CITY GOVERNMENT OF MEYCAUAYAN

CITIZEN'S CHARTER

2026 (2ND EDITION)



Brgy. Saluysoy, City of Meycauayan, Bulacan
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OFFICE OF THE CITY BUSINESS PERMIT AND LICENSING OFFICER

External Services

1. BUSINESS ONE STOP SHOP (BOSS) / BUSINESS PERMIT ISSUANCE

Permit issued to new and existing business owners within the City of Meycauayan, authorizing the lawful operation of their establishments upon full compliance with all documentary and regulatory requirements prescribed under the DILG guidelines, the Local Government Code of 1991, the City's Administrative and Revenue Codes, and all other applicable or subsequent national and local laws, ordinances, rules, and policies on business permitting and licensing.

Office or Division:	Office of the City Business Permit and Licensing Officer (CBPLO)
Classification:	Simple
Type of Transaction:	G2C & G2B-Government to Client and Business Entity
Who may avail:	Owners of business establishments located within the City of Meycauayan, or their duly authorized representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished business permit application form -Original	• City Hall Annex, City of Meycauayan • Official Website of the City of Meycauayan • CBPLO Official Facebook Page • Designated Web Link
A certificate attesting to the tax exemption if the business is tax-exempt -Original & 1 photocopy	• Concerned government agency or other issuing authority of the certificate evidencing the business's tax-exempt status, as applicable. ***Note:*** *Applicable only to businesses or entities exempt from local business taxes under Section 149 of the City Revenue Code of 2017.*
Tax clearance showing that the operator has paid all tax obligations in the City -Original & 1 photocopy	• Office of the City Assessor (CAsO), City Hall of Meycauayan
Sanitary Permit and Health Certificate for all food handlers, and those required under Chapter IV, Art. D. Sect. 322 (1) of the City Revenue Code -Original	• Office of the City Health Officer (CHO), City Hall of Meycauayan
Valid Barangay Business Clearance -Original and 1 photocopy	• CBPLO, City Hall of Meycauayan
Valid Fire Safety Inspection Certificate (FSIC) (maybe submitted subsequently but is required upon permit release) –Original or 1 photocopy	• Bureau of Fire Protection (BFP)
Other permits, clearances, certifications, or documentary requirements prescribed under applicable national laws, City Ordinances, or regulations of the appropriate government agencies, as applicable to the nature of the business. –Original or 1 photocopy	• Concerned National Government Agency (NGA), as identified in Annex A, or the concerned City Government Office, as applicable.

Additional requirements for authorized representatives: 1. Special Power of Attorney (SPA) if single proprietorship/Board Resolution or Secretary Certificate if corporation or partnership -Original and 1 photocopy 2. Photocopy of Owner's Valid ID (Single Prop.)/Corp. Secretary(Corporation) with three (3) specimen signatures of owner. -2 copies 3. Valid ID of Representative -Original & 1 photocopy	• Notary Public / Corporation represented • Government agency issuing valid identification card, such as the: Philippine Statistics Authority (PSA), Land Transportation Office (LTO), Department of Foreign Affairs (DFA), Social Security System (SSS), Government Service Insurance System (GSIS), Professional Regulation Commission (PRC), Commission on Elections (Comelec), Office of the Senior Citizens Affairs (OSCA) • Government agency issuing valid identification card.
Valid Community Tax Certificate (Cedula) -Original	• Barangay Hall where the business establishment is located • CTO, City Hall of Meycauayan
Alien Certificate of Registration and Passport (For Foreign Nationals)	• Bureau of Immigration (BI)
For New Business Permit Applications	
Location sketch of the business establishment -1 copy	• To be provided by client
Paid-up capital of the business as shown in the Articles of Incorporation, if a corporation or partnership, or a sworn statement of the capital invested by the owner or operator, if a sole proprietorship -Original & 1 photocopy	• For corporations or partnerships: Securities and Exchange Commission (SEC) – Articles of Incorporation/ For sole proprietorships: To be executed by the owner or operator and notarized by a Notary Public
Zoning Clearance certifying that the location of the business complies with existing zoning laws and land use regulations of the City -Original and 1 photocopy	• Office of the City Planning and Development Coordinator (CPDC), City Hall of Meycauayan
Passport-size pictures of the owner or operator or in cases of a partnership or corporation the picture of the senior or managing partners and that of Manager. -3 pieces	• To be provided by client

A certification from the owner that the name of the business establishment is posted in bold letters on the frontage of the place of business for identification purposes. -Original	• Barangay Hall where the business establishment is located
Valid Business Name Registration: a. For Single Proprietor b. For Corporation or Partnership or OPC c. For Cooperative -Original and 1 photocopy	• Department of Trade and Industry (DTI), or the DTI Business Name Registration System (BNRS) (online) • SEC • Office of the City Cooperatives and Development Officer (CCDO), City Hall of Meycauayan
Building Permit or Certificate of Occupancy or Change of Use certification issued by the City Engineering Officer (CEO) -Original and 1 photocopy	• City Engineering Office (CEO), City Hall of Meycauayan
For Business Permit Renewal Applications	
Previous year's mayor's permit (business permit)	• CBPLO, City Hall of Meycauayan
Annual quarterly tax payments -2 copies	• Bureau of Internal Revenue (BIR)
All receipts showing payments of all regulatory fees as provided for by the Revenue Code -2 copies	• CPDC, CEO, City Hall of Meycauayan
Audited Financial Statement -Original and 1 photocopy	• BIR
Environmental Compliance Certificate (ECC) / Certificate of Non-Coverage -Original and 1 photocopy	• Department of Environment and Natural Resources (DENR)
BIR Income Tax Return/VAT (if applicable) -Original and 1 photocopy	• BIR

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out application form with complete requirements to Assessment Window. *Make sure to receive tax order of payment and documents	1.1. Review completeness of submitted documents. 1.2. Encode details of the application on the system. 1.3. Print and issue tax order of payment and submitted documents.	None None None	15 minutes 15 minutes 10 minutes	Local Revenue Collection Officer III / Revenue Collection Clerk I / Administrative Aide I / Revenue Collection Clerk I Office of the City Treasurer

2. Submit tax order of payment to Cashier Window inside the BOSS, complete documents and settle the required fees. *For non-continuing applicants, secure Official Receipt. **Receive claim stub.	2.1 Receive tax order of payment, cash and complete documents.	Based on Revenue Code	10 minutes	Administrative Assistant III/ Administrative Aide I Office of the City Treasurer
	2.2 Print Official Receipt (OR). *Ask client if application will continue or not. *If not continuing, issue OR to client. End of Transaction	None	15 minutes	
	2.3 Forward complete documents to receiving window.	None	10 minutes	
	2.4 Check completeness of documents.	None	15 minutes	
	2.5 Print business permit.	None	30 minutes	City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer
	2.6 Sign business permit.	None	30 minutes	Licensing Officer III / Licensing Officer II / License Inspector II
	2.7 Forward business permit application documents to the Office of the City Mayor (CMO).	None	10 minutes	Office of the City Business Permit and Licensing Officer
	2.8 Sign the business permit.	None	2 1/2 days	City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer
	2.9 Return signed document to CBPLO.	None	10 minutes	City Mayor Office of the City Mayor

3. Submit claim stub and other documents (if required) to the Releasing Window *Sign Logbook *Receive Business Permit, plate and other documents	3.1 Receive claim stub and other documents. 3.2 Locate business permit. 3.3 Photocopy FSIC, business permit and application form before release. 3.4 Log the details of the business permit in the official record book. 3.5 Release business permit.	None None None None None	10 minutes 15 minutes 15 minutes 20 minutes 10 minutes	Admin Aide III / City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer
	TOTAL:	***Based on Revenue Code***	**3 days**	

2. ONLINE BUSINESS PERMIT RENEWAL APPLICATION

A simple and efficient online process that allows business owners to renew their permits anytime, anywhere. Applicants can easily submit requirements, apply online, and receive fee assessments without visiting government offices.

Office or Division:	Office of the City Business Permit and Licensing Officer
Classification:	Simple
Type of Transaction:	G2C / G2B – Government to Citizen and Business Entity
Who may avail:	Owners of business establishments with existing business permit located within the City of Meycauayan, or their duly authorized representatives

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Previous year's business permit -Scanned copy	• CBPLO, City Hall of Meycauayan
Annual quarterly tax payments -Scanned copy	• BIR
Receipts showing payment of all regulatory fees -Scanned copy	• CTO, City Hall of Meycauayan

Certificate of tax exemption from local taxes or fees if exempt -Scanned copy	• To be provided by applicant
Barangay Business Clearance -Original copy	• CBPLO, City Hall of Meycauayan
Tax clearance showing that the operator has paid all local tax obligations in the city -Scanned copy	• CAsO, City Hall of Meycauayan
Audited Financial Statements -Scanned copy	• To be provided by applicant
ECC/CNC -Scanned copy	• DENR Region III, San Fernando, Pampanga
BIR Income Tax Return/VAT, if Applicable -Scanned copy	• BIR
Fire Safety Inspection Certificate (FSIC) -Original copy and 1 photocopy	• BFP, Common Terminal, Malhacan, City of Meycauayan
Health certificate for all food handlers, and those required under Chapter IV, Art. D. Sect. 322 (1) of this Code -Original copy	• CHO – Sanitation Unit, City Hall of Meycauayan
Building Permit or Certificate of Occupancy or Change of Use certification issued by the building official -Scanned copy	• CEO, City Hall of Meycauayan
Valid Community Tax Certificate (Cedula) -Scanned copy	• Barangay Hall where the business is located, or • CTO, City Hall of Meycauayan
Contract of Lease if business establishment is being leased or Latest O.R./Tax Declaration of Real Property if owned -Scanned copy	• To be provided by applicant
Permits, clearances, certifications, or other documentary requirements prescribed under applicable national laws, City Ordinances, executive issuances, or regulations of the appropriate government agencies, as applicable to the nature of the business. -Original and one (1) photocopy	• Concerned National Government Agency (NGA), as identified in Annex A, or the concerned City Government Office, as applicable.

Additional requirements for authorized representatives: 1. Special Power of Attorney if single proprietorship or Board Resolution or Secretary Certificate if corporation or partnership -Scanned copy 2. Photocopy of Owner's Valid ID (Single Prop.)/Corp. Secretary(Corporation) with three (3) wet signatures of owner. -Scanned copy 3. Valid ID of Representative -Scanned copy		• Notary Public / Corporation represented • Government agency issuing valid identification card. • Government agency issuing valid identification card.		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Access the online portal and create/log in to account. *For first-time applicant: upload ID or Special Power of Atty * Register business account * Once approved, upload required documents * Print the tax order of payment	1.1 Approve applicant registration. 1.2 Assess applicable fees. 1.3 Notify applicants of availability of online tax order of payment.	None None None	20 minutes 20 minutes 20 minutes	Licensing Officer III / Licensing Officer II City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer
2. Submit tax order of payment to Cashier Window inside the BOSS, complete documents and settle the required fees. *For non-continuing applicants, secure Official Receipt. **Receive claim stub	2.1 Receive tax order of payment, cash and complete documents. 2.2 Print Official Receipt (OR). *Ask client if application will continue or not. *If not continuing, issue OR to client. End of Transaction. 2.3 Forward complete documents to receiving window. 2.4 Check completeness of documents.	Based on Revenue Code None None None	10 minutes 15 minutes 10 minutes 15 minutes	Administrative Assistant III / Administrative Aide I Office of the City Treasurer

	2.5 Print business permit.	None	30 minutes	City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer
	2.6 Sign business permit.	None	30 minutes	Licensing Officer III / Licensing Officer II / License Inspector II Office of the City Business Permit and Licensing Officer
	2.8 Forward business permit application documents to the Office of the City Mayor (CMO).	None	10 minutes	City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer
	2.9 Sign the business permit.	None	2 1/2 days	
	2.10 Return signed document to CBPLO.	None	10 minutes	City Mayor Office of the City Mayor
3. Submit claim stub and other documents (if required) to the Releasing Window. *Sign Logbook *Receive Business Permit, plate and other documents	3.1 Receive claim stub and other documents.	None	10 minutes	Admin Aide III / City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer
	3.2 Locate business permit.	None	10 minutes	
	3.3 Photocopy FSIC, business permit and application form before release.	None	15 minutes	
	3.4 Log the details of the business permit in the official record book.	None	10 minutes	
	3.5. Release business permit.	None	5 minutes	
	TOTAL	**Based on Revenue Code**	**3 days**	

3. MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTOP) ISSUANCE FOR TRICYCLE-FOR-HIRE UNITS

An annual permit issued to bona fide residents of the City of Meycauayan who operate a tricycle-for-hire units duly covered by a valid franchise. It serves as a prerequisite for the legal operation of a tricycle-for-hire within the territorial jurisdiction of the City.

Office or Division:	Office of the City Business Permit and Licensing Officer
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Bona fide residents of the City of Meycauayan who are registered tricycle owners holding a valid franchise issued by the City, or their duly authorized representative.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Barangay Clearance with OR -Original	• Barangay Hall where the operator resides, CTO, City Hall of Meycauayan
Federation TODA Certification -Original	• FMTODA, City Hall of Meycauayan
O.R./C.R. of Tricycle Unit (Unit must be **FOR-HIRE** and named under the Franchise Owner) -Original and 1 photocopy	• Motorcycle Dealer / Seller / LTO
Valid Certificate of Franchise -Original and 1 Photocopy	• Office of the Secretary to the Sanggunian Panglunsod (OSSP), City Hall of Meycauayan
Valid Professional Driver's License -Original and 1 Photocopy	• LTO
Old MTOP (For Renewal) -Original and 1 photocopy	• CBPLO, City Hall of Meycauayan
Long Folder -1 piece	• To be provided by the operator
Road-worthy Tricycle Unit	• To be complied with by the operator
Additional requirements if applicant is an authorized representative: a. Authorization Letter -Original b. Valid ID of Representative -Original and 1 photocopy c. Photocopy of owner's valid ID with three (3) wet signatures of the owner -2 Photocopies	• To be provided by the operator • Government agency issuing valid identification card. • Government agency issuing valid identification card.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to MTOP Window *Obtain the application form, verify the information, affix signature, and return the accomplished form to the TRU Staff. ** Receive the Tax Order of Payment (TOP).	1.1 Review submitted complete requirements. 1.2 Inspect the tricycle unit. *If the unit fails to meet the inspection standard, return the documents and advise the client to make necessary corrections or repairs to ensure compliance. **End of transaction 1.3 Record application details in the assigned logbook. 1.4 Encode the tricycle and owner information into the system. 1.5 Print the application form, release it to the applicant for signature, and receive the duly signed form. 1.6 Print and issue tax order of payment.	None None None None None None	10 minutes 30 minutes 10 minutes 10 minutes 15 minutes 10 minutes	Administrative Aide IV / Admin Aide I / City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer License Inspector II Office of the City Business Permit and Licensing Officer
2. Present the Tax Order of Payment (TOP) to the Cashier at the Business One-Stop Shop (BOSS) and pay the corresponding fees. *Secure OR.	2.1 Receive payment. 2.2 Print Official Receipt. 2.3 Forward OR to the MTOP-assigned staff. 2.4 Give photocopy of OR, tax order of payment and application form for signature to client. 2.5 Print MTOP.	PHP500 None None None None	10 minutes 10 minutes 10 minutes 10 minutes 30 minutes	Administrative Assistant III / Admin Aide I Office of the City Treasurer Administrative Aide IV / Admin Aide I Office of the City Business Permit and Licensing Officer License Inspector II

	2.6 Sign the permit. 2.7 Forward the MTOP to the Office of the City Mayor. 2.8 Sign the MTOP. 2.9 Return signed document to CBPLO.	None None None None	15 minutes 10 minutes 2 1/2 days 10 minutes	Office of the City Business Permit and Licensing Officer City Business Permit and Licensing Officer City Mayor Office of the City Mayor
3. Present OR and/or the tax order of payment to the MTOP window and receive permit. *Sign the logbook.	3.1 Present the logbook to the client for signature. 3.2 Install the official sticker to the tricycle unit. 3.3 Release the tricycle plate and MTOP to client.	None None None	10 minutes 30 minutes 10 minutes	Administrative Aide IV / License Inspector II / Admin Aide I / City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer
	TOTAL	**PHP500**	**3 days**	

4. PRIVATE TRICYCLE/KOLONG-KOLONG PERMIT FOR PERSONAL OR BUSINESS USE ISSUANCE

An annual permit issued to individuals operating a private tricycle or kolong-kolong used exclusively for personal or business purposes within the City of Meycauayan, to authorize its lawful operation and ensure compliance with local traffic and regulatory ordinances.

Office or Division:	Office of the City Business Permit and Licensing Officer
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Individuals who own and operate private tricycle unit for personal or business use

CHECKLIST OF REQUIREMENTS	WHERE TO SECUR
Valid OR and CR of the motorcycle, showing that the attached sidecar is registered with the unit. -Original and 1 photocopy	• LTO
Road-Worthy Tricycle Unit	• To be complied with by the operator
Long Folder -1 pc	• To be provided by the operator

Voter's ID / Voter's Certification (if the tricycle unit is for Personal Use) -Original and 1 photocopy	• COMELEC
Barangay Clearance (if the tricycle unit is for Personal Use) -Original and 1 photocopy	• Barangay Hall where the operator resides
Valid Business Pemit (if the tricycle unit is for Business Use) -Original and 1 photocopy	• CBPLO/BPLO, Concerned City or Municipal Hall
Additional requirements if applicant is an authorized representative: 1. Authorization Letter -Original and 1 photocopy 2. Valid ID of Representative -Original and 1 photocopy 3. Photocopy of owner's valid ID with three (3) wet signatures of the owner -2 photocopies	• To be provided by the operator • Government agency issuing valid identification card. • Government agency issuing valid identification card.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to MTOP Window. *Make sure to secure tax order of payment.	1.1 Verify submitted documents.	None	10 minutes	Admin Aide IV/Admin Aide I/ City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer
	1.2 Inspect the tricycle unit. *If the unit fails to meet the inspection standard, return documents and advise the client to make necessary corrections or repairs to ensure compliance. **End of transaction	None	30 minutes	
	1.3 Encode details of the tricycle unit and owner.	None	10 minutes	
	1.4 Print and issue tax order of payment.	None	15 minutes	License Inspector II Office of the City Business Permit and Licensing Officer

2. Proceed to the Cashier Window of the City Treasurer's Office (CTO), submit the Tax Order of Payment (TOP), and pay the applicable fees. *Receive the permit and sign the logbook	2.1 Receive payment. 2.2 Print Official Receipt. 2.3 Submit the OR to the MTOP-assigned staff. 2.4 Print Private Tricycle Permit. 2.5 Sign the permit. 2.6 Record the details of the permit in the official logbook. 2.7 Install the official sticker to the tricycle unit. 2.8 Release the tricycle plate and MTOP to client.	PHP200 None None None None None None None	10 minutes 10 minutes 10 minutes 30 minutes 15 minutes 10 minutes 20 minutes 10 minutes	Admin Assistant III / Admin Aide I Office of the City Treasurer License Inspector II Office of the City Business Permit and Licensing Officer City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer Admin. Aide IV / License Inspector II / Admin Aide I/ City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer
	TOTAL:	**PHP200**	**3 hours**	

5. ENDORSEMENT LETTER ISSUANCE

Certification issued to tricycle owners residing in the City of Meycauayan (private or for-hire) who operate a regular route in the City of Valenzuela, for the purpose of securing a Supervision Permit from the City Government of Valenzuela.

Office or Division:	Office of the City Business Permit and Licensing Officer
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Bona fide residents of the City of Meycauayan who are registered tricycle owners (private or for-hire) operating a regular route within the City of Valenzuela

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
MTOP for public utility use unit -Original and 1 photocopy Private Permit for private unit owners	• CBPLO, City Hall of Meycauayan

Additional requirements if applicant is an authorized representative: 1. Authorization Letter -Original and 1 photocopy 2. Valid ID of Representative -Original and 1 photocopy 3. Photocopy of owner's valid ID with three (3) wet signatures of the owner -2 photocopies		• To be provided by the operator • Government agency issuing valid identification card. • Government agency issuing valid identification card.		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit complete requirements to MTOP Window. *Receive the endorsement letter and sign the logbook.	1.1 Verify the applicant's name in the system. *If no record is found, advise the applicant to apply for a business permit. **End of Transaction.	None	10 minutes	License Inspector II / Administrative Aide IV / City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer
	1.2 Print the Endorsement Letter.	None	10 minutes	License Inspector II Office of the City Business Permit and
	1.3 Sign the Endorsement letter.	None	30 minutes	City Business Permit and Licensing Officer Office of the City Business Permit and
	1.4 Record the details of the permit in the official logbook.	None	10 minutes	License Inspector II / Administrative Aide IV Office of the City Business Permit and Licensing Officer
	1.5 Release Endorsement Letter.	None	10 minutes	
	TOTAL	**None**	**1 hour and 10 minutes**	

6. SUPERVISION PERMIT ISSUANCE

A permit granted to owners of tricycles-for-hire and private tricycle units who present an official endorsement from another city or municipality, authorizing them to operate or pass through specific routes within the City of Meycauayan. Such operation must be in accordance with the terms and conditions stated in the inter-local agreement between the City of Meycauayan and the concerned local government unit.

Office or Division:	Office of the City Business Permit and Licensing Officer
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Tricycle Operator with endorsement letter or his duly authorized representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Valid Barangay Clearance -Original	• Barangay that serves as an entry point to the city
Endorsement Letter -Original	• Transport Office or Transportation Regulatory Unit of the concerned Local Government Unit (LGU)
OR/CR of Tricycle Unit Indicating with Sidecar Registration -Original and 1 photocopy	• Motorcycle Dealer / Seller / LTO
Road-worthy Tricycle Unit	• To be complied with by the operator
Current Community Tax Certificate -Original and 1 photocopy	• Barangay Hall where the operator resides
For For-Hire Units	
Cert. of Franchise from other LGU -1 photocopy	• Other LGU Municipal/City Hall
Valid MTOP -1 photocopy	• Other LGU Municipal/City Hall
Valid Professional Driver's License -Original and 1 photocopy	• LTO
For Private use Units	
Business Permit (If used for business purpose)	• Office of the Business Permit and Licensing Officer of concerned LGU
Affidavit of undertaking	• Notary Public
Additional requirements if applicant is an authorized representative: 1. Authorization Letter -Original and 1 photocopy 2. Valid ID of Representative -Original and 1 photocopy) 3. Photocopy of owner's valid ID with three (3) wet signatures of the owner. -2 Photocopies	• To be provided by the operator • Government agency issuing valid identification card. • Government agency issuing valid identification card.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit complete documents to MTOP Window. *Present the tricycle unit for inspection. *If unit fails inspection, receive documents. *Secure tax order of payement.	1.1 Verify submitted documents. 1.2 Inspect the tricycle unit. *If the unit fails to meet the inspection standard, return documents and advise the client to make necessary corrections or repairs to ensure compliance. **End of transaction 1.3 Encode details of the tricycle unit and owner. 1.4 Print and issue tax order of payment.	None None None None	10 minutes 30 minutes 10 minutes 10 minutes	Admin Aide IV / City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer License Inspector II Office of the City Business Permit and Licensing Officer
2. Proceed to the Cashier Window of the City Treasurer's Office (CTO), submit the Tax Order of Payment (TOP), and pay the applicable fees. *Secure O.R.	2.1 Receive payment and issue Official Receipt. 2.2 Forward OR to the MTOP-assigned staff. 2.3 Print Supervision Permit for CBPLO Head's signature. 2.4 Sign Supervision Permit.	PHP400 For private Unit PHP500 For for-hire Unit None None None	10 minutes 15 minutes 30 minutes 30 minutes	Administrative Assistant III / Admin Aide I Office of the City Business Permit and Licensing Officer License Inspector II Office of the City Business Permit and Licensing Officer City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer

	2.5 Forward the Supervision Permit to the Office of the City Mayor for approval. 2.6 Sign the permit. 2.7 Return signed permit to CBPLO.	None None None	20 minutes 2 1/2 days 20 minutes	 City Mayor Office of the City Mayor
3. Present photocopy of Official Receipt to MTOP Window and receive documents. *Sign the official logbook	3.1 Record the details of the permit in the official logbook. 3.2 Install the official sticker to the tricycle unit. 3.3 Release the Supervision Permit to the client.	None None None	20 minutes 20 minutes 15 minutes	License Inspector II Administrative Assistant III / Admin Aide I / City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer
	TOTAL:	**PHP400** *For private unit* **PHP500** *For for-hire unit*	**3 days**	

7. TRICYCLE FRANCHISE APPLICATION PROCESSING (NEW AND RENEWAL)

Granted to individuals residing within the City of Meycauayan, intending to operate a tricycle-for-hire, or to those with an expiring franchise, pursuant to the provisions of the City Administrative Code and other applicable laws, ordinances, and policies. The franchise is valid for three (3) years and is granted by the Sangguniang Panlungsod, while the application processing and payment are facilitated by the CBPLO.

Office or Division:	Office of the City Business Permit and Licensing Officer
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Qualified tricycle owners or operators who are bona fide residents of the City of Meycauayan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Barangay Clearance -Original and 1 photocopy	• Barangay Hall where the operator resides

OR & CR of Tricycle Unit (Must be FOR HIRE and named under the Operator/Applicant) -Original and 1 photocopy	• LTO
Federation TODA Certification -Original	• FMTODA, City Hall of Meycauayan
Voter's ID/ Voter's Certification -Original and 1 photocopy	• COMELEC
Valid Professional Driver's License -Original and 1 photocopy	• LTO
Long Folder -1 piece	• To be provided by the applicant
Road-worthy Tricycle Unit	• To be complied with by the operator
Additional requirements if applicant is an authorized representative: 1. Authorization Letter - Original and 1 photocopy 2. Valid ID of Representative -Original and 1 photocopy) 3. Photocopy of owner's valid ID with three (3) wet signatures of the owner. -2 Photocopies	• To be provided by the operator • Government agency issuing valid identification card. • Government agency issuing valid identification card.
Valid Franchise Certificate (FOR RENEWAL) -Original	• OSSP, City Hall of Meycauayan

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to the MTOP Window. *Submit the tricycle unit for inspection. **If rejected, accept the documents. ***Secure tax order of payment.	1.1 Verify submitted complete requirements.	None	10 minutes	Administrative Aide IV / Admin Aide I / City Business Permit and Licensing Officer Office of the Business Permit and Licensing Officer
	1.2 Inspect the tricycle unit. *If the unit fails to meet the inspection standard, return documents and advise the client to make necessary corrections or repairs to ensure compliance. **End of transaction	None	30 minutes	
	1.3 Encode details of the tricycle unit and owner.	None	10 minutes	License Inspector II Office of the City Business Permit and Licensing Officer
	1.4 Print and issue tax order of payment.	None	20 minutes	

2. Present tax order of payment and Pay at the Cashier Window. *Verify and sign application form and return to MTOP staff. **Secure photocopy of OR and submit a copy of OR to the OSSP.	2.1 Receive payment and issue Official Receipt.	PHP800 (Additional PHP150 per year for delinquent applicant)	20 minutes	Administrative Assistant III / administrative Aide I Office of the City Treasurer
	2.2 Forward photocopy of OR to MTOP assigned staff.	None	5 minutes	
	2.3 Receive the photocopy of OR.	None	5 minutes	Admin Aide IV / Admin Aide I / City Business Permit and Licensing Officer Office of the Business Permit and Licensing Officer
	2.4 Print the application form.	None	30 minutes	
	2.5 Provide the printed application form and OR to the applicant for signature.	None	15 minutes	License Inspector II Office of the City Business Permit and Licensing Officer
	2.6 Receive signed application form.	None	10 minutes	
	2.7 File complete documents in folder.	None	10 minutes	Admin Aide IV / Admin Aide I / City Business Permit and Licensing Officer Office of the Business Permit and Licensing Officer
	2.8 Forward folders to the Sangguniang Panlungsod for franchise processing. and approval.	None	15 minutes	License Inspector II Office of the City Business Permit and Licensing Officer
	TOTAL:	**PHP800** (Additional PHP150 per year for delinquent applicant)	**3 hours**	

8. ORDER OF DROPPING CERTIFICATE ISSUANCE

Certification issued to tricycle-for-hire operators with franchise who intends to terminate said franchise.

Office or Division:	Office of the City Business Permit and Licensing Officer
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Tricycle Owner with franchise issued by the City

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
OR/CR of Tricycle Unit -Original and 1 photocopy Franchise Certificate -Original	• Motorcycle Dealer / Seller • OSSP, City Hall of Meycauayan

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit OR/CR to MTOP Window. *Secure tax order of payment	1.1 Verify OR/CR. 1.2 Print and issue tax order of payment.	None None	20 minutes 20 minutes	Administrative Aide IV / License Inspector II / City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer
2. Submit tax order of payment to Cashier Window. *Secure OR.	2.1 Receive payment. 2.2 Print OR. 2.3 Forward OR to MTOP assigned staff. 2.4 Receive OR. 2.5 Print Dropping Certificate. 2.6 Transmit the Certificate to the Office of the City Vice Mayor for signature. 2.7 Sign the certificate. 2.8 Return the certificate to CBPLO.	PHP200 None None None None None None None	10 minutes 30 minutes 20 minutes 10 minutes 30 minutes 20 minutes 2 1/2 days 20 minutes	Administrative Assistant III / Administrative Aide I Office of the City Treasurer Administrative Aide IV / License Inspector II / City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer City Vice Mayor Office of the City Vice Mayor

3. Present photocopy of Official Receipt to MTOP Window and receive certificate. *Sign the official logbook.	3.1 Record the details of the certificate in the official logbook. 3.2 Release Order of Dropping Certificate.	None None	30 minutes 30 minutes	Administrative Aide IV / License Inspector II / City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer
	TOTAL	**PHP200**	**3 days**	

9. MAYOR'S CLEARANCE CERTIFICATE ISSUANCE

A Mayor's Clearance Certificate is issued to verify that an individual or business has no pending violation, complaint, or unsettled obligation with the City Government. It serves as proof of good standing and compliance with local laws and ordinances and is required for certain transactions such as business permit applications, employment, or other official purposes.

Office or Division:	Office of the City Business Permit and Licensing Officer
Classification:	Simple
Type of Transaction:	G2C & G2G – Government to Citizen and Employee or Official
Who may avail:	Individuals or business owners within the City of Meycauayan who require proof of good standing and compliance with local laws and ordinances for business, employment, or other official purposes.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Current Community Tax Certificate (Cedula) -Original and 1 photocopy	• Barangay Hall where the business is located • CTO, City Hall of Meycauayan
Valid Government Issued ID -Original	• Government agency issuing valid identification card.

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

1. Present filled out application form to Cashier Window. *Pay and secure Official Receipt	1.1 Receive payment. 1.2 Issue OR.	PHP100.00 (For Local Employment, Identification, Driver's License Requirement and Late Birth Certificate Registration) PHP300.00 (For Abroad) None	5 minutes 5 minutes	Administrative Assistant III Administrative Aide I Office of the City Treasurer
2. Submit application form and Official Receipt to CBPLO Receiving Window. *Sign the logbook and receive the Mayor's Clearance	2.1 Encode details of the application. 2.2 Print Clearance. 2.3 Sign Clearance. 2.4 Record the details of the clearance in the official logbook. 2.5 Release Clearance.	None None None None None	5 minutes 5 minutes 15 minutes 5 minutes 5 minutes	Administrative Aide IV / Admin Aide I Office of the City Business Permit and Licensing Officer City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer Admin Aide I / City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer
	TOTAL:	**PHP100.00** *(For Local Employment, Identification, Driver's License Requirement, and Late Birth Certificate Registration)* **PHP300.00** *(For Abroad)*	**45 minutes**	

10. SPECIAL MAYOR'S PERMIT ISSUANCE

Permit issued to requesting person(s), business(es), alliance or society allowing them to post banner(s) or tarpauline to advertise an undertaking or a product, motorcades, parades, fireworks activity and other special events. The said permit requires prior approval.

Office or Division:	Office of the City Business Permit and Licensing Officer
Classification:	Simple
Type of Transaction:	G2C / G2B / G2G – Government to Client / Government to Business Entities / Government to Government
Who may avail:	Business Owner or Authorized Representative, All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Banner/Tarpauline/Advetisement Materials Permit	
Approved Letter of Request -Original	• Office of the City Mayor (CMO) and Office of the City Administrator (CAdO), City Hall of Meycauayan
Design/ Format -1 Copy	• To be provided by requesting person/corporation
For Parades, Motorcades and other Special Events Permit	
Approved Letter of Request with clearance from PNP, Transportation and Traffic Management Division (CMO-TTM) and the Barangay - Original	• CMO and CAdO, City Hall of Meycauayan
Affidavit of Undertaking -Original and 1 photocopy	Notary Public
For Fireworks Permit	
Approved Letter of Request -Original	• CMO and CAdO, City Hall of Meycauayan
Bureau of Fire Protection Clearance	• BFP
For Booth Permit	
Approved Letter of Request with clearance from the Economic Enterprise Management Division, Office of the City Administrator (CadO-EEM) - Original	• CMO and CAdO, City Hall of Meycauayan
For Peryahan (Games and Amusement Park)	
Approved Letter of Request -Original	• Office of the City Mayor (CMO) and Office of the City Administrator (CAdO), City Hall of Meycauayan
Clearance from City Engineering Office -Original	• COE, City of Meycauayan
Barangay Clearance -Original	• Barangay where the establishment is located

CLIENT STEPS	AGENCYACTIONS	FEES TOBE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter (personal or via email). *Proceed to City Hall upon receipt of call.	1.1 Assess the approved request letter received from the CMO or the CAdO. 1.2 Notify requesting party regarding the approval of the request, requirements needed and the applicable fees, if any.	None None	10 minutes 30 minutes	Licensing Officer II / Licensing Officer III / License Inspector II Office of the City Business Permit and Licensing Officer
2. Proceed to CBPLO window inside the BOSS. *Secure and verify the information on the unsigned certification. Return it if there are any errors.	2.1 Confirm identity of requesting party. 2.2 Process the request. 2.3 Give unsigned Certification to client for payment.	None None None	5 minutes 5 minutes 15 minutes	Licensing Officer II / Licensing Officer III / License Inspector II Office of the City Business Permit and Licensing Officer
3. Present unsigned certification to the Cashier Window located inside the BOSS and pay required fees *Sign on the logbook and receive the Certification	3.1 Receive payment. 3.2 Print Official Receipt. 3.3 Forward OR to	PHP500 Motorcade /Parade PHP1,000 Banner /Tarpauline PHP300 per day + PHP1,200 Garbage Fee Booth Permit PHP4,000+PHP 3,000 Garbage Fee Peryahan None None None	5 minutes 5 minutes 20 minutes	Administrative Assistant III Office of the City Treasurer Licensing Officer II / Licensing Officer III / License Inspector II

	CBPLO staff. 3.4 Print permit. 3.5 Sign the Permit. 3.6 Write OR Number on the Permit. 3.7 Record the Permit details on Official Logbook. 3.8 Release Permit.	None None None None	5 minutes 15 minutes 5 minutes 5 minutes 5 minutes	Office of the City Business Permit and Licensing Officer City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer Licensing Officer II / Licensing Officer III / License Inspector II Office of the City Business Permit and Licensing Officer
	TOTAL	PHP500 Motorcade/ Parade PHP1,000 Banner/ Tarpauline PHP300 per day + PHP1,200 Garbage Fee Booth Permit PHP4,000+ PHP3,000 Garbage Fee Peryahan	**2 hours and 10 minutes**	

11. GAFFLER/PEDDLER PERMIT ISSUANCE

Permit issued to requesting person that allows them to practice a specific occupation.

Office or Division:	Office of the City Business Permit and Licensing Officer
Classification:	Simple
Type of Transaction:	G2C– Government to Citizen
Who may avail:	Individuals qualified under existing laws and City Ordinances to engage in peddling or cockfighting-related activities requiring a Gaffler/Peddler Permit.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Previous Permit (Renewal) -Original	Client File / Issued by CBPLO
Current Barangay Clearance -Original	Barangay Hall where the requesting person resides.
Valid Community Tax Certificate -Original	Barangay Hall where the requesting person resides or CTO, City Hall of Meycauayan

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents to Receiving Window. *Verify unsigned permit and proceed to Cashier.	1.1 Review submitted. 1.2 Encode details of applicant. 1.3 Print permit. 1.4 Give unsigned permit to client for payment.	None None None None	5 minutes 5 minutes 5 minutes 5 minutes	Licensing Officer II /Licensing Officer III / License Inspector II Office of the City Business Permit and Licensing Officer
2. Submit unsigned permit to the Cashier Window located inside the BOSS and pay required fee. *Sign the logbook and receive the permit.	2.1 Receive payment. 2.2 Print OR. 2.3 Forward the OR and unsigned permit to CBPLO staff. 2.4 Sign the permit. 2.5 Record the Permit details on Official Logbook. 2.6 Release the permit.	PHP400 None None None None None	10 minutes 5 minutes 2 minutes 15 minutes 5 minutes 5 minutes	Local Rev. Coll. Officer III / Revenue Collection Clerk I / Administrative Aide I/ Revenue Collection Clerk I Office of the City Treasurer City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer

				Licensing Officer II /Licensing Officer III / License Inspector II Office of the City Business Permit and Licensing Officer
	TOTAL	**PHP400.00**	**1 hour and 2 minutes**	

12. CERTIFICATIONS ISSUANCE

A document issued to confirm a business's registration, existence, or non-registration. It is commonly used for business, legal, or government transactions. The BPLO ensures accuracy and timely release in compliance with ARTA and Data Privacy laws. The process begins upon approval of the request by the City Mayor or the City Administrator.

Office or Division:	Office of the City Business Permit and Licensing Officer
Classification:	Simple
Type of Transaction:	G2C / G2B / G2G – Government to Client / Government to Business / Government to Government
Who may avail:	Business owners, authorized representatives, government agencies, or any individual requesting verification of a business record within the city.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Approved letter of request -Original	• Office of the City Mayor (CMO)/Office of the City Administrator • City Hall of Meycauayan
Consent Letter (Depends on the type of request) (For Representative)	• Secured by Requesting party from Business Owner
Valid ID of requesting party/person -Original and 1 photocopy	• Government agency issuing valid identification card.

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit request letter (personal or via email). *Proceed to City Hall upon receipt of call.	1.1 Assess the approved request letter received from the City Mayor's Office or the City Administrator's Office.	None	10 minutes	Licensing Officer II / Licensing Officer III / License Inspector II Office of the City Business Permit and Licensing Officer
	1.2 Notify requesting party regarding the approval of the request and the applicable fees, if any.	None	30 minutes	

2. Proceed to CBPLO window at the BOSS. *Secure and check information on the unsigned certification. Return if there are error.	2.1 Confirm identity of requesting party. 2.2 Process the request. 2.3 Give unsigned Certification to client for payment.	None None None	15 minutes 5 minutes 15 minutes	Licensing Officer II / Licensing Officer III / License Inspector II Office of the City Business Permit and Licensing Officer
3. Present unsigned Certification to the Cashier Window located inside the BOSS. *Pay required fees *Sign on the logbook and receive Certification	3.1 Issue Official Receipt. 3.2 Forward receipt and Certification to Permitting Section. 3.3 Sign the Certification. 3.4 Write OR Number on the Certification. 3.5 Record the Certification details on Official Logbook. 3.6 Release Permit.	P50.00 None None None None None	5 minutes 5 minutes 20 minutes 5 minutes 5 minutes 10 minutes	Administrative Assistant III Office of the City Treasurer City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer Licensing Officer II / Licensing Officer III / License Inspector II Office of the City Business Permit and Licensing Officer
	TOTAL	**Php 50.00**	**2 Hours and 5 minutes**	

13. AMENDMENT TO BUSINESS PERMIT PROCESSING

Availed by business owners who request to amend information on their permit (address, owner, type of business, spelling, additional line of business) likewise update the system record. Prior amendment, the owner/representative must first update their records in the Office of the City Planning and Development Coordinator and Office of the City Engineer.

Office or Division:	Office of the City Business Permit and Licensing Officer
Classification:	Simple

Type of Transaction:	G2C, G2B & G2G – Government to Citizen, Business Entity and other Government Agency, Employee or Official
Who may avail:	Business owners with valid business permit located in the city or Authorized Representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Affidavit (for Single Proprietorship) or Board Resolution or Secretary Certificate (for Corporation) indicating the nature of the request, reason for the change in permit details, effectivity date, and, if applicable, name of the authorized representative/s. -Original and 2 photocopies	• Notary Public
Updated Locational Clearance -Original and 2 photocopies	• CPDC, City Hall of Meycauayan
Other permits, clearances, certifications, or documents required for the line of business being added, as prescribed by applicable laws, City Ordinances, or government regulations -Original and 1 photocopy	• Concerned issuing government agency or office, as identified in Annex A, as applicable.
Valid Fire Safety Inspection Certificate (FSIC), if the line of business being added is classified as fire-hazardous under applicable laws or regulations. -Original and 1 photocopy	• BFP
Filled out application form with signature/approval of the CEO and CPDC	• To be provided by the client
Additional requirements if applicant is an authorized representative: 1. Authorization Letter (Not needed if name is already stated in the affidavit.) -Original and 1 photocopy 2. Valid ID of Representative -Original and 1 photocopy) 3.Photocopy of owner's valid ID with three (3) wet signatures of the owner. -2 Photocopies	• To be provided by the operator • Government agency issuing the valid identification card, such as the PSA, LTO, DFA, SSS, GSIS, PRC, Comelec, OSCA • Government agency issuing the valid identification card, such as the PSA, LTO, DFA, SSS, GSIS, PRC, Comelec, OSCA

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application and complete documents to Assessment Window.	1.1 Review submitted documents. 1.2 Print and issue tax order of payment.	None None	15 minutes 15 minutes	Local Revenue Collection Officer III / Revenue Coll. Clerk I / Administrative Aide I / Revenue Coll. Clerk I Office of the City Treasurer

*Secure tax order of payment.				
2. Submit tax order of payment and pay to Cashier Window. *Secure OR.	2.1 Receive payment. 2.2 Issue Official Receipt. 2.3 Forward OR to CBPLO staff.	Php 50 None None	20 minutes 15 minutes 10 minutes	Administrative Asst. III / Administrative Aide I Office of the City Treasurer
3. Submit OR with complete documents to Receiving Window. *Receive permit for additional line of business. **For correction, receive claim stub	3.1 If correction on the permit, issue claim stub. 3.2 Update records on the system based on the documents. 3.3 Print Business Permit. *For additional line of business, print the new line of business on existing business permit certificate. 3.4 Sign the permit. 3.5 Forward permit to Office of the City Mayor for approval. *For additional line of business, release the permit to the owner. **End of Process 3.6 Sign the permit. 3.7 Return permit to CBPLO.	None None None None None None None	10 minutes 30 minutes 30 minutes 30 minutes 20 minutes 2 1/2 days 15 minutes	Licensing Officer II / Licensing Officer III / City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer Licensing Officer II / Licensing Officer III / City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer City Mayor Office of the City Mayor

4. Receive permit. *Sign the logbook signifying document receipt.	4.1 Record the details of the permit on the Official logbook. 4.2 Release permit.	None None	15 minutes 15 minutes	Administrative Aide III / City Business Permit and Licensing Officer Office of the City Business Permit and Licensing Officer
	TOTAL	**Php 50.00**	**3 days**	

ANNEX A

List of National Government Agencies (NGAs) Issuing Business-Related Permits, Clearances, and Certifications

LIST OF PERMITS/CLEARANCES FROM NATIONAL GOVERNMENT AGENCIES FOR SELECTED SECTORS

Business/Sector	Required Permit, Clearance, or Certification	Issuing Government Agency/Office
1. All Establishments	Fire Safety Inspection Certificate	Local Bureau of Fire Protection (BFP)
2. Animal Facilities	Certificate of Registration	Bureau of Animal Industry
3. Brokers/Merchants involved in the sale of commodities for future transactions	Future Commodity Merchant/Brokers License	Securities and Exchange Commission (SEC)
4. Cell Sites	Refer to ARTA JMC 01-2020	
5. Customs Brokerage Business	License	Customs Brokers Commission
6. Dealers of Rice and Corn and Wheat	License (depending on the type of activity)	National Food Authority (NFA)
7. Drugstores	License to Operate	Food and Drug Administration
8. Forwarders	Accreditation for Sea Freight Forwarders	Philippine Shippers Bureau
9. Funeral Homes/Parlors	Training Certificate and License of Undertaker and Embalmer	Department of Health (DOH)
10. General/Specialty and Engineering Contractor	Contractor's License	Philippine Contractors Accreditation Board
11. Household/Urban Pesticides	• License to Operate • Certificate of Product Registration	Food and Drug Administration
12. Lending Institutions	Certificate of Authority to Operate	Bangko Sentral ng Pilipinas
13. LPG Dealer	Application to Supply Natural Gas	Department of Energy
14. Manning and Crewing Services	License for Recruitment Agency	Department for Migrant Workers (formerly Philippine Overseas and Employment Agency)
15. Manpower Agencies w/ paid up capital of at least Php5,000,000	License to Operate a Private Recruitment and Placement Agency	DOLE Regional Office
16. Medical Devices	License to Operate	Food and Drug Administration
17. Messengerial and Courier Services		Department of Transportation and Communication

18. Mining	Permits depend on the activity	Department of Environment and Natural Resources
19. Pest Control Services	Pest Control License	Fertilizer and Pesticide Authority
20. Processed Foods	• License to Operate • Certificate of Product Registration	Food and Drug Administration
21. Pre-School, Elementary and Highschool	Permit to Operate	Department of Education (DepEd) Division Office and Regional Office
22. Real Estate Broker	License	Department of Trade and Industry OR Professional Regulatory Board
23. Rent-a-Car and Transportation Services	Franchise/Certificate of Public Conveyance	Land Transportation Franchising and Regulatory Board
24. Security Agencies	National License	Philippine Council for Security and Investigation Agency Administrations (PCSUCIA)
25. Spa/Massage Clinic	Certificate of Training of Therapists or Masseur/ Masseuse	• Department of Health • TESDA
26. Small Town Lottery (STL)	Permit to Operate	Philippine Charity Sweepstakes Office (PCSO)
27. Structures within 10 km radius of Communication-Navigation Surveillance Facilities located off-airport	Height Clearance Permit	Civil Aviation Authority of the Philippines
28. Telecommunications Firms	License to Operate	National Telecommunications Commission
29. Toys and Childcare articles	• License to Operate • Certification of Product Registration	Food and Drug Administration
30. Veterinary Products	• License to Operate • Certification of Product Registration	Food and Drug Administration
31. Video Rental Services	Registration for Optical Media Business	Optical Media Board