

BUSINESS PERMIT APPLICATION APPLICANT GUIDE

Business Permits Licensing System

ENGAGE WITH US



Business Permit



Building Permit



Working Permit



Occupancy Permit



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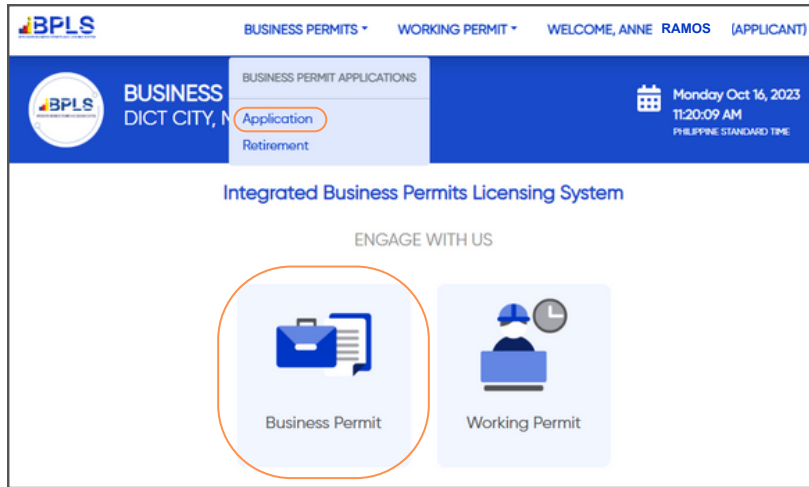
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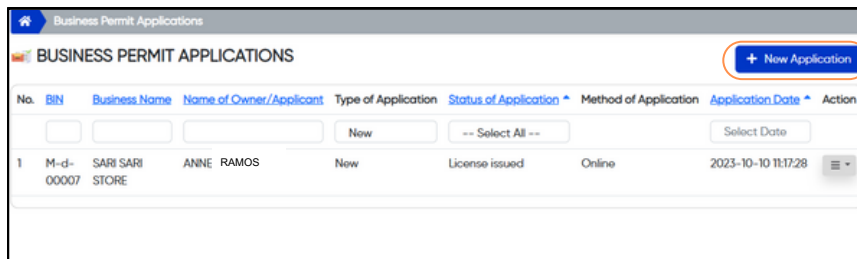
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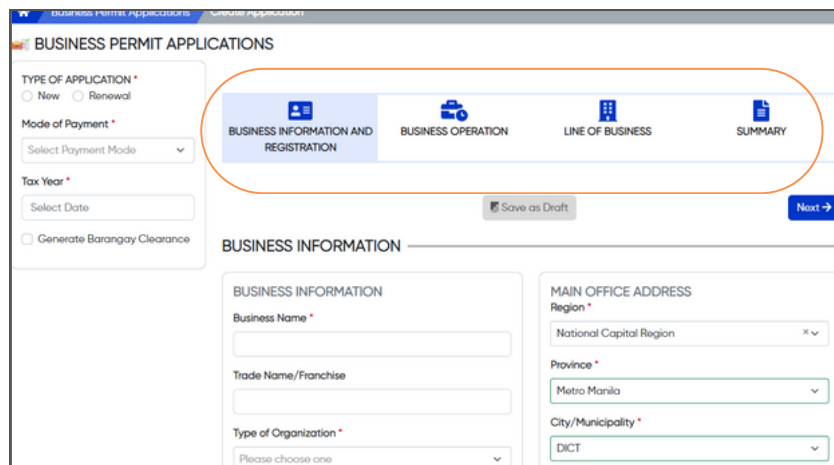
II. Business Permit Application

APPLICATION

At the homepage, click the **Business Permit** icon to proceed with the application or you can click the **Business Permits > Application** at the main menu to create and view the list of created applications.



Click the **New Application** button. This will open the application page containing the four (4) sections.



- **Business Information and Registration**
- **Business Operation**
- **Line of Business**
- **Summary**

TYPE OF APPLICATION *
 New Renewal

Mode of Payment *
 Select Payment Mode ▾

Tax Year *
 Select Date

Generate Barangay Clearance

Mode of Payment *
 Annual ▲
 [Search] 🔍
 Annual

TYPE OF APPLICATION *
 New Renewal

REMINDERS FOR RENEWAL:

- For those applications with existing details in the system, kindly use **Search Existing Business** function to search the business to be renewed
- To search for an existing business, use the **Business Identification No. (BIN)**.

Link Business Search Existing Business

Mode of Payment *
 Annual ▾

Link Business Application [X]

Business Identification Number (BIN),
 [Input Box]

Permit No.
 [Input Box]

[Search]

Application Details

1. Upload additional documentary requirements issued by the regulatory office if necessary.
2. On the left side of the application form, select the documentary requirement you want to upload from the list
 - a. Click the Upload button to select file from your computer
3. On the dialog box, click the Browse button or select a file from your computer then drag and drop to the dialog box
4. Click the Upload button

Renewal Application (for renewal of application)

To display the business details for renewal, click the Link Business and Search Existing Business button.

- Input the Business Identification Number (BIN) and the Permit No. the respective input boxes.
- Click the Search button.

TYPE OF APPLICATION *
 New Renewal

Mode of Payment *

Select Payment Mode ▾

Tax Year *

Select Date

Generate Barangay Clearance

Mode of Payment *

Annual ^

Annual

TYPE OF APPLICATION *
 New Renewal

REMINDERS FOR RENEWAL:

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Link Business Search Existing Business

Mode of Payment *

Annual ▾

Link Business Application ✕

Business Identification Number (BIN),

Permit No.

Search

Application Details

New Application

- Tick the box for new application
- Click the dropdown menu and select the mode of payment.
- Select the current year on Tax Year for a new application.
- Tick the Generate Barangay Clearance box (optional)

Note: The Business Identification Number (BIN) is automatically generated by the system once the application is submitted for verification.

Renewal Application (for renewal of application)

To display the business details for renewal, click the Link Business and Search Existing Business button.

- Input the Business Identification Number (BIN) and the Permit No. the respective input boxes.
- Click the Search button.

The 'Link Business Application' form contains the following fields and data:

- Business Identification Number (BIN): M-d-00004
- Permit No.: 2023-dict-0012
- Search button
- Business details table:

BUSINESS IDENTIFICATION NO.	M-d-00004
BUSINESS PERMIT NO.	2023-dict-0012
OWNER'S NAME	RAMOS, ANNE,
BUSINESS NAME	SARI SARI STORE NI ANNE
BUSINESS ADDRESS	1 BUILD, , Metro Manila
- Link Business button

The 'LINK SUCCESSFUL' pop-up message displays the same business details and includes an OK button.

Link Business

For renewal of the application, you can link to an existing business through the **Link Business** button. Type in the Business Identification Number (BIN) and Permit Number of the business to link with, then click the **Search** button.

Note: Only those issued business permits can be linked. Click the Action button to select the business.

The 'Search Existing Business' form includes a table with the following data:

No.	BIN	Business Name	Name of Owner/Applicant	Type of Application	Application Date	Action
1	M-d-00004	SARI SARI STORE NI ANNE	ANNE RAMOS	Renewal	2023-09-29 16:24:53	B

NOTE:
1. Applications in GREEN FONT cannot be renewed. Please check with the Treasury any unpaid balances.

The sidebar 'TYPE OF APPLICATION' shows 'New' and 'Renewal' options, with 'Renewal' selected. It also contains 'REMINDEERS FOR RENEWAL' instructions and buttons for 'Link Business' and 'Search Existing Business'.

Search Existing Business

To search for a business establishment for renewal, click the **Search Existing Business** button. Click the corresponding **Action Icon** of the business to be renewed then select **Update Application** button.

Note: Only business permit applications with complete payment can be renewed.

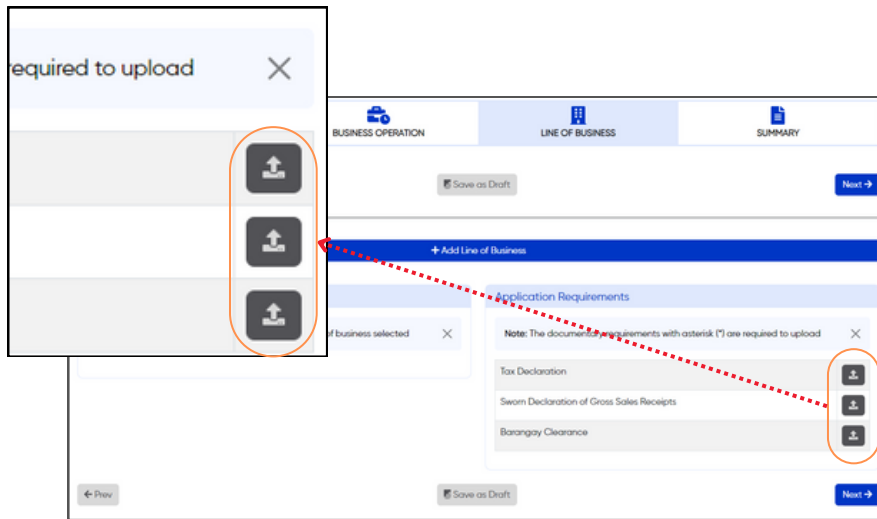
- Once selected, the data of the business will be displayed on the application form.
- A pop-up message will appear if the existing business to be renewed has not been paid or issued yet.

Business Information and Registration

Enter all the required information in the Business Information and Registration tab and click **Next**.

Business Operation

Provide all necessary information in the **Business Operation** tab. You can only proceed to the next tab if all the required information are supplied. If your business location matches the main office address, tick the box labeled "Same as Main Office" and your registration information will automatically appear.



Line of Business

- When filling out the Line/s of Business/es section, please use the same information that is indicated in your BIR Certificate of Registration.
- To proceed with your application, you need to upload the necessary documents in the **Line of Business** tab. You can upload any of the documents list with png, jpg, and pdf file format and with maximum file size limit 25 MB. The LGU's BPLO will use these documents to review your application and verify your eligibility, check your inputted data, and make changes if necessary.

Note: If claiming the business permit, the original copies of the uploaded documents should be presented.

Summary

- The final step of the online application process is to review your information through the Summary tab, which displays all the data you supplied. The completed Unified Application Form is presented here and can be viewed, printed or saved as a pdf file.

Note: The business owner must sign this printed form and present it to the BPLO in claiming business permit.

Payment		Date of Receipt
NEW	<input type="checkbox"/> Annually	Tracking Number
<input checked="" type="checkbox"/> RENEWAL	<input type="checkbox"/> Bi-annually	Business ID Number
ADDITIONAL	<input type="checkbox"/> Quarterly	

A. BUSINESS INFORMATION AND REGISTRATION

Please choose one: Single Proprietorship One Person Corporation Partnership Corporation Cooperative

Male Female Male Female

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

Business Name: SARI SARI STORE NI ANNE

Trade Name/Franchise (if applicable): _____

Main Office Address: House/Bldg No. _____ Name of Building _____ Lot No. _____ Block No. _____

Street No. _____ Barangay/DICT _____ Subdivision _____

City/Municipality/DICT _____ Province METRO MANILA _____ Zip Code 0001 _____

Telephone No. _____ Mobile No. _____ Email Address: p.Sample@GMAIL.COM

(For Sole Proprietorship) Name of Owner	Surname	Given Name	Middle Name	Suffix
(For Corporations/Cooperative/ Partnership) Name of President/Officer in Charge:	Surname	Given Name	Middle Name	Suffix
For Corporation: <input type="checkbox"/> Filipino <input type="checkbox"/> Foreign	RAMOS	ANNE		

BUSINESS PERMITS * **WORKING PERMIT** * **WELCOME, ANNE | RAMOS** | **APPLICANT** *

Total Capitalization (P1):
0

Do you have tax incentives from any Government Entity? Yes (Please attach a copy of your certificate)

Business Activity (Please check one): Main Office Branch Office Admin Office only Warehouse Other

Line of Business	Philippine Standard Industrial Code (if Available)	Product/Services
Retail selling in sari-sari stores	47113	

I DECLARE UNDER PENALTY OF PERJURY that all information in this application are true and correct based on my personal knowledge and authentic records submitted to the DICT City. 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 its Implementing Rules and Regulations) and account transaction information or records with the City/Municipal Government may be processed, profiled or shared to requesting parties or for the purpose of any court, legal process, examination, inquiry and audit or investigation of any authority.

ANNE R RAMOS
SIGNATURE OF APPLICANT/OWNER OVER PRINTED NAME

DESIGNATION/POSITION/TITLE

← Prev

and/or Sole Proprietorship Name of Owner (For Corporations/Cooperatives/ Partnerships) Name of President/Officer in Charge: For Corporation: <input type="checkbox"/> Filipino <input type="checkbox"/> Foreign	Surname RAMOS	Given Name ANNE	Middle Name	Suffix
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Summary

- Before submitting your application, make sure to review your entered information. Once completed, read the Confirmation click the **Submit** button. *and read the confirmation consent (See Figure 24).* There are other options for you to chose depending on your next move: 1. To continue later click the Save as Draft; 2. To update application click the Update Application after submitting your application form. (See Figure 23 Table 2.)

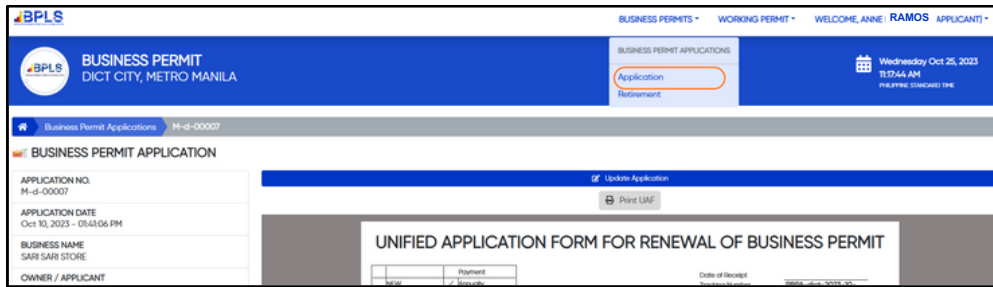
Reminders

- Asterisk symbol (*) indicates that the field is required, thus must not be blank.
- Provide the correct information for the three (3) tabs: Business Information and Registration, Business Operation, and Line of Business.
- In entering your Line(s) of Business (es), kindly refer to your BIR Certificate of Registration and input the same line business stated in the said certificate. This will be verified by the BPLO of your local municipality.
- If you are not able to finish filing your online application, click "Save as Draft". You may finish your application later or when you're ready.

Confirm Submission ✕

Are you sure you want to submit your application now?

DECLARE UNDER PENALTY OF PERJURY that all information in this application are true and correct based on my personal knowledge and authentic records submitted to the DICT City. 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 its Implementing Rules and Regulations) and account transaction information or records with the DICT City Government may be processed, profiled or shared to requesting parties or for the purpose of any court, legal process, examination, inquiry and audit or investigation of any authority.



Status of Application

The Working Permit Page provides a list of the Status of Application for your reference by clicking on the working permit dropdown list application. You can access this page to see the progress of your application and the estimated time for approval.



Reminders

- o If you are renewing your business permit for the same business. First, fill out the application form.
- o Submit and upload all necessary documents, including DTI/SEC registration, barangay clearance, and others, online. Pay the corresponding fees online or at the City Hall.
- o Wait for the appropriate agencies to inspect your business and obtain your Registration Certificate of Registration.
- o If you already have a working permit but with new business, you must apply for a new business permit. The old working permit cannot be used for
- o a different line of work. To obtain a new business permit, follow the processes outlined above.

For Verification	Online	2023-10-24 13:18:15	
For Assessment	Online	2023-10-05 16:30:43	
For Payment	Online	2023-10-09 11:14:38	⋮
For Issuance	Online	2023-10-09 11:14:38	View Application
For Issuance	Online	2023-10-09 11:14:38	Update Application
			Track Application
License issued	Online	2023-10-09 11:14:38	View Background Information
License issued	Online	2023-10-09 11:14:38	View Payment
			Cancel Application

Business Permit Application M-d-00006

PAYMENT

PAYMENT DETAILS

BUSINESS IDENTIFICATION NO. M-d-00006

APPLICATION DATE Oct 09, 2023 - 11:14:38 AM

BUSINESS NAME SARI SARI STORE NI ANNE

OWNER / APPLICANT ANNE M RAMOS

TYPE OF APPLICATION NEW

STATUS For Payment

MODE OF PAYMENT Annual

View Tax Order of Payment

Payment Mode	Due Date (on or before)	Amount	Surcharge	Interest	Penalty	Under Paid/Over Paid	Total Amount	Status	Payment
Annual	Feb 07, 2023	200.00	0.00	0.00	0	0.00	200.00	Not Paid	ADD PAYMENT

Payment

Choose Payment Method

LANDBANK (EPS) **⋮**

Fees

Plate Fee - 200

Ok

III. Online Payment of Tax, Fee, and Other Charges

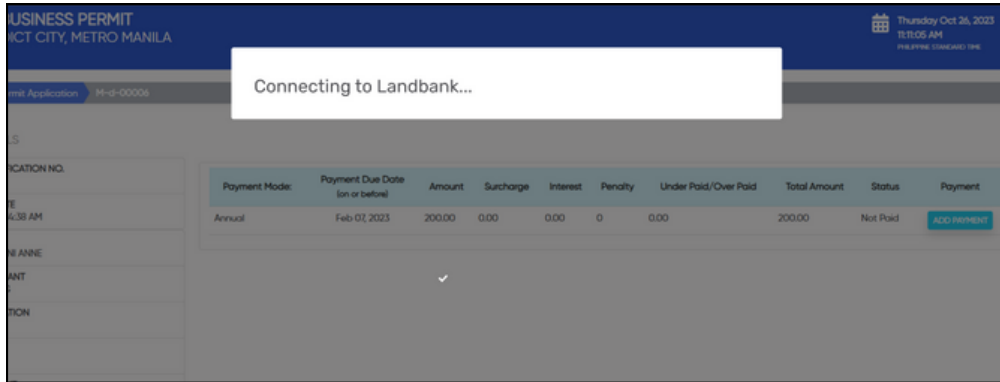
Payment Option via Online Payment Channels

To complete your online payment, follow these steps:

- Click on the action button and select View Payment. This will open a new tab with your payment details.
- Click on Add payment and a popup window will appear. You can select your preferred payment method from the dropdown list, either DBP or Landbank.
- You will be redirected to the payment page of either DBP or Landbank, where you can finalize your transaction.

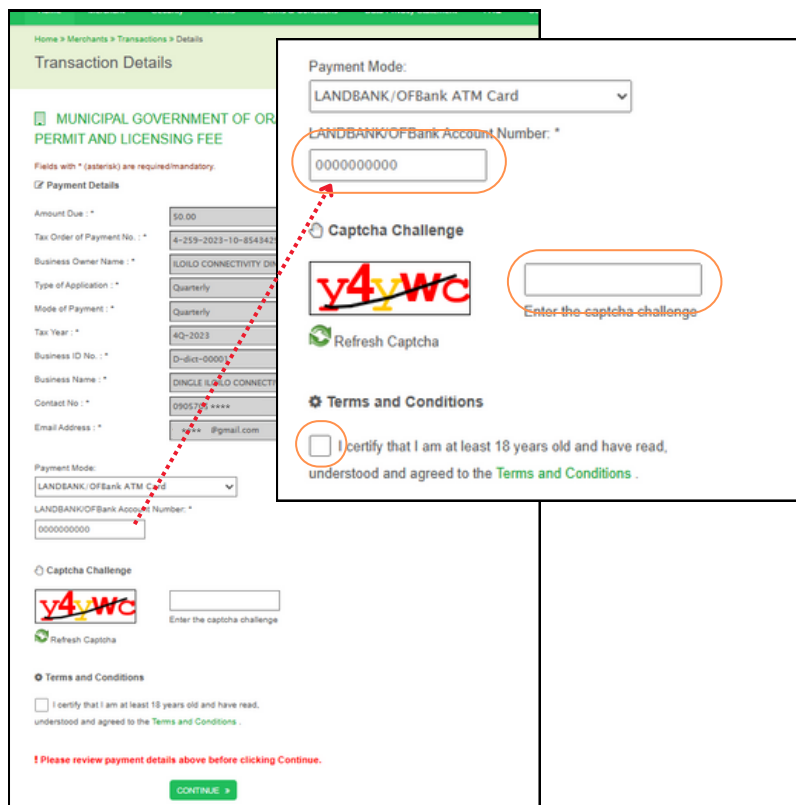
Reminders

- *Input your valid contact number and email address. This will allow the system to send you your receipt and One-Time-Password (OTP) for verification purposes. Ensure that the information you provide is accurate and up-to-date.*



Using Land Bank of the Philippines

- You will be redirected to the Landbank payment page to complete your transaction.
- Enter your Landbank account number.
- Type the characters you see in the captcha image to verify that you are not a robot.
- Read and agree to the terms and conditions by ticking the box at the bottom of the page.
- Then, click the continue button and you will be redirect on the next page.



MUNICIPAL GOVERNMENT OF ORAS, EASTERN SAMAR BUSINESS PERMIT AND LICENSING FEE

Payment Details

To authorize this transaction, please enter your registered Mobile Number/Email Address

Account Number: *****0254
 Email: C****M@gmail.com
 Mobile: *****0349
 One-Time-Password:
 JAI: 0

Invalid One-Time-Password

7 9 6

SUBMIT

- To complete the verification process, you need to enter your One-Time-Password (OTP) that was sent to your registered email address.
- Select the JAI from the dropdown list that appears on the screen
- And, Enter your PIN code. Make sure to enter the correct information.
- After that, click the Submit button and you'll see the confirmation page and the receipt will be sent to your verified email address.

LANDBANK

Home Merchant Security Forms Terms & Conditions Data Privacy Statement FAQ Contact Us

Home > Merchants > Transactions > Details > PIN Authentication > Receipt

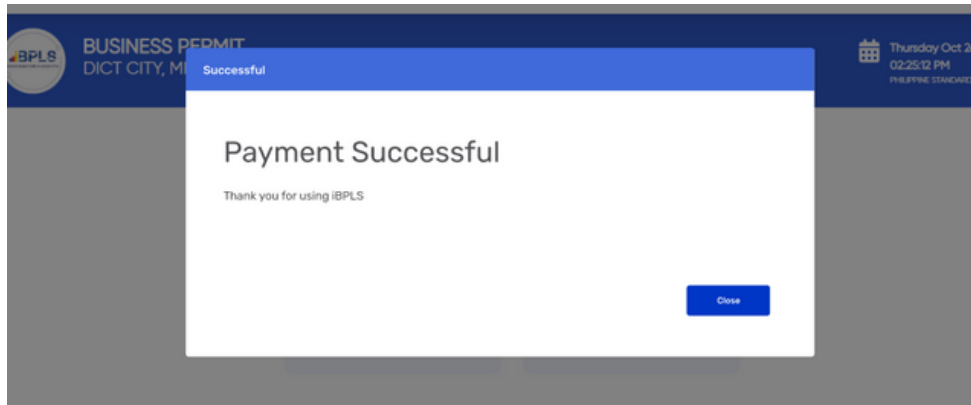
Receipt

MUNICIPAL GOVERNMENT OF ORAS, EASTERN SAMAR BUSINESS PERMIT AND LICENSING FEE


You have **SUCCESSFULLY** paid Business Permit and Licensing Fee to **Municipal Government of Oras, Eastern Samar** with the following details:

Tax Order of Payment No.	3-259-2023-10-245 *****
Business Owner Name	ILOILO CONNECTIVITY DINGLE
Type of Application	Quarterly
Mode of Payment	Quarterly
Tax Year	3Q-2023
Business ID No.	D-dict-00001
Business Name	DINGLE ILOILO CONNECTIVITY TESTING
Contact No.	0995705 *****
Email Address	*****@gmail.com
Amount Due	PHP 50.00
LBP Fee	PHP 7.00
TOTAL AMOUNT	PHP 57.00
Reference Number	3086-10262023-003825
Date and Time	2023-10-26 09:34:30
Confirmation No.	00010262023093430043

PRINT BACK TO HOME



- After completing the payment process, payment successful prompt will display to your profile.

Online Payment 

Merchant:	<input type="text" value="DICT - IPG"/>
Description:	<input type="text" value="Business Permit for Quarter 3"/>
Reference Code:	<input type="text" value="137405000-2017-03-6348266-C-00008"/>
Amount:	<input type="text" value="PHP163.00"/>
Service Fee:	<input type="text" value="PHP3.26"/>
Total:	<input type="text" value="PHP166.26"/>

To proceed, please enter the following details:

Card Number:	<input type="text"/>
CVV2:	<input type="text"/>
Expiry Date (MM/YYYY):	<input type="text" value="▼"/> <input type="text" value="▼"/>

Confirm Payment

Using Development Bank of the Philippines (DBP)

- Select DBP on dropdown and click Proceed. This will direct you to the DBP online payment page.
- Provide the information needed.
- Click the Confirm Payment to Return to the iBPLS payment page for the receipt.