



REPUBLIC OF THE PHILIPPINES
PROVINCE OF ILOCOS NORTE
CITY OF BATAC
OFFICE OF THE CITY MAYOR
BUSINESS PERMITS & LICENSING SECTION



TRANSFER OF OWNERSHIP/BUSINESS NAME/LOCATION

OWNER'S NAME: _____
BUSINESS NAME: _____
BUSINESS ADDRESS: _____

☐ TRANSFER OF OWNERSHIP

CURRENT OWNER (The Current Legal Owner)

OWNER'S NAME: _____
ADDRESS: _____
TELEPHONE NO.: _____
TIN: _____
OWNERSHIP: ☐ Single ☐ Partnership ☐ Corporation ☐ Cooperative

NEW BUSINESS OWNER

OWNER'S NAME: _____
ADDRESS: _____
TELEPHONE NO.: _____ GENDER: _____ BIRTHDATE: _____
TIN: _____
OWNERSHIP: ☐ Single ☐ Partnership ☐ Corporation ☐ Cooperative

☐ CHANGE OF TRADE/BUSINESS NAME

CURRENT TRADE/BUSINESS NAME

BUSINESS NAME: _____

NEW TRADE/BUSINESS NAME

BUSINESS NAME: _____

☐ TRANSFER OF BUSINESS ADDRESS

CURRENT BUSINESS ADDRESS

☐ Owned ☐ Rented/Leased ☐ Market Stallholder ☐ Riverside Stallholder

BUSINESS ADDRESS: _____

If rented/leased, market stallholder, riverside stallholder

Lessor's Name: _____
Bldg./Stall No: _____ Bldg.: _____
Street: _____
Address: _____
Telephone No.: _____ Area (sq. m.): _____

NEW BUSINESS ADDRESS

☐ Owned ☐ Rented/Leased ☐ Market Stallholder ☐ Riverside Stallholder

BUSINESS ADDRESS: _____

If rented/leased, market stallholder, riverside stallholder

Monthly Rental: Php _____

Lessor's Name: _____
Bldg./Stall No: _____ Bldg.: _____
Street: _____
Address: _____
Telephone No.: _____ Area (sq. m.): _____

☐ CHANGE/ADD OF LINE OF BUSINESS

CURRENT LINE OF BUSINESS: _____

NEW LINE OF BUSINESS: _____

Requirements:

1. Application Form for Transfer of Ownership/Business Name/Location
2. Affidavit of Change of Business Owner
3. Photocopy of DTI/SEC/CDA
4. Original copy recent Mayor's Permit