



TAX YEAR 2023
MUNICIPALITY OF PASACAO



INSTRUCTIONS :

1. Provide accurate information and print legibly to avoid delays, incomplete application form will be returned to the applicant.
2. Ensure that all documents attached to this form (if any) are complete and properly filled out.

I. APPLICANT SECTION

1. BASIC INFORMATION

New Renewal

Date of Application: DTI/SEC/CDA Registration No.:

TIN No. : DTI/SEC/CDA date of registration:

Type of Business: Single Partnership Corporation Cooperative

Amendment: From Single Partnership Corporation Cooperative

To Single Partnership Corporation Cooperative

Are you enjoying tax incentive from any Government Entity? () yes () no Please specify the entity:

Name of Tax payer / Registrant

Last Name First Name Middle Name

Business Name:

Trade name/Franchise:

2. OTHER INFORMATION

Note: For renewal application, do not fill up this section unless certain information have changed.

Business Address:

Postal Code: Email Address:

Telephone No. : Mobile No.:

Owner's Address:

Postal Code: Email Address:

Telephone No. : Mobile No.:

In case of emergency, provide name of contact person:

Telephone / Mobile No. : Email Address:

Business Area (in sq m): Total No. of Employees in Establishment: # of Employees Residing in LGU:

Note: Fill Up Only if Business Place is Rented

Lessor's Full Name :

Lessor's Full Address :

Lessor's Full Telephone / Mobile No. :

Lessor's Email Address :

Monthly Rental :

3. BUSINESS ACTIVITY

Line of Business	No. Of Units	Capitalization (for new business)	Gross Sales / Receipts (for renewal)	
			Essential	Non-essential

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.

SIGNATURE OF APPLICANT/TAXPAYER OVER PRINTED NAME

POSITION / TITLE

II. LGU SECTION (Do Not Fill Up This Section)

No. 2023

Description	Office/Agency	Yes	No	Not Needed
Occupancy (For New)	Office of the Bldg. Official			
Barangay Clearance	Barangay			
Sanitary / Health Clearance	Municipal Health Office			
Mun. Environmental Certificate	MENRO			
Market Clearance (For Stall Holders)	Office the Market Adm./Supervisor			
Valid Fire Safety Inspection Cert.	Bureau of Fire Protection			

Verified by: BPLO

2. ASSESSMENTS 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			
Mayors Permit Fee			
Sanitary Inspection Fee			
Fire Inspection Fee			
Calling Fee			
Zoning Certificate Fee			
Garbage Collection Fee			
Weght and Measure Fee			
P.D. 1096/Building Permit Fee			
Tax Clearance			
Business Plate / Sticker			
Others:			
TOTAL FEES FOR LGU			
FIRE SAFETY INSPECTION FEE (10%)			

Assessed by: MTO/ CTO

FSIF Assessment Approved by: BFP

III. CITY/MUNICIPALITY FIRE STATION SECTION

APPLICATION NO.: _____ **DATE** _____
 (TO BE FILLED UP BY APPLICANT/OWNER)

Name of Applicant/Owner: _____

Name of Business: _____

Total Floor Area: _____ Contact No.: _____

Address of Establishment : _____

 Signature of Applicant / Owner

Certified by:
 Customer Relations Officer

Time and Date Received:

FIRE SAFETY INSPECTION FEE ASSESSMENT:	
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