

CHECKLIST OF REQUIREMENTS

Need to upload the following upon Online Application :

1. DTI for Single Proprietorship (original) SEC Registration with Articles of Inc. for Corporation / Association/Partnership/OPC (original) with updated GIS from SEC if the SEC registration is not recent CDA Registration for Cooperatives (original)
2. Notarized Contract of Lease if Place of Business is Rented If not renting – Notarized Affidavit of Non-rental (sole prop) / Secretary’s Certificate (corp.)/ Proof of ownership if the property is owned
3. Franchise Agreement/ Certificate of Dealership / IPO Registration if the business will use another trade name rather than its own

CLIENTS STEPS:

1. To apply for your business (NEW or RENEWAL), please scan the QR Code below or you can go to ***ebpls.bacolodcity.gov.ph***.
1.a Fill in the fields and upload the needed requirements and SUBMIT.



2. Assessment and Payment can be Online or Over-the- Counter at the CITY TREASURER’S OFFICE or you can go to

Online Billing Request:

https://onlineservices.bacolodcity.gov.ph/services/business_permit/



Online Payment:

https://onlineservices.bacolodcity.gov.ph/services/payment_portal



3. Simultaneous Online clearance/approval from concerned regulatory offices and agencies.
Start tracking your application by going to ***ebpls.bacolodcity.gov.ph*** , and click **TRACKING**.

4. The Mayor's Permit will be sent to client's registered email address once clearances and payment are completed.