



3. Issuance of Certification (For Retirement, Change Ownership, Change Trade Name & Change of Location)

Certifications are awarded by a standard-setting organization like LGU's when an applicant passes an assessment process indicating mastery of a defensible set of standards. If you are registered, you can't simply stop operating. No matter the circumstance — bankruptcy, death, etc. If you stop complying with the government's requirements, you will just incur penalties.

Office or Division:	Business Permit and Licensing Division			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	All business establishments in the municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Original copy of Business Permit and Business Plate (in case of closure/retirement)		Business establishments		
1 Photocopy of new SEC/DTI/CDA (in case of change in trade name)		Securities & Exchange Commission/Department of Trade & Industry/ Cooperative Development Authority		
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
1. File application at the receiving area.	1. Receive & verify filled up form	None	5 Minutes	<i>Administrative Officer V</i> <i>Administrative Aide IV</i> <i>Administrative Aide II</i> Business Permit & Licensing Division
2. Pay the required fees at the Office of the Municipal Treasurer (Windows 1-6)	2. Issuance of official receipt	PHP 80.00		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
3. Claim the approved certification	3. Issuance of approved certification	None	5 Minutes	<i>Administrative Officer V</i> <i>Administrative Aide IV</i> <i>Administrative Aide II</i> Business Permit & Licensing Division
	TOTAL:	PHP 80.00	10 Minutes	

Note: 1. Time duration does not include transactions at other offices and national line agencies.
 2. You can now apply your business permits and documentary requirements thru the link:
<https://prod.ebpls.com/midsayapnorthcotabato>