



UNIFIED APPLICATION FORM FOR BUSINESS PERMIT
CITY OF BATAC
Application No: 2026 - _____

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		Payment	Date of Receipt: _____
	NEW	Annually	Tracking Number: _____
	RENEWAL	Bi-Annually	Business ID Number: _____
	ADDITIONAL	Quarterly	

A. BUSINESS INFORMATION AND REGISTRATION

Please choose one ☐ Sole Proprietorship ☐ One Person Corporation ☐ Partnership ☐ Corporation ☐ Cooperative

☐ Male ☐ Female ☐ Male ☐ Female

DTI/SEC/CDA Registration Number: _____ Tax Identification Number (TIN): _____

Business Name: _____

Trade Name / Franchise (If applicable): _____

Main Office Address: House/Bldg. No. _____ Name of Building _____ Lot No. _____ Block No. _____
Street _____ Barangay _____ Subdivision _____
City/Municipality _____ Province _____ Zip Code _____

Telephone No: _____ Mobile No: _____ Email Address: _____

(For Sole Proprietorship) Name of Owner:	Surname	Given Name	Middle Name	Suffix
(For Corporations / Cooperative / Partnerships) Name of Owner:	Surname	Given Name	Middle Name	Suffix

For Corporation: ☐ Filipino ☐ Foreign

B. BUSINESS OPERATION

Business Area (in sq.m): _____ Total No. of Employees in Establishment _____ No. of Employees Residing Within the LGU _____ No. of Delivery Vehicles (if applicable) _____

Total Floor Area (in sq.m): _____ Male _____ Female _____ Van/Truck _____ Motorcycle _____

☐ Same as Main Office Address

Business Location Address: House/Bldg. No. _____ Name of Building _____ Lot No. _____ Block No. _____
Street _____ Barangay _____ Subdivision _____
City/Municipality _____ Province _____ Zip Code _____

Owned? ☐ Yes ☐ No If Yes, Tax Declaration No.: _____ or Property Identification No.: _____

Do you have tax incentives from any Government Entity: ☐ Yes (Please attach a copy of your certificate) ☐ No

Business Activity (Please Check one): Main Office Branch Office Admin Office Only Warehouse Others Pls Specify _____

Line of Business	Philippine Standard Industrial Code (If Available)	Products/Services	No. of Units	Last Year's Gross Sales/Receipts

I DECLARE UNDER THE PENALTY OF PERJURY that all information in this application are true and correct based on my personal knowledge and authentic records submitted to the CITY GOVERNMENT OF BATAC, OFFICE OF THE MAYOR-BUSINESS PERMITS AND LICENSES SECTION. Any false or misleading information supplied, or production of fake/falsified documents shall be grounds for appropriate legal action against me and automatically revokes the permit. I hereby agree that all personal data (as defined under the Data Privacy Law of 2012 and it's implementing Rules and Regulations) and account transaction information or records with the City Government may be processed, profiled or shared to requesting parties for the purpose of any court, legal process, examination, inquiry and audit or investigation of any authority.

SIGNATURE OF APPLICANT/OWNER OVER PRINTED NAME

DESIGNATION / POSITION / TITLE