



**Internal/External**

**2. SERVICE NAME: ISSUANCE OF BUSINESS RETIREMENT CERTIFICATE**

**Description of the Service:** Business retirement certificate is issued to business registrants who stopped operating their business for various reasons.

<b>Office or Division:</b>	BUSINESS PERMIT AND LICENSING OFFICE	
<b>Classification:</b>	SIMPLE	
<b>Type of Transaction:</b>	G2B (Government to Business)	
<b>Who may avail:</b>	BUSINESS REGISTRANTS	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<u>BUSINESS RETIREMENT REGISTRATION</u> <ul style="list-style-type: none"> <li>• ONLY ACCOMPLISHED AND NOTARIZED APPLICATION FORM</li> <li>• BARANGAY CLEARANCE FOR BUSINESS CLOSURE</li> <li>• CEDULA</li> <li>• GROSS RECEIPT/SALES</li> <li>• BUSINESS PERMIT AND BUSINESS PLATE (For surrender)</li> <li>• TIN NUMBER</li> <li>• DEATH CERTIFICATE (If the owner died)</li> </ul>	<ul style="list-style-type: none"> <li>• Barangay where place of business was established</li> <li>• City Treasurer’s Office, City Hall, City of Ilagan, Isabela</li> <li>• Declare by the Owner of Business</li> <li>• From you</li> <li>• BIR – City Terminal, Alibagu, City of Ilagan, Isabela or BIR-RDO, Naguilian, Isa.</li> <li>• Civil Registrar Office on a place of death</li> </ul>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. APPLY (Filing of business retirement at "Counter #3" and have notarized accomplished form)	Verify documents, assess taxes, fees and charges	None	5 minutes	<b>VINCENT D. DALIT</b> Administrative Aide I  <b>JOANA CARMELA F. RAMIRO</b> Casual
2. INSPECTION	On-site Inspection	None	Within the day	<b>GLENN G. AGCAOILI</b> License Inspector I  <b>MA. CHRISTIAN MAYE G. BALICANTA</b> License Inspector I



3. PAY "Counter #6"	at	Accepts payment of fees, taxes and other charges/ issue Official Receipt	Documentary Stamp 30.00  Certification Fee 120.00  Any Tax Due shall be paid before any business or undertaking is fully terminated	2 minutes	<b>PRECIOUS JOY A. BALMACEDA</b>  Administrative Aide I
CLAIM at "Counter #3"		Issue certificate of retirement	None	2 minutes	<b>VINCENT DALIT</b>  Administrative Aide I  <b>JOANA CARMELA F. RAMIRO</b>  Casual
TOTAL				9 minutes	