



Business Permit and Licensing Office

Frontline Service



1. Motorized Tricycle Operator's Permit (MTOP) New and Renewal

- The Motorized Tricycle Operator's Permit (MTOP) is a document granting franchise or license to any individual with tricycle/s allowing him to ply and operate within the territorial jurisdiction of Bongabon, Nueva Ecija. MTOP is being issued to regulate the number of tricycles to avoid traffic congestion. The MTOP shall be valid for a period of ==two (2) years, commencing from the date of its issuance, which is renewable every two years.

Only Filipino citizens who are actually residing in the municipality of Bongabon, Nueva Ecija are qualified to operate and maintain tricycles-for-hire.

A Number Coding Scheme was already implemented. The last digit of the franchise plate number shall correspond to a particular day of the week that the motorized tricycle is not allowed to operate, as follows:

1 and 2 Monday

3 and 4 Tuesday

5 and 6 Wednesday

7 and 8 Thursday

9 and 0 Friday

1, 3, 5, 7, 9 Saturday

2, 4, 6, 8 Sunday

Office or Division:	Business Permit and Licensing Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Motorized Tricycle Owners/Operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Registration (1 Original & 1 Photo Copy) Official Receipt (Original & Photo Copy), Certificate from Toda President		None		
Fees:		Amount of Fee (in Pesos)		
		- Passenger Motorized Tricycle		
		Legalization Fee	PHP 300.00	
		MTOP	PHP 100.00	
		Parking Permit Fee	PHP 100.00	
		Sticker	PHP 75.00	
		Total:	PHP 575.00	
		- Private Motorized Tricycle		
		Registration Fee	PHP 100.00	
		Parking Permit Fee	PHP 100.00	
		Plate	PHP 50.00	
		Total:	PHP 250.00	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit all the requirements to the OIC for review	1. Receives and reviews submitted documents, issues order of payment, and directs applicant to pay at the Treasurer's Office	None	5 Minutes	OIC Business Permit and Licensing Office
2. Proceed to the designated payment window of the Municipal Treasury and present Tax Order Payment (TOP)	2. Received payment and issued Official Receipt	Please refer to the table above for the particular fees	10 Minutes	Revenue Collection Clerk/Officer Business Permit and Licensing Office
3. Return to the OIC, present proof of payments for the preparation of Franchise Registration Form and Authority for Tricycle Service	3. Encodes data and prints Franchise Registration Form and Authority for Tricycle Service, forwards to the Municipal Mayor or its authorized personnel for signature, seals, releases documents including franchise plate and/or sticker	None	15 Minutes	BPLO Staff Business Permit and Licensing Office
TOTAL:		Please refer to the table above for the particular fees	30 Minutes	



2. Issuance of Certifications

-These are documents requested by clientele attesting the status of operation of a certain business establishment whether it exist or not. No fees shall be collected to requesting competent court or other government agencies.

Office or Division:	Business Permit and Licensing Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	Government Agencies/Business Owners/General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter addressed to the Municipal Mayor stating nature of request, name and contact number of requesting party		Requesting Government Agencies/Business Owners/General Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter stating the nature/purpose of request or Obtain and fill-up Request Form	1. Receives request, issues order of payment, and directs applicant to pay at the Treasurer's Office	None	2 Minutes	<i>BPLO Staff</i> Business Permit and Licensing Office
2. Proceed to the designated payment window of the Municipal Treasury and present Tax Order Payment (TOP)	2. Received payment and issued Official Receipt	PHP 100.00	10 Minutes	<i>Revenue Collection Clerk/Officer</i> Business Permit and Licensing Office
3. Return to BPLO and present proof of payment for the issuance of Certification	3. Encodes data, prints and signs Certification, seals, records to logbook and releases to requesting party	None	3 Minutes	<i>Licensing Officer</i> Business Permit and Licensing Office
TOTAL:		PHP 100.00	15 Minutes	



3. Issuance of Duplicate Copy of Business Permit Card/ Authentication of Documents

- BPLO may issue a duplicate copy of the Business Permit card upon presentation of satisfactory proof that the original permit has been lost, stolen or destroyed. Certified copies of documents can also be obtained for official use of the clientele. No fees shall be collected to requesting competent court or other government agencies.

Office or Division:	Business Permit and Licensing Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	Government Agencies/Business Owners/General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter addressed to the Municipal Mayor stating nature of request, name and contact number of requesting party (1 Original Copy)		Requesting Government Agencies/Business Owners/General Public		
Duly notarized Affidavit of Loss (if permit has been lost or stolen) (1 Original Copy)		Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request or Obtain and fill-up Request Form	1. Receives request, issues order of payment, and directs applicant to pay at the Treasurer's Office	None	2 Minutes	<i>BPLO Staff</i> Business Permit and Licensing Office
2. Proceed to the designated payment window of the Municipal Treasury and present Tax Order Payment (TOP)	2. Received payment and issued Official Receipt	Please refer to the table above for the particular fees	10 Minutes	<i>Revenue Collection Clerk/Officer</i> Business Permit and Licensing Office
3. Return to BPLO and present proof of payment for the issuance of	3. Prints duplicate business permit, forwards to the Municipal Mayor or	None	3 Minutes	<i>Licensing Officer</i> Business Permit and Licensing Office



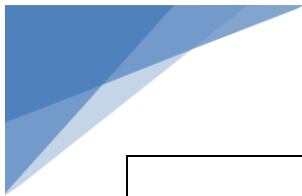
Certification	his authorized personnel for signature, seals, records to logbook, releases document to requesting client			
	3.1 Retrieves requested document/s from file, accompanies client in photocopying the document/s		5 Minutes	<i>BPLO Staff n</i> Business Permit and Licensing Office
	3.2 Certifies, signs document/s, seals, records to logbook, releases document/s to client		3 Minutes	<i>Licensing Officer</i> Business Permit and Licensing Office
TOTAL:		Please refer to the table above for the particular fees	23 Minutes	



4. Business Registration (New/ Renewal) Issuance of Business Permit

- The Local Government Code authorizes the LGU to impose taxes, fees and other charges on business entities in order to generate revenue. The Business Permits and Licensing Section (BPLS) under the Office of the Administrator were tasked to implement several provisions of the existing Municipal Tax Ordinance. Its main objective is to require all business establishments to register and secure Business License and pay the required taxes and fees prior start of operations. Said permit shall be renewed annually, before the 20th of January, but oftentimes extended up to the end of February, as a means of consideration to the taxpayers, provided however, that it is being supported by a Sangguniang Bayan resolution. Business One Stop Shop (BOSS) is being conducted during business renewal period (from 1st working day to last working day of January of each year) participated in by authorized representatives from Bongabon PNP, BFP, Health, Market, and BIR.

Office or Division:	Business Permit and Licensing Office
Classification:	Simple/ Complex
Type of Transaction:	G2C - Government to Citizen G2B – Government to Business
Who may avail:	Business Owners-residents and transients/authorized representative (other than a municipal employee)
CHECKLIST OF REQUIREMENTS	
New Business Application	
(1) Photocopy of Owner's Valid Identification Card bearing complete name, residence address and picture (for single proprietorship only)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pagibig, other agency issued valid ID
Location Sketch of business and Picture of establishment (at least three photos showing the presence of signboard, mainentrance, facilities, sidewalk or property line)	Applicant
PROOF OF BUSINESS REGISTRATION DTI Registration (Single Proprietorship) SEC Registration (Partnership/Corporation) including Articles of Incorporation and By-Laws CDA Accreditation (Cooperative)	DTI, SEC, CDA
Barangay Business Clearance (Locale of Business) with Official Receipt	Barangay locale of business



<p>List of Regular and/or Casual Employees, with residence address and position, duly certified by the owner/company representative</p> <p>NOTE: THESE EMPLOYEES ARE required to secure Working Permits</p>	Owner/Company
<p>RIGHT OF THE APPLICANT OVER THE BUSINESS LOCATION</p> <p>IF LEASING:</p> <p>Photocopy of Notarized Contract of Lease and/or Previous Year's Mayor's Permit of Lessor</p> <p>IF OWNED: Transfer Certificate of Title</p> <p>IF NOT OWNED: Memorandum of agreement or formal consent of lot owner to use the property as business location</p>	Notary Public
Renewal of Business Application	
Barangay Business Clearance (Locale of Business) with Official Receipt	Barangay locale of business
<p>List of Regular and/or Casual Employees, with residence address and position, duly certified by the owner/company representative</p> <p>NOTE: THESE EMPLOYEES ARE Required to secure Working Permits</p>	Owner/Company
<p>RIGHT OF THE APPLICANT OVER THE BUSINESS LOCATION</p> <p>IF LEASING:</p> <p>Photocopy of Notarized Contract of Lease and/or Previous Year's Mayor's Permit of Lessor</p> <p>IF OWNED: Transfer Certificate of Title</p> <p>IF NOT OWNED: Memorandum of agreement or formal consent of lot owner to use the property as business location</p>	Notary Public
BASIS FOR COMPUTING TAXES, FEES AND CHARGES:	BIR



<input type="checkbox"/> <input type="checkbox"/> Duly Notarized Sworn Statement of Gross Sales or Receipt or <input type="checkbox"/> <input type="checkbox"/> Certification of Gross Sales/Receipts duly signed by a CPA or authorized company representative BIR (IF EXEMPTED: Certificate of Tax Exemption)	
For Corporations ONLY: Latest SEC General Information Sheet (GIS)	SEC
Previous Year's Mayor's Permit (w/ attachments: duplicate copy of Business Permit Application, proof of payments, Sanitary Permit, etc.)	Owner File
Annual Income Tax Return (ITR) for the preceding year with Audited Financial Statement BIR (IF EXEMPTED: Certificate of Tax Exemption) <input type="checkbox"/> <input type="checkbox"/> Certificate of Registration (COR-Form 2303) Proof of Payment of Annual Registration Fee for the current year (Form 0605) Note: Payment not later than 31st of January of each year	BIR
SSS (per Sec. 24 of RA 8282 known as Social Security Act) Clearance and/or latest six (6) months proof of payments with support list of employees. Previous year's SSS Clearance (if there is any)	SSS
PAG-IBIG (per R. A. 7742 s. 1994) Certificate of Employer Registration (COER)/ Certificate of PAG-IBIG Active Membership (CPAM) or Latest Proof of Payments	PAG-IBIG
PHILHEALTH Proof of Membership	PHILHEALTH
Additional Requirements:	
Banks/Pawnshops/Money Changers	Central Bank Authority
Cellular Phone Dealer/Service Center	NTC Permit (per DOTC-NTC Memorandum Circular No. 07-08-2004 and 08-08-2004 in



	pursuant to the provisions of the Radio Control Law, Act No. 3846, as amended, Executive Order No. 546, and Republic Act 7925)
Dealer of LPG	ERB Permit
Dealer of Rice, Corn and Wheat	National Food Authority (NFA) License
Drugstore	BFAD Permit/PRC License of Pharmacist
Education Institution	Dep-Ed Accreditation
Electronic Repair and Motor Shop	DTI Accreditation Certificate
Medical/Dental/Optical Clinics	PRC License of attending Physician
Restaurant/Bakery	BFAD Permit
Telecommunications Services	NTC Clearance
Water Refilling Station	DOH Clearance/Water Analysis Result
Lessor of Commercial/Residential Lot/Building/Space/Machineries	Real Property Tax Clearance
Market Stall Holders	Certificate of Award/Market Clearance/ Deed of Sale (if any)
Newly Constructed Buildings	Building Permit and Occupancy Permit (issued by the Municipal Building Official) & Locational Clearance (issued by the MPDC)
Livestock/Poultry/Aviary Farm/Gasoline Station	Environmental Compliance Clearance (DENR)/LLDA Permit
Franchise	Franchise Agreement
FEES AND CHARGES	<p>Legal Basis: 2019 Revenue Code of the Municipality of Bongabon, Nueva Ecija Business Tax (Graduated or Local Tax) Section 7, Article A, Chapter II</p> <p>New Business – Newly started business entities shall not be subject to and/or liable to the payment of initial business tax and shall ONLY be subject to the payment of Business Permit and other regulatory fees and charges. This is in compliance with DOF-BLGF Memorandum Circular No. 01-001-2017 issued on 05 January 2017. (Chapter II, Article C, Section 13)</p> <p>Renewal – based on gross receipts (Differ on tax schedule e.g. manufacturer, wholesaler/dealer, service, retailer)</p> <p>Mayor's Permit - Rate depends on type or nature of business (as per schedule)</p> <p>Chapter III, Article A, Sec. 33</p> <p>Garbage Fee - Rate depends on type or nature of business (as per schedule)</p> <p>Chapter V, Article B, Section 236</p> <p>Sanitary Fee - Rate depends on type or nature of business (as per schedule)</p>

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73. Standard Steps for the Registration of New Business / Renewal

Office or Division:	Business Permit and Licensing Office	
Classification:	Simple/ Complex	
Type of Transaction:	G2C - Government to Citizen G2B - Government	
Who may avail:	Business Owners-residents and transients/authorized representative (other than a municipal employee)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
New Business Application		
(1) Photocopy of Owner's Valid Identification Card bearing complete name, residence address and picture (for single proprietorship only)		BIR, Post Office, DFA, PSA, SSS ,GSIS, Pagibig other agency issued
Location Sketch of business and picture of establishments (at least three photos showing the presence of signboard, main entrance,		Applicant
PROOF OF BUSINESS REGISTRATION DTI Registration (Single Proprietorship) SEC Registration (Partnership/Corporation) including Articles of Incorporation and By-Laws CDA Accreditation (Cooperative)		DTI, SEC, CDA
Barangay Business Clearance (Locale of Business) with Official Receipt		Barangay Locale of business
<input type="checkbox"/> Duly Notarized Sworn Statement of Gross Sales or Receipt or <input type="checkbox"/> Certification of Gross Sales/Receipts duly signed by a CPA or authorized company representative BIR (IF EXEMPTED: Certification of Tax Exemption) For Corporation ONLY: Latest SEC General Information Information Sheet (GIS)		SEC
Previous Year's Mayor's Permit (w/ attachments: duplicate copy of Business Permit Application, proof of payments, Sanitary Permit, etc.)		Owner File
Annual Income Tax Return (ITR) for the preceding year with Audited Financial Statement BIR (IF EXEMPTED: Certification of Tax Exemption) <input type="checkbox"/> Certificate of Registration (COR-Form 2303) Proof of Payment of Annual Registration Fee for the current year (Form 0605) Note: Payment not later than 31st of January of each year		BIR
FEES AND CHARGES	<p>Legal Basis: 2019 Revenue Code of the Municipality of Bongabon, Nueva Ecija Business Tax (Graduated or Local Tax) Section 7, Article A, Chapter II</p> <p>New Business - Newly started business entities shall not be subject to and /or liable to the payment of initial business tax and shall ONLY be subject to the payment of Business Permit and other regulatory fees and charges. This is in compliance with DOF- BLGF Memorandum Circular No. 01-001-2017 issued on 05, January 2017.</p> <p>Chapter II, Article C, Section 13</p> <p>Renewal - based on gross receipts (Differ on tax schedule e.g. manufacturer, wholesaler/dealer, service, retailer)</p> <p><input type="checkbox"/> Mayor's Permit - Rate depends on type or nature of business (as per schedule)</p> <p>Chapter III, Article A, Sec. 33</p> <p><input type="checkbox"/> Garbage Fee - Rate depends on type or nature of business (as per schedule)</p> <p>Chapter IV, Article E, Section 195</p> <p><input type="checkbox"/> Fire Inspection Fee - 15% of fees</p> <p>Chapter V, Article B, Section 236</p> <p><input type="checkbox"/> Sanitary Fee - Rate depends on type or nature of business (as per schedule)</p> <p>Penalty Imposed on Late Payees: 25% surcharge (Chapter II Article C, Section 19) plus a monthly 2% interest applied (Chapter II)</p>	



Municipality of Bongabon
Business Permit and Licensing Office
PERMIT AND REGULATORY FEES

Registration Fees

New Business

Mayor's Business Permit	
Certificates/ Permits	Main Fees to be Paid (in Pesos)
1. Business tax/ New Business	Capital 32,000.00 = 16.00
2. Regulatory Fees	
a. Sanitary Permit	500.00
b. Garbage Collection - Small	1,000.00
- Medium	2,000.00
- Large	3,000.00
c. Signboard Fee	50.00
d. Health Certificate	100.00/Personnel
e. Personnel Fee	100.00@
f. Business Card Fee	150.00
g. Barangay Clearance fee	100.00
3. Mayor's Permit Fee - Cottage	300.00
- Small	600.00
- Medium	800.00
- Large	1,000.00

Renewal

Mayor's Business Permit	
Certificates/ Permits	Main Fees to be Paid (in Pesos)
1. Business tax	Declared Gross less than 1,000.00 = 26.13
2. Regulatory Fees	
a. Sanitary Permit	500.00
b. Garbage Collection - Small	1,000.00
- Medium	2,000.00
- Large	3,000.00
c. Signboard Fee	50.00
d. Health Certificate	100.00/Personnel
e. Personnel Fee	100.00@
f. Business Card Fee	150.00
g. Brgy. Clearance Fee	100
3. Mayor's Permit Fee - Cottage	300.00
- Small	600.00
- Medium	800.00
- Large	1,000.00

Certification Fees	
Certificate of Closure, etc.	100.00



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Accomplished Forms and Requirements	1. Receives and examines application and evaluates submitted documents.	None	3 Minutes	<i>Licensing Officer / Business Permit and Licensing Officer</i>
2. Approval of Assessment and Payment	2. Receives and examines application and evaluates submitted documents, and Paid to Treasurer	Please refer to the fees and charges above (Regulatory Fees)	10 Minutes	<i>Licensing Officer / Business Permit and Licensing Officer / Revenue Collection Clerk</i>
3. Releasing of Business Permits	3. Forwards to the Municipal Mayor or his authorized personnel for approval and signature records to logbook and releases Business Permit bearing office seal including Business Plate and/or Sticker to client	None	5 Minutes	<i>BPLO Staff BPLO Municipal Mayor, Municipal Administrator Mayor's Office</i>
TOTAL:		Please refer to the fees and charges above	1- 3 days upon submission of Complete Documentary Requirements (excluding waiting time)	



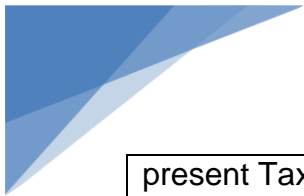
74.Cessation (Retirement/ Closure) of Business

- Enterprises, upon cessation of operation, shall inform the LGU for the assessment of any tax due. Any person natural or juridical who discontinues, transfer to other locality/ies or close/retire his/her business operation(s) is subject to the taxes, fees and charges on business. Any tax due must first be paid before any business or an undertaking is finally terminated.

Office or Division:	Business Permit and Licensing Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business			
Who may avail:	Business Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Sworn Statement of the gross sale or receipts for the current calendar year (1 Original)		BIR		
Affidavit of Business Closure (1 Original)		Notary Public		
Latest permit issued and tin plate (to be surrendered) (1 Original)		Business Owner		
Cancellation of Registration from DTI/SEC (1 Original)		DTI / SEC		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Obtain business retirement application form and checklist of requirements from BPLS (Form 3)	1. Issues application form and answers other queries of applicant	None	3 Minutes	Licensing Officer BPLO
2. Accomplish and submit application form including the required documents to BPLS for evaluation.	2. Receives and Examines submitted documents and verifies payment of taxes and status of business based on available records. Advises applicant to follow up after 1 to 2 working days (either personal or over the phone)	None	15 Minutes	Licensing Officer BPLO



	2.1. Conducts actual site inspection within 24 hours to verify the veracity of the application. Prepares and submit Inspection Report to the Licensing Officer immediately after actual visitation	None	Varies (depends on the location and nature of business)	<i>License Inspector/ BPLO Staff BPLO</i>
	2.2. Upon submission of Inspection report, evaluates inspection report and determine taxes/fees to be paid. Informs applicant on the result of evaluation (over the phone), advises them to schedule payment within 24 hours. Issues order of payment to be given to client once they return to BPLO	None	5 Minutes	<i>Licensing Officer BPLO</i>
3. Proceed to the designated payment window of the Municipal Treasury and	3. Received payment and issued Official Receipt	PHP 100.00	10 Minutes	<i>Revenue Collection Clerk/Officer BPLO</i>



present Tax Order Payment (TOP)				
4. Return to BPLS to present proof of payment of corresponding fee and issuance of Certification of Business Retirement	4. Checks correctness of fees paid, prints and signs Certification, seals, records to logbook and releases document to client	None	2 Minutes	<i>Licensing Officer</i> BPLO
TOTAL:		PHP 100.00	35 Minutes	