



**REPUBLIC OF THE PHILIPPINES  
 MARIKINA CITY  
 BUSINESS PERMITS & LICENSING OFFICE**



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**Business Account No.**

No. \_\_\_\_\_  
 Date \_\_\_\_\_

**REQUEST FORM**

1. BUSINESS TRADENAME/CORP. \_\_\_\_\_
2. NAME OF OWNER/PRESIDENT/CORP. \_\_\_\_\_
3. BUSINESS ADDRESS \_\_\_\_\_
4. NATURE OF BUSINESS \_\_\_\_\_
5. TEL. NO./CONTACT NO. \_\_\_\_\_

\_\_\_\_\_  
 Applicant's Signature over Printed Name

REQUEST FOR:

- CHANGE OF OWNERSHIP
- CHANGE OF BUSINESS NAME/TRADENAME
- CHANGE OF BUSINESS ADDRESS/ LOCATION
- CHANGE OF BUSINESS STATUS
- OTHERS (Pls. Specify) \_\_\_\_\_

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*(Applicant should not write below this line)*

REQUIREMENTS:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Zoning Clearance<br/>(2<sup>nd</sup> Floor, City Planning Office)</li> <li><input type="checkbox"/> DTI / SEC Registration</li> <li><input type="checkbox"/> Barangay Clearance</li> <li><input type="checkbox"/> Fire inspection Certificate<br/>(BFP beside Chowking)</li> <li><input type="checkbox"/> Photocopy of Lessor's Permit<br/>and Contract of Lease</li> <li><input type="checkbox"/> Others<br/>_____<br/>_____</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Affidavit           <ul style="list-style-type: none"> <li><input type="checkbox"/> Change of Ownership</li> <li><input type="checkbox"/> Change of Trade Name</li> <li><input type="checkbox"/> Change of Address</li> <li><input type="checkbox"/> Additional Line of Business</li> <li><input type="checkbox"/> Secretary Certificate</li> <li><input type="checkbox"/> Board Resolution</li> <li><input type="checkbox"/> Agreement</li> </ul> </li> <li><input type="checkbox"/> Original Business Permit</li> <li><input type="checkbox"/> Authorization Letter</li> <li><input type="checkbox"/> Valid I.D.<br/>(Owner Representative New Owner)</li> </ul> |
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*Pls. check appropriate box for the particular requirement/s*

**INSPECTION REPORT**

**RECOMMENDATION:**

Date Inspected \_\_\_\_\_

- APPROVED
- DISAPPROVED

Remarks : \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**License Inspector**

**APPROVED :**

**ATTY. NANCY V. TEYLAN**  
 Chief, BPLO