



# BUSINESS PERMIT AND LICENSING OFFICE

## PROCESSING OF BUSINESS RETIREMENT CERTIFICATE

### ABOUT THE SERVICE

Businesses who wish to voluntarily retire, cease or terminate their respective businesses must comply with the necessary requirements and apply for a business retirement certificate

### WHO CAN AVAIL OF THE SERVICE

Any person who shall cease or retire any business, trade or activity within the City of Olongapo can avail of this service.

### FEES

Please refer to Mayor's Permit Fees and Tax Rates Chart

### AVAILABILITY OF SERVICE

MONDAY TO FRIDAY  
08:00 AM to 05:00 PM  
NO NOON BREAK

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCESSING TIME (under normal circumstance)	PERSON IN CHARGE	FEES	FORM
1	Submit letter of intent for business retirement together with required documents.	Receive and check application as to completeness of requirements.	1 minute	Admin Staff	Refer to Tax Rates Chart	Declaration of Gross Sales or Receipts (BPL-FM-023-02)
		Update information on the system.	2 minutes	Admin Staff		
		Check gross sales declarations for processing.	2 minutes	Head		
		Print and check summary of assessment.	1 minute	Information Section		
2	Once payment has been made, submit a copy of Official Receipt and Certification Fee.	Conduct inspection of business establishment.	5 minutes	License Inspector	Refer to Tax Rates Chart and P50 Certification Fee	
		Print business retirement certificate.	1 minute	Admin Staff		
		Approval of business retirement certificates.	1 minute	Head		
3	Get business retirement certificate.	Release approved business retirement certificate.	2 minutes	Admin Staff		
Total Time: 16 minutes (excluding waiting time)						

