



**Office of the City Mayor**  
**Business Permit and**  
**Licensing Office**  
*External Service*



## **MANDATE**

The Primary step for the business to operate in the Philippines is to acquire license from local and national agencies.

Business registration includes payments of taxes and other administrative charges and complying with all the mandatory requirements of the concerned agencies. Taxes and fees are stipulated in the Revised Revenue Code of Cotabato City Series of 2005.

## **VISION**

An online and fully automated business permit and licensing operations that foster the rule of law and promotes equal business opportunity for all

## **MISSION**

To promote on-time, fairly-assessed and compliant business permit and licensing services that caters to the needs and expectations of both business establishments and the general public.

## **FUNCTION**

To organize and maintain a centralized one-stop-shop services or assistance-center that shall expedite the processing of all government requirements necessary in establishing a business or providing one-stop-shop for assessing business information and for express business licensing and registration.

### ***The Annual- One -Stop- shop Business Registration Process***

Business Registration is a Business –One- Stop- Shop (BOSS). All the line agencies associated with the acquisition of business license as mandatory requirement are present in the business registration area.

The Business Permit and License Office (BPLO) mandate application and issuance of business license annually.

The business permit processing is identified as; Registration, Verification, Assessment, Compliance, Payment and releasing.

- **Registration** – Filling up unified business application form and declaration of capital for new applicants, gross income from previous year of the renewing business application.
- **Verification** – Verifying records of business owners and updates.
- **Assessment** – Business-licensing officer's assessment on the declared gross income of applicant, its tax and administrative fees as stipulated on the Revised Code of Cotabato City Series of 2005.
- **Compliance** – All the line agencies are able to record and assess imposed fees for the issuance of the necessary business requirement. Associated officers for requirements of business application identified as



backroom are the City Planning for zoning clearance, City Health Office for health and sanitary permit, City Engineering Office for the Building Permit and Bureau of Fire Protection for its Fire Certificate issuance.

- **Payment** – Payment of taxes at the City Treasurer Office with the issuance of Official receipt.
- **Releasing** – After Registration, Verification, Assessment, Compliance and Payment. The releasing officer will print and issue the approved business permit.

### **INTEGRATED BUSINESS LICENSING**

Launching of Cotabato City National Economic Research and Business Assistance Center (NERBAC) and signing of MOA with Head of offices of SEC, DTI, CDA, LGU, SSS, Pag-ibig Fund, BIR and PhilHealth (September 15, 2011)

### **BUSINESS REGISTRATION GUIDE:**

Government agencies that is associated with the business registration process and part of the Business- One – Stop – Shop (BOSS). The (BOSS) administers the 3 steps in securing/issuance of business permit. (Receive, Payment, Release)

<b>AGENCIES</b>	<b>FUNCTION</b>
Department of Trade and Industry ( <b>DTI</b> )	Registration for Business Trade Name and identifying enterprise for sole proprietorship and cooperative.
Securities and Exchange Commission ( <b>SEC</b> )	SEC is the registrar and overseer of the Philippine corporate sector; it supervises and evaluates the financial statements (FS) filed by all corporations registered with it. SEC also develops and regulates the capital market, a crucial component of the Philippine financial system and economy. As it carries out its mandate, SEC contributes significantly to government revenues.
Cooperative Development Authority ( <b>CDA</b> )	Formulate, adopt and implement integrated and comprehensive plans and programs on cooperative development consistent with the national policy on cooperatives and the overall socio-economic development plans of the government.
Local Government Unit ( <b>LGU</b> )	LGU issues business license in compliance with municipality/city ordinances.
Bureau of Internal Revenue ( <b>BIR</b> )	BIR ensures compliance w/tax regulations and the legitimacy of operation.



Social Security System ( <b>SSS</b> )	SSS ensures and secures workers of the private sector in times of death, disability, sickness, maternity and old age.
Home Development Mutual Fund ( <b>HDMF</b> )	Provides access to social and shelter security for members.
Philippine Health Insurance Corp. ( <b>PhilHealth</b> )	The New National Health Insurance Act ( <i>RA 7851</i> ) as amended by RA 9241 requires all employers of the government and private sectors and their employees are register with this agency. PhilHealth manages and administers the government health care system.

### **NATIONWIDE ADOPTION OF UNIFIED FORM**

**Unified Form** – is a single common document issued by an LGU to a business applying for registration that contains the informed approvals needed to complete the registration process and facilitates exchange of information among LGU's and national Government Agencies.

### **APPLICATION / FILING NEW BUSINESS PERMIT/ RENEWAL OF EXISTING BUSINESS PERMIT**

Any person who shall establish, operate or conduct any business, trade or activity shall first obtain a Mayor's Permit and pay the business taxes, fees and other charges.

Annually the Business License renewal is from January 2 to 20. Penalties/Surcharges are imposed after the said deadline.

For new applicants, its tax is based on the *capital investment*.

Same procedure is taken for application that is Registration, Verification, Assessment, Payment and Releasing. Other mandatory requirements are assessed and released upon approval of the business license.

For the renewal of business license, upon registration of the attached requirements it is assessed for its expiry after the assessment is the verification, assessment of tax, payment comes the releasing of approved business license.

The Joint Inspection Team is also created as provided in Joint Memorandum Circular No. 01 series of 2016, otherwise known as the "Revised Standard in the processing of business permits and licenses", to be responsible for the undertaking inspections within each year after the issuance of the business permit (new or renewal) to verify information declared by the business in the application for business permit and to identify unregistered business.



**NEW BUSINESS REGISTRATION**

1. Secure and Fill-up Application Form

(Business application forms are available at Public Assistance Complaint Center – City Hall Lobby, DTI – Negosyo Center – Cotabato City, Business Permit and Licensing Division, Cotabato City LGU – website – *cotabatocity.ph*, and Barangay Halls).

2. Attached initial requirements (e.g. Barangay clearance, DTI, SEC, or CDA Registration)
3. Secure required accreditation/Certification from National Offices depending on the kind or line of business.

**Note:**

- Actual Inspections are conducted for all new business enterprises.
- New applicants with deficiencies with other offices (e.g. CEO, BFP, CHO, CTO) may see/approach the officer-in-charge for compliance of the requirements.

**RENEWAL APPLICATIONS**

1. Secure and fill-up Application Form
2. Attach all requirements (include previous clearances if still valid)
3. Secure required accreditation/Certification from National Offices depending on the kind or line of business.

**Note:**

- Actual Inspection is conducted for all Renewal applications for business.
- Renewal applications with deficiencies with other offices (e.g. CEO, BFP, CHO, CTO) may see/approach the officer-in-charge for compliance of the requirements

**SERVICES AND HOW TO AVAIL THEM**

<b>Office/Division:</b>	<b>OFFICE OF THE CITY MAYOR- License Inspection Services</b>	
<b>Classification:</b>	<b>Simple</b>	
<b>Type of Transaction:</b>	<b>G2C - Government to Citizen G2B - Government to Business</b>	
<b>Who may avail:</b>	<b>ALL Business Owners/Entrepreneur</b>	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	✓ Location sketch of the new business at the back of the application indicating landmark of the establishment	✓ Form from BPLO office



- <i>(for new and renewal applications)</i>	
✓ 2. Zoning Clearance (Office of the City Planning & Development Coordinator) - <i>(for new and renewal applications)</i>	✓ City Planning and Development Office
✓ Occupancy Permit / Building Clearance - <i>(for new and renewal applications)</i>	✓ Office of the City Engineer
✓ Fire Clearance - <i>(for new and renewal applications)</i>	✓ Fire Department
✓ Health/Sanitary Clearance (Renewable every 6 months) - <i>(for new and renewal applications)</i>	✓ Office of the City Health Officer
✓ 6. Barangay Clearance (Current Year) - <i>(for new and renewal applications)</i>	✓ <i>(Barangay where business is located at)</i>
✓ 7. Community Tax - <i>(for new and renewal applications)</i>	✓ Office of the City Treasurer
✓ 8. Approved DTI Registration (Sole Proprietorship) - <i>(for new applicants)</i>	✓ DTI office
✓ 9. Approved SEC Registration (Partnership / Corporation) - <i>(for new applicants)</i>	✓ Security and Exchange Commission Office
✓ 10. Taxes Clearance at the City Government - <i>(for new and renewal applications)</i>	✓ Office of the City Treasurer
✓ 11. Paid-up Capital for Investment - <i>(for new applicants)</i>	✓ <i>Business Owner (Applicants)</i>
✓ 12. Copy Lease Contract if place of business is rented - <i>(for new and renewal applications)</i>	✓ <i>Lessor(Owner of the Building)</i>
✓ 13. Certificate attesting to the tax exemption, if the business is tax exempt - <i>(for new and renewal applications)</i>	✓ Cotabato City Investment Board
✓ 14. CCTV Footage <i>(Picture of Installed Camera's)</i> - <i>(for new and renewal applications)</i>	✓ Business Owner (Applicants)
✓ 15. Vaccination Card <i>(Vaccinated Employees)</i> - <i>(for new and renewal applications)</i>	✓ Department of Health
✓ 16. Previous Year Mayor's Permit - <i>(for renewal applicants)</i>	✓ BPLO
✓ 17. Gross Sales/Receipts of Proceeding year - <i>(for renewal applicants)</i>	✓ <i>Business Owner (Applicants)</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Fill up the Unified Form for new application of business and attach DTI/SEC registration</p> <p><i>*For renewal of permits fill up the form for renewal and attach previous documents or the requirements indicated at the provided checklist</i></p>	<p>Provided Form</p>	<p>None</p>	<p>5 minutes</p>	<p>Clerk</p>
<p>2. Submit the accomplished form with the requirements at the Business Permit and Licensing Office</p>		<p>2.1 Business tax is based on nature or type of business.</p> <p>- Capitalization for new businesses</p> <p>- Gross Sales for existing businesses</p> <p>Zoning fee: 20.00            Health fee: 25.00/head            Tax clearance: 50.00            Secretary's fee: 50.00            Business Plate: 250.00            Sticker: 50.00            Real Property: 10.00</p>	<p>7 to 10 minutes</p>	<p>Clerks            Admin Aide VI            Admin Assistant            Licensing Officer I            Licensing Officer II            Licensing Officer III            Licensing Officer IV            Planning Officer            Sanitation Inspector            Fire Officer            Revenue Collection Clerk III</p>



3. Pay the tax assessed by the Business permit and Licensing Office	3.1 Receive Payment	None	10 minutes	Cashier
	3.2 Issuance of Official Receipt			
	3.3 Recording of Receipts			
4. Claim Mayor's Permit Releasing of the approved Business Permit together with all the pertinent documents like original copies of various clearances and Official Receipts.  *Releasing of the Business Plates (New) and Business Sticker (Renewal)	4.1 Printing of Business Permit	None	5 minutes	Clerks
	4.2 Printing of Sanitary Permit			
	4.3 Recording of Permit Before Releasing			
<b>TOTAL:</b>		<b>P 405.00</b>	<b>30 minutes</b>	

**FILING NEW BUSINESS PERMIT FOR PUV & PUJ/ RENEWAL OF BUSINESS PERMIT FOR PUV & PUJ**

Any person who shall establish, operate or conduct any business, trade or activity shall first obtain a Mayor's Permit and pay the business taxes, fees and other charges. Business registration process includes assessment, payment of taxes, fees and other charges and complying with all the regulatory requirements both from local and national government agencies. Fees and charges are indicated to our Revised Revenue Code of Cotabato City (Ordinance 2850, series of 2005)

<b>Office/Division:</b>	<b>OFFICE OF THE CITY MAYOR- License Inspection Services</b>
<b>Classification:</b>	<b>Simple</b>
<b>Type of Transaction:</b>	<b>G2C - Government to Citizen, G2B - Government to Business</b>
<b>Who may avail:</b>	<b>ALL Business Owners/Entrepreneur</b>



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
✓ 1. Franchise		✓ LTFRB		
✓ 2. Inspection Report/Clearance		✓ Traffic Management Unit		
✓ 3. Business Permit of the previous year		✓ Applicant/Operator/Owner		
✓ 4. ORCR		✓ Operator/Owner		
✓ 5. Driver's License		✓ Driver of the Tricycle		
✓ 6. Health Card		✓ City Health Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure The Inspection Report from the Traffic Management Unit	Inspect the Vehicle for ROADWORTHNESS	None	5 to 10 minutes	Traffic Management Unit
Submit the Inspection report and other required documents at the Business Permit and Licensing Office	Receiving Clerks Checks and Verifies the Documents passed by the applicant. Encoding of applications in the system then assess the taxes, fees, and charges for initial assessment— Treasury for printing of final assessment	Supervision fee: 300.00 <b>Sec 180:</b> 150.00 Business Certificate: 50.00 Health fee: 25.00 Tax Clearance: 50.00 Secretary fee: 50.00 Sticker: 200.00 RPVF: 10.00 Drivers ID (for new): 150.00	3 minutes	Clerks Revenue Collection Clerk
Pay the tax assessed by the Business permit and Licensing Office	Receive Payment Issuance of Official Receipt Recording of Receipts	Tax Certificate: 155.00 Health Card fee: 85.00	5 minutes	Cashier
Claim/released of approved business permit, sticker, franchise with all	Printing of Business Permit/Franchise Released of	None	3 minutes	Clerks



pertinent documents of various clearances, and official receipts.	Tricycle Sticker Recording of the Documents Before Releasing			
<b>TOTAL: P 1,175 (for new) ; P 1,025 (for existing)</b>			<b>22 minutes</b>	

**FILING NEW AND RENEWAL OF BUSINESS PERMIT FOR MOTORIZED TRICYCLE OPERATORS PERMIT**

Any person who shall establish, operate or conduct any business, trade or activity shall first obtain a Mayor’s Permit and pay the business taxes, fees and other charges. Business registration process includes assessment, payment of taxes, fees and other charges and complying with all the regulatory requirements both from local and national government agencies. Fees and charges are indicated to our Revised Revenue Code of Cotabato City (Ordinance 2850, series of 2005)

<b>Office/Division:</b>	<b>OFFICE OF THE CITY MAYOR- License Inspection Services</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C - Government to Citizen, G2B - Government to Business</b>			
<b>Who may avail:</b>	<b>All Business Holders</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
✓ 1. Franchise		✓ LTFRB		
✓ 2. Inspection Report/Clearance		✓ Traffic Management Unit		
✓ 3. Business Permit of the previous year		✓ Applicant/Operator/Owner		
✓ 4. ORCR		✓ Operator/Owner		
✓ 5. Driver’s License		✓ Driver of the Tricycle		
✓ 6. Health Card		✓ City Health Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure The Inspection Report from the Traffic Management Unit	Inspect the Vehicle for ROADWORTHINESS	None	5 to 10 minutes	Traffic Management Unit



<p>2. Submit the Inspection report and other required documents at the Business Permit and Licensing Office</p>	<p>2.1 Receiving Clerks Checks and Verifies the Documents passed by the applicant. 2.2 Encoding of applications in the system then assess the taxes, fees, and charges for initial assessment— Treasury for printing of final assessment</p>	<p>Supervision fee: 300.00/Unit  <b>Sec 180:</b> 150.00/Head  Business Certificate: 50.00  Health fee: 25.00/Head  Tax Clearance: 50.00  Secretary fee: 50.00  Sticker: 200.00/Unit  RPVF: 10.00  Drivers ID (for new): 150.00/Head</p>	<p>3 minutes</p>	<p>Clerks Revenue Collection Clerk</p>
<p>3. Pay the tax assessed by the Business permit and Licensing Office</p>	<p>3.1 Receive Payment 3.2 Issuance of Official Receipt 3.3 Recording of Receipts</p>	<p>Tax Certificate: 155.00  Health Card fee: 85.00/Head</p>	<p>5 minutes</p>	<p>Cashier</p>
<p>4. Claim/release d of approved business permit, sticker, franchise with all pertinent documents of various clearances, and official receipts.</p>	<p>4.1 Printing of Business Permit/Franchise 4.2 Released of Tricycle Sticker 4.3 Recording of the Documents Before Releasing</p>	<p>None</p>	<p>3 minutes</p>	<p>Clerks</p>
<p><b>TOTAL</b></p>	<p><b>P 1,175 (for new) ; P 1,025 (for existing)</b></p>		<p><b>22 minutes</b></p>	



**OCM - BUSINESS PERMIT & LICENSING DIVISION**  
Organizational Structure

