business ID: \_\_\_\_\_

**REQUIREMENTS**

**NEW BUSINESS REGISTRATION:**

- Proof of business registration, incorporation, or legal personality (ie, DTI/SEC/Cooperative Development Authority (CDA) registration):  
*note: In certain cases like Sari-Sari Stores not using any or without business name, the requirement of DTI/SEC registration may be dispense with during initial registration (see Act No. 3883)*
- Basis for computing taxes, fees and charges (e.g. business capitalization);
- Occupancy Permit, if required by national laws (e.g. Building Code) and local laws
- Contract of Lease (If Lessee) / Lessor's Permit; and
- Barangay Clearance for Business that doesn't require Occupancy Permit BOSS(system Integrated)

**RENEWAL APPLICATION**

- Basis for computing taxes, fees and charges (e.g. Income Tax Returns); and
- Barangay Clearance for Business BOSS(system Integrated)

**All other requirements by law, ordinance and rules are subject to Post-Audit process.**

BUSINESS TRADE NAME			TEL. NO. / MOBILE NO.		
BUSINESS ADDRESS	HOUSE NO.	STREET NAME		BARANGAY	
BUSINESS LOCATION	<input type="checkbox"/> QUEZON ROAD <input type="checkbox"/> INDUSTRIAL PARK <input type="checkbox"/> GLOBAL ASEANA <input type="checkbox"/> NAYONG TSINOY <input type="checkbox"/> CDCP <input type="checkbox"/> MC ARTHUR <input type="checkbox"/> PLAZA <input type="checkbox"/> N/A				
NAME OF TAXPAYER	SURNAME	FIRST NAME	MIDDLE NAME	TEL. NO. / MOBILE NO.	
ADDRESS OF TAXPAYER	HOUSE NO.	STREET NAME		BARANGAY	CITY/MUNICIPALITY
NAME OF PRESIDENT / CEO / MANAGER	SEX: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	CITIZENSHIP	TIN NO.	EMAIL ADDRESS:	
COMMUNITY TAX CERTIFICATE NO.: (INDIVIDUAL OR CORPORATE)			DATE ISSUED:	PLACE ISSUED:	
KIND OF OWNERSHIP: <input type="checkbox"/> SINGLE PROPRIETORSHIP <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> COOPERATIVE			DTI/SEC/CDA Registration No.:	DTI/SEC/CDA Registration Date:	

**BUSINESS ACTIVITY**

LINE OF BUSINESS	CAPITALIZATION (FOR NEW BUSINESS)	GROSS / SALES RECEIPTS (FOR RENEWAL)		Total Number of Employees in Establishment:	
		ESSENTIAL	NON-ESSENTIAL	Male:	Female:
DELIVERY TRUCKS/VANS/VEHICLES NO. OF UNITS	Equipped with CCTV? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, no. of units:		BUSINESS AREA (IN SQ M.)		
Are you enjoying tax incentives from any Government Entity? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, please specify the entity.					

**NOTE: FILL-UP ONLY IF BUSINESS PLACE IS RENTED**

LESSOR'S FULL NAME:	LESSOR'S CONTACT NO.	LESSOR'S EMAIL ADDRESS
LESSOR'S FULL ADDRESS	RENT PER MONTH	

**LGU SECTION (Do Not Fill Up This Section)  
VERIFICATION OF DOCUMENTS**

DESCRIPTION	OFFICE/AGENCY	YES	NO	NOT NEEDED
Occupancy Permit (For New)	Municipal Engineering Office (BOSS)			
Barangay Clearance	Business Permit and Licensing Office (BOSS - System Integrated)			
Sanitary Permit / Health Clearance	Rural Health Unit (BOSS)			
MENRO Certificate (For High Risk Industries)	Municipal Environment Office (BOSS)			
Valid Fire Safety Inspection Certificate	Bureau of Fire Protection (BOSS)			

*Important Notice: As per Section 12 of the Implementing Rules and Regulations of the Fire Code of 2008, certain establishments (e.g. building lessors, fire, earthquake, and explosion hazard insurance companies, and vendors of firefighting equipment, appliances and devices) may be required to pay additional charges and fees other than the Fire Safety Inspection fees. These shall be collected during inspections or in another process to be communicated by representatives of the Bureau of Fire Protection (BFP).*

**DEED OF UNDERTAKING / WAIVER**

I, \_\_\_\_\_, of legal age, Filipino and a resident of San Simon Pampanga, having duly sworn to in accordance with law, aver that:  
As an applicant for a business permit/license for the Municipality of San Simon and as a Law abiding citizen and taxpayer thereof, I undertake to comply with all the requirements for the issuance of a business permit and license as required by the law or Municipal Ordinance. I further undertake to allow duly authorized inspectors of the Municipality to conduct ocular inspection of my establishment to ensure faithful compliance to any regulatory measures and post inspection requirements and in case of violation or non-compliance thereof it will result in the closure of the business establishment without need of notice, Executive Order and revocation of my business permit. I executed this undertaking and waiver to attest the truth and veracity of the foregoing based on personal knowledge and for all legal intents and purposes.

I DECLARE UNDER PENALTY OF PERJURY that the foregoing information are true based on my personal knowledge and authentic records. Further, I agree to comply with the regulatory requirement and other deficiencies within 30 days from release of the business permit.

I hereby agree that all Personal Data (as defined under the Data Privacy Law of 2012 and its implementing rules and regulations), customer data and account or transaction information or records (collectively, the "Information") which may be with the Local Government from time to time relating us may be processed, profiled or shared to requesting parties of for the purpose of any court, legal process, examination, inquiry, audit or investigation of any Authority. The aforesaid terms shall apply notwithstanding any applicable non-disclosure agreement. We acknowledge that such Information may be processed or profiled by or shared with jurisdictions which do not have strict data protection or data privacy laws.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_ at San Simon Pampanga, Philippines.

ASSESSMENT OF APPLICABLE FEES			
LOCAL TAXES	AMOUNT DUE	Penalty / Surcharge	TOTAL
Gross Sales Tax			
Tax on Delivery Vans/Trucks			
Tax on Storage for Combustible/ Flammable of Explosive Substance			
Tax on Signboard / Billboards			
REGULATORY FEES AND CHARGES			
Mayor's Permit			
Environmental Fee			
Delivery Trucks / Vans Permit Fee			
Sanitary Inspection Fee			
Building Inspection Fee			
Electrical Inspection Fee			
Mechanical Inspection Fee			
Plumbing Inspection Fee			
Signboard / Billboard Renewal Fee			
Storage and Sale of Combustible/Flammable or Explosive Substance			
Others			
<b>TOTAL FEES for LGU</b>			
<b>FIRE SAFETY INSPECTION FEE (15%) / Php 500.00 (Minimum)</b>			

Signature of Applicant / Representative

Position / Title

RECEIVED BY: