Business Retirement

Office or Division:	Office of the Municipal Mayor
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Business Taxpayers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application for Retirement of Business	BPLO Office
- Barangay Business Closure	Office of the Barangay
- Affidavit of Closure (Notarized or Sworn statement, stating the reason for closure)	Located : Notary Public
- Letter of Intent	Files of the Business Owner
- Original Mayor's Permit Certificate	Files of the Business Owner

CLIENT STEPS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. File and Submit Documentary Requirements	None	30 minutes	Administrative, Aide
2. Pay and claim Business Retirement Certificate	Based on Revise Municipal Revenue Code (Ordinance No. 16, S. 2023)	30 minutes	Administrative, Aide
TOTAL	Varles	60 minutes	

**Fees mandated by the Local Revenue Code of 2001 Section 4B of Magalang, Pampanga*