

CHECKLIST FOR BUSINESS INFORMATION/ACCOUNT MODIFICATION (CHANGE OF BUSINESS OWNER, CHANGE OF BUSINESS NAME, CHANGE OF BUSINESS LOCATION, CHANGE OR ADDITION OF LINE OF BUSINESS ACTIVITY AND CHANGE OF KIND OF BUSINESS (AS TO OWNERSHIP))

1. Change of Business Owner/Business Name/Line of Business Activity/ Kind (ownership) of Business:

- ☐ Duly accomplished Application Form
- ☐ Affidavit of Change of Business Owner
- ☐ Original copy of recent Mayor's Permit

Photocopy of Proof of Registration whichever is applicable:

- ☐ DTI registration (For Sole Proprietorship)
- ☐ SEC Registration (For Partnership or Corporation)
- ☐ CDA Certificate of Compliance (For Cooperative)

2. Change of Business Location

- ☐ Duly accomplished Application Form for Change of Business Location.
- ☐ Original Copy Recent Mayor's Permit

Photocopy of Proof of right of applicant to use location as business, whichever is applicable:

- ☐ If owned, proof of ownership original/ transfer Certificate of Title or Latest Tax Declaration.
- ☐ If not owned, Duly Notarized Contract of Lease, Memorandum of Agreement, or Notarized Consent of property owner