

BUSINESS PERMITS AND LICENSING OFFICE

EXTERNAL SERVICES



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1. ISSUANCE OF NEW BUSINESS/MAYOR'S PERMIT

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All enterprises are required to secure a Business License and Mayor's Permit, and pay business taxes before the start of commercial operations.

OFFICE OR DIVISION	Business Permits and Licensing Office
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2B – Government to Business
WHO MAY AVAIL THE SERVICE	All proprietors with new business in the City of Imus
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Please fill-out the Business Permit Application Form/Unified Form (provided by BPLO) and submit together with the following requirements:	Business One-Stop Shop (BOSS), www.imus.gov.ph
Proof of Registration -DTI, if Sole Proprietorship 2 Copies - 1 Original, 1 Photocopy or -SEC Registration, if Partnership or Corporation 2 Copies COMPLETE SET - 1 Original, 1 Photocopy or -CDA, if Cooperative 2 Copies - 1 Original, 1 Photocopy	Business One-Stop Shop (BOSS), https://bnrs.dti.gov.ph/registration , Imus Satellite Office – The District Mall, City of Imus, Any DTI Office https://crs.sec.gov.ph/ ; Secretariat Building, PICC Complex Roxas Boulevard, Metro Manila Philippines https://www.cda.gov.ph/resources/downloads/pro-forma-registration-documents ; 827 Aurora Blvd., Immaculate Conception, Quezon City. For registration of primary cooperatives, this power has been delegated to the Regional or Extension Offices
Proof of right of applicant to use location as business address -Certified True Copy of Original Certificate Title (OCT)/ Certified True Copy of Transfer Certificate of Title (TCT)/ Tax Declaration/- 2 Original Notarized Contract to Sell (if under amortization)/ Notarized Deed of Sale (if owned)- Original and 1 Photocopy-complete set or - Notarized Contract of Lease and Lessor's Business Permit (if not owned, renting)- Original and 1 Photocopy-complete set	From the owner of the business place



-Notarized Memorandum of Agreement/ Notarized written consent of property owner (if not owned, not renting) - Original and 1 Photocopy-complete set	
Location plan or sketch of the location with picture of establishment (front, right, left side view including the road, and interior view) -1 Copy-complete set	From the owner of the business
Certificate of Occupancy, if applicable -Original and 1 Photocopy	From the owner of the business/City Building Official Office
OTHER REQUIREMENTS THAT MAY BE NEEDED:	
Barangay Clearance/Endorsement for business (if not yet integrated) -Original and 2 Photocopies	From Barangay Hall where the business is located
Homeowner's Association Resolution (HOA) endorsing the project or business , if the location of the business is within a Residential Subdivision -Original and 1 Photocopy	From Homeowner's Association of the Subdivision where the business is located
Updated Tax Receipt Original and 1 Photocopy	From the Land Tax Office (Official Receipt of Real Property Tax-Amilyar)
Market Clearance for business is located in public market -Original and 1 Photocopy	From the Economic Enterprise Management Office (EEMO) located at Imus Public Market
Franchise Agreement and Consent for franchisee -Original and 1 Photocopy	From the Franchisor of the business
Solid Waste Management Seminar	From City Environment and Natural Resources Office (CENRO)
Certificate of Non-Coverage (CNC) for water station, junkshops, medical & dental clinic, laboratories, laundry, carwash - 1 Photocopy	From Department of Environment and Natural Resources (DENR)



Environmental Compliance Certificate (ECC) for industry, hospital, gasoline station, funeral homes, mall, supermarket, manufacturer, factory, poultry, piggery, other business poses potential risk/impact to environment - 1 Photocopy	From Department of Environment and Natural Resources (DENR)
Certification if source of water is deep well or Contract/Receipt from Maynilad and other water provider for water station - 1 Photocopy	From National Water Resources Board (NWRB)
Certificate of Disposal &/or MOA in Sanitary Landfill (Residual Waste) for mall, fastfood chain, restaurant, supermarket, large scale industry, factory (manufacturing), warehouse et.al - 2 Photocopies	From Private Hauler
Certificate of Safe Disposal/MOA of Medical/infectious waste -2 Photocopies	From DENR accredited Hauler
Picture of Grease Trap for restaurant, eatery, carinderia - 1 Copy	From the owner of the business
Latest Result of Microbiological Examination for food establishment & water station - Original	From Water Testing Laboratory
Latest Result of Physico-Chemical Analysis Examination for food establishment & water station - Original	From Water Testing Laboratory
Health Certificate of Staff for food establishment, water station, salon, and spa - Original	From City Health Office
Urinalysis (1 month validity) - Original	From Department of Health (DOH) Accredited Laboratory
Fecalysis (1 month validity) - Original	From Department of Health (DOH) Accredited Laboratory
Chest X-Ray (6 months validity) - Original	From Department of Health (DOH) Accredited Laboratory



Drug Test (1 year validity) - Original		From Department of Health (DOH) Accredited Laboratory		
Clearance for meat retailer, poultry and pet supplies retailer - Original		From City Veterinary Office		
Letter of No Objection - Original		From Office of the Mayor		
Approval from the City Mayor - Original		From Office of the Mayor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Assess the requirements and issue the Business Tax Order of Payment (Assessment Form)	None	20 minutes	Mary Grace Basa; Regina Camaclang; Ruby Concepcion; Rolando Dela Cruz; Luisito Dominguez; Ma. Elinor Laureles; Roehl Mañago, Jr.; Ruby Ordoñez; Glenn Elmer Ramirez
2. Pay the required fee(s)	2. Receive the payment. Pass the Business Tax Order of Payment (Assessment Form), O.R., CTC, to BFP personnel for Fire Inspection Fee payment, then to Sanitary Inspector for Sanitary Permit	<ul style="list-style-type: none"> • Mayor's Permit Fee • Zoning Fee - Based on Type of Establishment • Building Inspection Fee - Based on Type of Structure • Garbage Fee -Based on Type of Establishment • Environmental Protection Fee- Based on Type of Establishment • Sanitary Inspection Fee - Based on Type of Establishment • Fire Safety Inspection Fee - 15 % of total assessment 	10 minutes	City Treasurer's Office assigned personnel



		excluding business tax • Business Plate - Php 200.00 per Business Plate		
3. Claim the Business Tax Order of Payment (Assessment Form) with Official Receipts, CTC, Business Plate, Mayor's Permit Certificate, and Sanitary Permit	3. Issue the Business Tax Order of Payment (Assessment Form) with Official Receipts, CTC, Business Plate, Mayor's Permit Certificate, and Sanitary Permit	None	30 minutes	Norman Angeles; John Nikki Dela Fuente; Dianne Lois Marcial; Felizardo San Jose, Jr.; Melani Unawa; Richard Villanueva
Fill-out the Client Satisfaction Rating Form				
TOTAL		Based on computation	1 hour	

Mayor's Permit Fee

(a.) On business whose business tax rates are determined based on their gross sales and/or receipts based on section 7 paragraphs a, b, c, d, e, g, h, i, j, k and l of City Ordinance No. 04-133 S. 2019:

Asset Size	Amount
P 10,000.00 and below	150.00
Over P 10,000.00 to P 30,000.00	225.00
Over P 30,000.00 to P 50,000.00	300.00
Over P 50,000.00 to P 75,000.00	375.00
Over P 75,000.00 to P 100,000.00	450.00
Over P 100,000.00 to P 200,000.00	525.00
Over P 200,000.00 to P 350,000.00	600.00
Over P 350,000.00 to P 500,000.00	700.00
Over P 500,000.00 to P 750,000.00	800.00
Over P 750,000.00 to P 850,000.00	1,000.00
Over P 850,000.00 to P 1,000,000.00	1,250.00
Over P 1,000,000.00 to P 3,000,000.00	5,000.00



Over P 3,000,000.00 to P 5,000,000.00	7,500.00
Over P 5,000,000.00 to P 7,500,000.00	10,000.00
Over P 7,500,000.00 to P 10,000,000.00	15,000.00
Over P 10,000,000.00 to P 15,000,000.00	25,000.00
Over P 15,000,000.00 to P 25,000,000.00	40,000.00
Over P 25,000,000.00 to P 30,000,000.00	50,000.00
Over P 30,000,000.00	60,000.00

(b). On Banks

Rural Banks (Main or Branch)	P 5,000.00
Thrift Banks (Main or Branch)	5,000.00
Savings, Commercial, Industrial and Development Banks (Branch)	10,000.00
Universal Banks (Branch)	20,000.00

On Main Offices, one half (1/2) of the Permit Fee enumerated.

(c.) On Other Financial Institutions per establishment

Lending	P 3,000.00
Pawnshop	3,000.00
Money Shops	3,000.00
Insurance	5,000.00
Pension Plan	5,000.00

2. RENEWAL OF BUSINESS/MAYOR'S PERMIT (ON-SITE)

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Business Permit must be renewed from January 1 to 20, every year. Penalties are imposed after this period. Those for succeeding years are computed as a percentage of gross receipts/sales. Payments may be made annually, semi-annually or quarterly. Taxes are due on the first 20 days of each quarter.



OFFICE OR DIVISION	Business Permits and Licensing Office		
CLASSIFICATION	Simple		
TYPE OF TRANSACTION	G2B – Government to Business		
WHO MAY AVAIL THE SERVICE	All proprietors with existing business in the City of Imus		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Please fill-out the Business Permit Application Form/Unified Form (provided by BPLO) and submit together with the following requirements:		Business One-Stop Shop (BOSS), www.imus.gov.ph	
Previous Business Permit and Official Receipt (O.R.) 1 Copy – Original or Photocopy		Previously issued to the business taxpayer	
Certificate or Sworn Declaration of Gross Sales/Financial Statement/Income Tax Returns 1 Copy – Original or Photocopy		From the accountant of the business or from the owner of the business	
OTHER REQUIREMENTS THAT MAY BE NEEDED:			
Barangay Clearance/Endorsement for business (if not yet integrated) -Original and 1 Photocopy		From Barangay Hall where the business is located	
Market Clearance for business is located in public market -Original and 1 Photocopy		From the Economic Enterprise Management Office (EEMO) located at Imus Public Market	
Approval from the City Mayor - Original		From Office of the Mayor	
Certificate of Registration/Accreditation/ License from NATIONAL AGENCY -Original and 1 Photocopy			
	PERMIT/CLEARANCE NEEDED	NATIONAL GOVERNMENT AGENCY	LINE OF BUSINESS
1.	Certificate of Registration	Bureau of Animal Industry	Animal Facilities
2.	License	Customs Brokerage Commission	Customs Brokerage Business



3.	License	National Food Authority	Dealer of Rice, Corn, and Wheat
4.	License to Operate; Certificate of Product Registration	Food and Drug Administration	Drugstores, Household/Urban Pesticides, Medical Devices, Processed Foods, Toys and Childcare Articles , Veterinary Products
5.	Accreditation for Sea Freight Forwarders	Philippine Shippers Bureau	Forwarders
6.	Training Certificate and License of Undertaker and Embalmer	Department of Health	Funeral Homes/Parlor
7.	Contractor's License	Philippine Contractors Accreditation Board	General/Specialty and Engineering Contractor
8.	Certificate of Authority to Operate	Bangko Sentral ng Pilipinas	Lending Institutions, Pawnshops, Remittance Centers, Money Changers
9.	Application to Supply Natural Gas?	Department of Energy	LPG Dealer
10.	License for Recruitment Agency	Phil. Overseas and Employment Agency	Manning and Crewing Services
11.	License to Operate a Private Recruitment and Placement Agency	DOLE Regional Office	Manpower Agencies with paid-up capital of at least Php 5,000,000
12.	Registration	Department of Transportation and Communication	Messengerial and Courier Services
13.	Permit to Operate	Department of Education Division Office and Regional Office	Pre-School, Elementary, High School
14.	License	Department of Trade and Industry or Professional Regulatory Board	Real Estate Broker
15.	Franchise/Certificate of Public Conveyance	Land Transportation Franchising and Regulatory Board	Rent-a-Car and Transportation Services
16.	National License	PCSUCIA	Security Agency



	17.	Certificate of Training of Therapist or Masseur/Masseuse	Department of Health and TESDA	Spa/Massage Clinic		
	18.	License to Operate	National Telecommunications Commission	Telecommunications Firm		
	19.	Registration	Optical Media Board	Video Rental Services		
	20.	Lumber Dealer Permit	DENR-PENRO	Hardware, Sash Factory,		
	21.	Accreditation/ Registration	Department of Tourism	Hotel, Resort, Apartment Hotel, Tourist Inns, Pension Houses, Ned and Breakfast, Home Stay, Travel and Tour Agency, Travel Agency, Tour Operator, Online Travel Agency, Tourist Transport Operators, MICE (Meeting, Incentives, Conventions and Exhibitions) Organizer, MICE Facility Venue, Tour Guide, Adventure/Sports and Ecotourism Facilities		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements		1. Assess the requirements and issue the Business Tax Order of Payment (Assessment Form)		None	10 minutes	Mary Grace Basa; Regina Camaclang; Ruby Concepcion; Rolando Dela Cruz; Luisito Dominguez; Ma. Elinor Laureles; Roehl Mañago, Jr.; Ruby Ordoñez; Glenn Elmer Ramirez
2. Pay the required fee(s)		2. Receive the payment. Pass the Business Tax Order of Payment (Assessment Form), O.R., CTC, to BFP personnel for Fire Inspection Fee payment,		<ul style="list-style-type: none"> Business Taxes - Based on Annual Gross Sales/Receipts Mayor's Permit Fee - Based on Business Asset Zoning Fee - Based on Type of 	10 minutes	City Treasurer's Office assigned personnel



	then to Sanitary Inspector for Sanitary Permit	<p>Establishment</p> <ul style="list-style-type: none"> • Building Inspection Fee - Based on Type of Structure • Garbage Fee -Based on Type of Establishment • Environmental Protection Fee- Based on Type of Establishment • Sanitary Inspection Fee - Based on Type of Establishment • Fire Safety Inspection Fee - 15 % of total assessment excluding business tax. • Business Plate - Php 200.00 per Business Plate • Business Sticker - Php 20.00 per Sticker <p>(Refer to City Ordinance No. 04-133 S. 2019</p>		
3. Claim the Business Tax Order of Payment (Assessment Form) with Official Receipts, CTC, Business Plate, Mayor's Permit Certificate, and Sanitary Permit	3. Issue the Business Tax Order of Payment (Assessment Form) with Official Receipts, CTC, Business Plate/Sticker, Mayor's Permit Certificate, and Sanitary Permit	None	30 minutes	Norman Angeles; John Nikki Dela Fuente; Dianne Lois Marcial; Felizardo San Jose, Jr.; Melani Unawa; Richard Villanueva
Fill-out the Client Satisfaction Rating Form				
TOTAL		Based on computation	50 minutes	



Mayor's Permit Fee

A. On business whose business tax rates are determined based on their gross sales and/or receipts based on section 7 paragraphs a, b, c, d, e, g, h, i, j, k and l of City Ordinance No. 04-133 S. 2019:

Asset Size	Amount
P 10,000.00 and below	150.00
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Over P 30,000.00 to P 50,000.00	300.00
Over P 50,000.00 to P 75,000.00	375.00
Over P 75,000.00 to P 100,000.00	450.00
Over P 100,000.00 to P 200,000.00	525.00
Over P 200,000.00 to P 350,000.00	600.00
Over P 350,000.00 to P 500,000.00	700.00
Over P 500,000.00 to P 750,000.00	800.00
Over P 750,000.00 to P 850,000.00	1,000.00
Over P 850,000.00 to P 1,000,000.00	1,250.00
Over P 1,000,000.00 to P 3,000,000.00	5,000.00
Over P 3,000,000.00 to P 5,000,000.00	7,500.00
Over P 5,000,000.00 to P 7,500,000.00	10,000.00
Over P 7,500,000.00 to P 10,000,000.00	15,000.00
Over P 10,000,000.00 to P 15,000,000.00	25,000.00
Over P 15,000,000.00 to P 25,000,000.00	40,000.00
Over P 25,000,000.00 to P 30,000,000.00	50,000.00
Over P 30,000,000.00	60,000.00

B. On Banks

Rural Banks (Main or Branch)	P 5,000.00
Thrift Banks (Main or Branch)	5,000.00
Savings, Commercial, Industrial and Development Banks (Branch)	10,000.00



Universal Banks (Branch)	20,000.00
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C. On Other Financial Institutions per establishment

Lending	P 3,000.00
Pawnshop	3,000.00
Money Shops	3,000.00
Insurance	5,000.00
Pension Plan	5,000.00

Business Tax

A. On **manufacturers, assemblers, re-packers, processors, brewers, distillers, rectifiers, and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce** of whatever kind or nature. In accordance with the following schedule:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,742.00
75,000.00 or more but less than 100,000.00	2,178.00
100,000.00 or more but less than 150,000.00	2,904.00
150,000.00 or more but less than 200,000.00	3,630.00
200,000.00 or more but less than 300,000.00	5,082.00
300,000.00 or more but less than 500,000.00	6,655.00
500,000.00 or more but less than 750,000.00	10,560.00
750,000.00 or more but less than 1,000,000.00	13,200.00
1,000,000.00 or more but less than 2,000,000.00	18,150.00
2,000,000.00 or more but less than 3,000,000.00	22,143.00
3,000,000.00 or more but less than 4,000,000.00	26,136.00
4,000,000.00 or more but less than 5,000,000.00	30,492.00
5,000,000.00 or more but less than 6,500,000.00	32,175.00
6,500,000.00 or more	32,175.00 plus 49.5% of 1% over P6.5million



The preceding rates shall apply only to the amount of domestic sales of manufacturers, assemblers, re-packers, processors, brewers, distillers, rectifiers and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature other than those enumerated under paragraph (c) of this Section.

B. On **wholesalers, distributors, or dealers in any article of commerce** of whatever kind or nature in accordance with the following schedules:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,306.00
75,000.00 or more but less than 100,000.00	1,742.00
100,000.00 or more but less than 150,000.00	2,468.00
150,000.00 or more but less than 200,000.00	3,194.00
200,000.00 or more but less than 300,000.00	4,345.00
300,000.00 or more but less than 500,000.00	5,416.00
500,000.00 or more but less than 750,000.00	8,712.00
750,000.00 or more but less than 1,000,000.00	11,616.00
1,000,000.00 or more but less than 2,000,000.00	13,200.00
2,000,000.00 or more	P13,200.00 plus 66% of 1% over P2.0 million

The businesses enumerated in paragraph (a) above shall no longer be subject to the tax on wholesalers, distributors, or dealers herein provided for.

However, barangays shall have the exclusive power to levy taxes on stores whose gross sales or receipts of the preceding calendar year does not exceed Fifty Thousand Pesos (P50,000.00) subject to existing laws and regulations

C. On **exporters, and on manufacturers, millers, producers, wholesalers, distributors, dealers or retailers of essential commodities** enumerated hereunder at a rate not exceeding one-half (1/2) of the rates prescribed under subsections (a), (b), and (d) of this Article;

1. Rice and Corn;
2. Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and agricultural marine, and fresh water products, whether in their Original state or not;



3. Cooking oil and cooking gas;
4. Laundry soap, detergents, and medicine;
5. Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;
6. Poultry feeds and other animal feeds;
7. School supplies; and
8. Cement

D. On **exporters of all articles of commerce** of whatever kind or nature not mentioned under subsection (c), in accordance with the following schedule:

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
Less than 100,000.00	871.00
100,000.00 or more but less than 150,000.00	1,221.00
150,000.00 or more but less than 200,000.00	1,580.00
200,000.00 or more but less than 300,000.00	2,178.00
300,000.00 or more but less than 500,000.00	2,904.00
500,000.00 or more but less than 750,000.00	4,345.00
750,000.00 or more but less than 1,000,000.00	5,749.70
1,000,000.00 or more but less than 2,000,000.00	6,534.00
2,000,000.00 or more	P6,534.00 plus 32.45% of 1% over P2.0 million

For purposes of this provision, the term *exporters* shall refer to those who are principally engaged in the business of exporting goods and merchandise, as well as manufacturers and producers whose goods or products are both sold domestically and abroad. The amount of export sales shall be excluded from the total sales and shall be subject to the rates not exceeding one half (1/2) of the rates prescribed under paragraphs (a), (b), and (d) of this Article.



E. On **contractors and other independent contractors** in accordance with the following schedule:

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,161.00
75,000.00 or more but less than 100,000.00	1,742.00
100,000.00 or more but less than 150,000.00	2,613.00
150,000.00 or more but less than 200,000.00	3,484.00
200,000.00 or more but less than 250,000.00	4,791.00
250,000.00 or more but less than 300,000.00	6,098.00
300,000.00 or more but less than 400,000.00	8,131.00
400,000.00 or more but less than 500,000.00	10,890.00
500,000.00 or more but less than 750,000.00	12,210.00
750,000.00 or more but less than 1,000,000.00	13,530.00
1,000,000.00 or more but less than 2,000,000.00	15,180.00
2,000,000.00 or more	15,180.00 plus 66% of 1% over P2.0 million

Provided that in no case shall the tax on gross receipts of P2, 000,000.00 or more be less than P15, 180.00.

F. On **banks and other financial institutions**, at the rate of seven five percent of one percent (75% of 1%) of the gross receipts of the preceding calendar year derived from interest, commissions and discounts from lending activities, income from financial leasing, dividends, rentals on property, and profit from exchange or sale of property, insurance premium. All other income and receipts not herein enumerated shall be excluded in the computation of the tax

G. On operators of theaters and cinema houses, video-movie houses utilizing laser disc players, projectors and of similar apparatus, and other entertainment sites in the internet and other show houses which are open to public for a fee:

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,560.00



75,000.00 or more but less than 100,000.00	2,335.00
100,000.00 or more but less than 150,000.00	3,269.00
150,000.00 or more but less than 200,000.00	4,295.00
200,000.00 or more but less than 250,000.00	5,493.00
250,000.00 or more but less than 300,000.00	7,296.00
300,000.00 or more but less than 400,000.00	9,837.00
400,000.00 or more but less than 500,000.00	10,175.00
500,000.00 or more but less than 750,000.00	11,275.00
750,000.00 or more but less than 1,000,000.00	12,650.00
1,000,000.00 or more but less than 2,000,000.00	13,915.00
2,000,000.00 or more	P 13,915.00 plus 66% of 1% over P2.0 million

H. On **lessors of real estate** including apartments and boarding houses:

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 60,000.00	1,210.00
60,000.00 or more but less than 70,000.00	1,548.00
70,000.00 or more but less than 80,000.00	1,839.00
80,000.00 or more but less than 90,000.00	2,153.00
90,000.00 or more but less than 100,000.00	2,468.00
100,000.00 or more but less than 150,000.00	3,061.00
150,000.00 or more but less than 200,000.00	4,138.00
200,000.00 or more but less than 300,000.00	5,517.00
300,000.00 or more but less than 500,000.00	8,167.00
500,000.00 or more but less than 750,000.00	13,722.00
750,000.00 or more but less than 1,000,000.00	19,882.00
1,000,000.00 or more but less than 2,000,000.00	21,780.00
2,000,000.00 or more	P21,780.00 plus 66% of 1% over P2.0 million



I. On the businesses hereunder enumerated:

1. Commission agents;
2. Lessors, dealers, brokers of real estate;
3. On travel agencies and travel agents;
4. On boarding houses, pension houses, motels, apartments, apartelles, and condominiums;
5. Subdivision owners/developers, Private Cemeteries and Memorial Parks owners/developers;
6. Privately-owned markets;
7. Hospitals, medical clinics, dental clinics, therapeutic clinics, medical laboratories, dental laboratories;
8. Operators of Cable Network System;
9. General consultancy services;
10. Warehouses
11. On line businesses that offers services
12. All other similar activities consisting essentially of the sales of services for a fee.

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,161.00
75,000.00 or more but less than 100,000.00	1,742.00
100,000.00 or more but less than 150,000.00	2,613.00
150,000.00 or more but less than 200,000.00	3,484.00
200,000.00 or more but less than 250,000.00	4,791.00
250,000.00 or more but less than 300,000.00	6,098.00
300,000.00 or more but less than 400,000.00	8,131.00
400,000.00 or more but less than 500,000.00	10,890.00
500,000.00 or more but less than 750,000.00	12,210.00
750,000.00 or more but less than 1,000,000.00	13,530.00
1,000,000.00 or more but less than 2,000,000.00	15,180.00
2,000,000.00 or more	P15,180.00 plus 66% of 1% over P2.0 million

Provided, that in no case shall the tax on gross sales of P2, 000,000.00 or more be less than P15, 180.00.



J. On retailers with gross receipts or sales for the preceding year in the amount of:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,306.00
75,000.00 or more but less than 100,000.00	1,742.00
100,000.00 or more but less than 150,000.00	2,468.00
150,000.00 or more but less than 200,000.00	3,194.00
200,000.00 or more but less than 300,000.00	4,345.00
300,000.00 or more but less than 500,000.00	5,416.00
500,000.00 or more but less than 750,000.00	8,712.00
750,000.00 or more but less than 1,000,000.00	11,616.00
1,000,000.00 or more but less than 100,000,000.00	11,616.00 plus 66% of 1% over P1.0 million but less than P100 million
100,000,000.00 or more but less than 500,000,000.00	665,016.00 plus 1.10% over P100 million but less than P500 million
500,000,000.00 or more	P5,065,016.00 plus 82.5% of 1% over P500 million

K .On retailers classified as sari-sari store with gross sales or receipts for the preceding year in the amount of:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,188.00
75,000.00 or more but less than 100,000.00	1,584.00
100,000.00 or more but less than 150,000.00	2,244.00
150,000.00 or more but less than 200,000.00	2,904.00
200,000.00 or more but less than 300,000.00	3,950.00
300,000.00 or more but less than 500,000.00	4,924.00
500,000.00 or more but less than 750,000.00	7,920.00
750,000.00 or more but less than 1,000,000.00	10,560.00
1,000,000.00 or more but less than 2,000,000.00	P10,560.00 plus 60% of 1% over P1.0 million



L. On **Authorized Franchise Car Dealers** engaged in business of selling brand new vehicles and genuine parts pursuant to a valid and existing Franchise Agreement with legitimate manufacturers and distributors shall be taxed at the rate of 50% of 1% of gross receipts up to P 2,000,000.00 and 45% of 1% of gross receipts in excess of P 2,000,000.00.

M. On **restaurants and other eating establishments** such as, but not limited to cafes, cafeterias, ice cream or refreshment parlors, carinderias, soda fountains, food caterers, fast food centers and snack counters shall be taxed at the rate of 1.75% of the gross receipts of the preceding calendar year.

N. On operators engaged in amusement devices and computer shop shall be taxed at the rate of Two Hundred Pesos (P200.00) per amusement device.

O. On peddlers engaged in the sale of any merchandise or article of commerce, at the rate of Sixty Six Pesos (P66.00) per peddler annually.

Delivery trucks, vans or vehicles used by manufacturers, producers, wholesalers, dealers or retailers enumerated under Section 141 of R.A. 7160 shall be exempt: from the peddlers' tax herein imposed.

The tax herein imposed shall be payable within the first twenty (20) days of January. An individual who will start to peddle merchandise or articles of commerce after January 20 shall pay the full amount of the tax before engaging in such activity.

P. On operators of public utility vehicles maintaining booking office, terminal, or waiting station for the purpose of carrying passengers from this city under a certificate of public convenience and necessity or similar franchises:

Air-conditioned buses	P 6,000.00 per unit
Buses without air conditioning	5,000.00 per unit
"Mini" buses	4,000.00 per unit
Utility Vehicles/Vans/Fieras/Tamaraws	1,500.00 per unit
Taxis/Grab and the like	1,000.00 per unit
Jeepneys	800.00 per unit
Multi-Cabs	800.00 per unit



Tricycles (5 or more units)	100.00 per unit
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3. RENEWAL OF BUSINESS/MAYOR'S PERMIT (ONLINE - ASSESSMENT)

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Business Permit must be renewed from January 1 to 20, every year. Penalties are imposed after this period. Those for succeeding years are computed as a percentage of gross receipts/sales. Payments may be made annually, semi-annually or quarterly. Taxes are due on the first 20 days of each quarter.

OFFICE OR DIVISION	Business Permits and Licensing Office	
CLASSIFICATION	Simple	
TYPE OF TRANSACTION	G2B – Government to Business	
WHO MAY AVAIL THE SERVICE	All proprietors with existing business in the City of Imus	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Please fill-out the Business Permit Application Form/Unified Form (provided by BPLO) and submit together with the following requirements:		Business One-Stop Shop (BOSS), www.imus.gov.ph
Previous Business Permit and Official Receipt (O.R.) 1 Copy – Original or Photocopy		Previously issued to the business taxpayer
Certificate or Sworn Declaration of Gross Sales/Financial Statement/Income Tax Returns 1 Copy – Original or Photocopy		From the accountant of the business or from the owner of the business
OTHER REQUIREMENTS THAT MAY BE NEEDED:		
Barangay Clearance/Endorsement for business (if not yet integrated) -Original and 1 Photocopy		From Barangay Hall where the business is located
Market Clearance for business is located in public market -Original and 1 Photocopy		From the Economic Enterprise Management Office (EEMO) located at Imus Public Market
Approval from the City Mayor - Original		From Office of the Mayor



Certificate of Registration/Accreditation/ License from NATIONAL AGENCY

-Original and 1 Photocopy

	PERMIT/CLEARANCE NEEDED	NATIONAL GOVERNMENT AGENCY	LINE OF BUSINESS
1.	Certificate of Registration	Bureau of Animal Industry	Animal Facilities
2.	License	Customs Brokerage Commission	Customs Brokerage Business
3.	License	National Food Authority	Dealer of Rice, Corn, and Wheat
4.	License to Operate; Certificate of Product Registration	Food and Drug Administration	Drugstores, Household/Urban Pesticides, Medical Devices, Processed Foods, Toys and Childcare Articles , Veterinary Products
5.	Accreditation for Sea Freight Forwarders	Philippine Shippers Bureau	Forwarders
6.	Training Certificate and License of Undertaker and Embalmer	Department of Health	Funeral Homes/Parlor
7.	Contractor's License	Philippine Contractors Accreditation Board	General/Specialty and Engineering Contractor
8.	Certificate of Authority to Operate	Bangko Sentral ng Pilipinas	Lending Institutions, Pawnshops, Remittance Centers, Money Changers
9.	Application to Supply Natural Gas?	Department of Energy	LPG Dealer
10.	License for Recruitment Agency	Phil. Overseas and Employment Agency	Manning and Crewing Services
11.	License to Operate a Private Recruitment and Placement Agency	DOLE Regional Office	Manpower Agencies with paid-up capital of at least Php 5,000,000
12.	Registration	Department of Transportation and Communication	Messengerial and Courier Services



13.	Permit to Operate	Department of Education Division Office and Regional Office	Pre-School, Elementary, High School		
14.	License	Department of Trade and Industry or Professional Regulatory Board	Real Estate Broker		
15.	Franchise/Certificate of Public Conveyance	Land Transportation Franchising and Regulatory Board	Rent-a-Car and Transportation Services		
16.	National License	PCSUCIA	Security Agency		
17.	Certificate of Training of Therapist or Masseur/Masseuse	Department of Health and TESDA	Spa/Massage Clinic		
18.	License to Operate	National Telecommunications Commission	Telecommunications Firm		
19.	Registration	Optical Media Board	Video Rental Services		
20.	Lumber Dealer Permit	DENR-PENRO	Hardware, Sash Factory,		
21.	Accreditation/ Registration	Department of Tourism	Hotel, Resort, Apartment Hotel, Tourist Inns, Pension Houses, Ned and Breakfast, Home Stay, Travel and Tour Agency, Travel Agency, Tour Operator, Online Travel Agency, Tourist Transport Operators, MICE (Meeting, Incentives, Conventions and Exhibitions) Organizer, MICE Facility Venue, Tour Guide, Adventure/Sports and Ecotourism Facilities		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Download and Fill-up the Application form at		1.1 Notify the client once application is received.	None	24 hours	Mary Grace Basa; Regina Camaclang;



<p>www.imus.gov.ph.</p> <p>1.2 Submit the scanned copies or photo of requirements to imusbplo.eboss1@gmail.com</p> <p>1.3 Receive the assessment form.</p> <p>1.4 Print and bring the following requirements onsite:</p> <ul style="list-style-type: none"> • Business Permit Application Form (Unified Form) • 2022 Business Tax Order Payment • 2022 Barangay Endorsement/ Clearance for Business (if not yet integrated 	<p>1.2 Evaluate the requirements and assess the application.</p> <p>1.3 Send the assessment form</p>			<p>Ruby Concepcion; Rolando Dela Cruz; Luisito Dominguez; Ma. Elinor Laureles; Roehl Mañago, Jr.; Ruby Ordoñez; Glenn Elmer Ramirez</p>
<p>2. Pay the required fee(s)</p>	<p>2. Receive the payment. Pass the Business Tax Order of Payment (Assessment Form), O.R., CTC, to BFP personnel for Fire Inspection Fee payment, then to Sanitary Inspector for Sanitary Permit</p>	<ul style="list-style-type: none"> • Business Taxes - Based on Annual Gross Sales/Receipts • Mayor's Permit Fee - Based on Business Asset • Zoning Fee - Based on Type of Establishment • Building Inspection Fee - Based on Type of Structure • Garbage Fee -Based on Type of Establishment 	<p>10 minutes</p>	<p>City Treasurer's Office assigned personnel</p>



		<ul style="list-style-type: none"> • Environmental Protection Fee-Based on Type of Establishment • Sanitary Inspection Fee - Based on Type of Establishment • Fire Safety Inspection Fee - 15 % of total assessment excluding business tax. • Business Plate - Php 200.00 per Business Plate • Business Sticker - Php 20.00 per Sticker (Refer to City Ordinance No. 04-133 S. 2019)		
3. Claim the Business Tax Order of Payment (Assessment Form) with Official Receipts, CTC, Business Plate, Mayor's Permit Certificate, and Sanitary Permit	3. Issue the Business Tax Order of Payment (Assessment Form) with Official Receipts, CTC, Business Plate/Sticker, Mayor's Permit Certificate, and Sanitary Permit	None	30 minutes	Norman Angeles; John Nikki Dela Fuente; Dianne Lois Marcial; Felizardo San Jose, Jr.; Melani Unawa; Richard Villanueva
Fill-out the Client Satisfaction Rating Form				
TOTAL		Based on computation	1 day and 40 minutes	

Mayor's Permit Fee

A. On business whose business tax rates are determined based on their gross sales and/or receipts based on section 7 paragraphs a, b, c, d, e, g, h, i, j, k and l of City Ordinance No. 04-133 S. 2019:

Asset Size	Amount
P 10,000.00 and below	150.00
Over P 10,000.00 to P 30,000.00	225.00



Over P 30,000.00 to P 50,000.00	300.00
Over P 50,000.00 to P 75,000.00	375.00
Over P 75,000.00 to P 100,000.00	450.00
Over P 100,000.00 to P 200,000.00	525.00
Over P 200,000.00 to P 350,000.00	600.00
Over P 350,000.00 to P 500,000.00	700.00
Over P 500,000.00 to P 750,000.00	800.00
Over P 750,000.00 to P 850,000.00	1,000.00
Over P 850,000.00 to P 1,000,000.00	1,250.00
Over P 1,000,000.00 to P 3,000,000.00	5,000.00
Over P 3,000,000.00 to P 5,000,000.00	7,500.00
Over P 5,000,000.00 to P 7,500,000.00	10,000.00
Over P 7,500,000.00 to P 10,000,000.00	15,000.00
Over P 10,000,000.00 to P 15,000,000.00	25,000.00
Over P 15,000,000.00 to P 25,000,000.00	40,000.00
Over P 25,000,000.00 to P 30,000,000.00	50,000.00
Over P 30,000,000.00	60,000.00

B. On Banks

Rural Banks (Main or Branch)	P 5,000.00
Thrift Banks (Main or Branch)	5,000.00
Savings, Commercial, Industrial and Development Banks (Branch)	10,000.00
Universal Banks (Branch)	20,000.00

C. On Other Financial Institutions per establishment

Lending	P 3,000.00
Pawnshop	3,000.00



Money Shops	3,000.00
Insurance	5,000.00
Pension Plan	5,000.00

Business Tax

A. On **manufacturers, assemblers, re-packers, processors, brewers, distillers, rectifiers, and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce** of whatever kind or nature. In accordance with the following schedule:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,742.00
75,000.00 or more but less than 100,000.00	2,178.00
100,000.00 or more but less than 150,000.00	2,904.00
150,000.00 or more but less than 200,000.00	3,630.00
200,000.00 or more but less than 300,000.00	5,082.00
300,000.00 or more but less than 500,000.00	6,655.00
500,000.00 or more but less than 750,000.00	10,560.00
750,000.00 or more but less than 1,000,000.00	13,200.00
1,000,000.00 or more but less than 2,000,000.00	18,150.00
2,000,000.00 or more but less than 3,000,000.00	22,143.00
3,000,000.00 or more but less than 4,000,000.00	26,136.00
4,000,000.00 or more but less than 5,000,000.00	30,492.00
5,000,000.00 or more but less than 6,500,000.00	32,175.00
6,500,000.00 or more	32,175.00 plus 49.5% of 1% over P6.5million

The preceding rates shall apply only to the amount of domestic sales of manufacturers, assemblers, re-packers, processors, brewers, distillers, rectifiers and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature other than those enumerated under paragraph (c) of this Section.

B. On **wholesalers, distributors, or dealers in any article of commerce** of whatever kind or nature in accordance with the following schedules:



Amount of Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,306.00
75,000.00 or more but less than 100,000.00	1,742.00
100,000.00 or more but less than 150,000.00	2,468.00
150,000.00 or more but less than 200,000.00	3,194.00
200,000.00 or more but less than 300,000.00	4,345.00
300,000.00 or more but less than 500,000.00	5,416.00
500,000.00 or more but less than 750,000.00	8,712.00
750,000.00 or more but less than 1,000,000.00	11,616.00
1,000,000.00 or more but less than 2,000,000.00	13,200.00
2,000,000.00 or more	P13,200.00 plus 66% of 1% over P2.0 million

The businesses enumerated in paragraph (a) above shall no longer be subject to the tax on wholesalers, distributors, or dealers herein provided for.

However, barangays shall have the exclusive power to levy taxes on stores whose gross sales or receipts of the preceding calendar year does not exceed Fifty Thousand Pesos (P50,000.00) subject to existing laws and regulations

C. On **exporters, and on manufacturers, millers, producers, wholesalers, distributors, dealers or retailers of essential commodities** enumerated hereunder at a rate not exceeding one-half (1/2) of the rates prescribed under subsections (a), (b), and (d) of this Article;

1. Rice and Corn;
2. Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and agricultural marine, and fresh water products, whether in their Original state or not;
3. Cooking oil and cooking gas;
4. Laundry soap, detergents, and medicine;
5. Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;
6. Poultry feeds and other animal feeds;
7. School supplies; and
8. Cement



D. On **exporters of all articles of commerce** of whatever kind or nature not mentioned under subsection (c), in accordance with the following schedule:

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
Less than 100,000.00	871.00
100,000.00 or more but less than 150,000.00	1,221.00
150,000.00 or more but less than 200,000.00	1,580.00
200,000.00 or more but less than 300,000.00	2,178.00
300,000.00 or more but less than 500,000.00	2,904.00
500,000.00 or more but less than 750,000.00	4,345.00
750,000.00 or more but less than 1,000,000.00	5,749.70
1,000,000.00 or more but less than 2,000,000.00	6,534.00
2,000,000.00 or more	P6,534.00 plus 32.45% of 1% over P2.0 million

For purposes of this provision, the term *exporters* shall refer to those who are principally engaged in the business of exporting goods and merchandise, as well as manufacturers and producers whose goods or products are both sold domestically and abroad. The amount of export sales shall be excluded from the total sales and shall be subject to the rates not exceeding one half (1/2) of the rates prescribed under paragraphs (a), (b), and (d) of this Article.

E. On **contractors and other independent contractors** in accordance with the following schedule:

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,161.00
75,000.00 or more but less than 100,000.00	1,742.00
100,000.00 or more but less than 150,000.00	2,613.00
150,000.00 or more but less than 200,000.00	3,484.00



200,000.00 or more but less than 250,000.00	4,791.00
250,000.00 or more but less than 300,000.00	6,098.00
300,000.00 or more but less than 400,000.00	8,131.00
400,000.00 or more but less than 500,000.00	10,890.00
500,000.00 or more but less than 750,000.00	12,210.00
750,000.00 or more but less than 1,000,000.00	13,530.00
1,000,000.00 or more but less than 2,000,000.00	15,180.00
2,000,000.00 or more	15,180.00 plus 66% of 1% over P2.0 million

Provided that in no case shall the tax on gross receipts of P2, 000,000.00 or more be less than P15, 180.00.

F. On **banks and other financial institutions**, at the rate of seven five percent of one percent (75% of 1%) of the gross receipts of the preceding calendar year derived from interest, commissions and discounts from lending activities, income from financial leasing, dividends, rentals on property, and profit from exchange or sale of property, insurance premium. All other income and receipts not herein enumerated shall be excluded in the computation of the tax

G. On operators of theaters and cinema houses, video-movie houses utilizing laser disc players, projectors and of similar apparatus, and other entertainment sites in the internet and other show houses which are open to public for a fee:

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,560.00
75,000.00 or more but less than 100,000.00	2,335.00
100,000.00 or more but less than 150,000.00	3,269.00
150,000.00 or more but less than 200,000.00	4,295.00
200,000.00 or more but less than 250,000.00	5,493.00
250,000.00 or more but less than 300,000.00	7,296.00
300,000.00 or more but less than 400,000.00	9,837.00
400,000.00 or more but less than 500,000.00	10,175.00



500,000.00 or more but less than 750,000.00	11,275.00
750,000.00 or more but less than 1,000,000.00	12,650.00
1,000,000.00 or more but less than 2,000,000.00	13,915.00
2,000,000.00 or more	P 13,915.00 plus 66% of 1% over P2.0 million

H. On **lessors of real estate** including apartments and boarding houses:

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 60,000.00	1,210.00
60,000.00 or more but less than 70,000.00	1,548.00
70,000.00 or more but less than 80,000.00	1,839.00
80,000.00 or more but less than 90,000.00	2,153.00
90,000.00 or more but less than 100,000.00	2,468.00
100,000.00 or more but less than 150,000.00	3,061.00
150,000.00 or more but less than 200,000.00	4,138.00
200,000.00 or more but less than 300,000.00	5,517.00
300,000.00 or more but less than 500,000.00	8,167.00
500,000.00 or more but less than 750,000.00	13,722.00
750,000.00 or more but less than 1,000,000.00	19,882.00
1,000,000.00 or more but less than 2,000,000.00	21,780.00
2,000,000.00 or more	P21,780.00 plus 66% of 1% over P2.0 million

I. On the businesses hereunder enumerated:

1. Commission agents;
2. Lessors, dealers, brokers of real estate;
3. On travel agencies and travel agents;
4. On boarding houses, pension houses, motels, apartments, apartelles, and condominiums;
5. Subdivision owners/developers, Private Cemeteries and Memorial Parks owners/developers;
6. Privately-owned markets;



7. Hospitals, medical clinics, dental clinics, therapeutic clinics, medical laboratories, dental laboratories;
8. Operators of Cable Network System;
9. General consultancy services;
10. Warehouses
11. On line businesses that offers services
12. All other similar activities consisting essentially of the sales of services for a fee.

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,161.00
75,000.00 or more but less than 100,000.00	1,742.00
100,000.00 or more but less than 150,000.00	2,613.00
150,000.00 or more but less than 200,000.00	3,484.00
200,000.00 or more but less than 250,000.00	4,791.00
250,000.00 or more but less than 300,000.00	6,098.00
300,000.00 or more but less than 400,000.00	8,131.00
400,000.00 or more but less than 500,000.00	10,890.00
500,000.00 or more but less than 750,000.00	12,210.00
750,000.00 or more but less than 1,000,000.00	13,530.00
1,000,000.00 or more but less than 2,000,000.00	15,180.00
2,000,000.00 or more	P15,180.00 plus 66% of 1% over P2.0 million

Provided, that in no case shall the tax on gross sales of P2, 000,000.00 or more be less than P15, 180.00.

J. On retailers with gross receipts or sales for the preceding year in the amount of:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,306.00
75,000.00 or more but less than 100,000.00	1,742.00
100,000.00 or more but less than 150,000.00	2,468.00



150,000.00 or more but less than 200,000.00	3,194.00
200,000.00 or more but less than 300,000.00	4,345.00
300,000.00 or more but less than 500,000.00	5,416.00
500,000.00 or more but less than 750,000.00	8,712.00
750,000.00 or more but less than 1,000,000.00	11,616.00
1,000,000.00 or more but less than 100,000,000.00	11,616.00 plus 66% of 1% over P1.0 million but less than P100 million
100,000,000.00 or more but less than 500,000,000.00	665,016.00 plus 1.10% over P100 million but less than P500 million
500,000,000.00 or more	P5,065,016.00 plus 82.5% of 1% over P500 million

K .On retailers classified as sari-sari store with gross sales or receipts for the preceding year in the amount of:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,188.00
75,000.00 or more but less than 100,000.00	1,584.00
100,000.00 or more but less than 150,000.00	2,244.00
150,000.00 or more but less than 200,000.00	2,904.00
200,000.00 or more but less than 300,000.00	3,950.00
300,000.00 or more but less than 500,000.00	4,924.00
500,000.00 or more but less than 750,000.00	7,920.00
750,000.00 or more but less than 1,000,000.00	10,560.00
1,000,000.00 or more but less than 2,000,000.00	P10,560.00 plus 60% of 1% over P1.0 million

L. On **Authorized Franchise Car Dealers** engaged in business of selling brand new vehicles and genuine parts pursuant to a valid and existing Franchise Agreement with legitimate manufacturers and distributors shall be taxed at the rate of 50% of 1% of gross receipts up to P 2,000,000.00 and 45% of 1% of gross receipts in excess of P 2,000,000.00.



M. On **restaurants and other eating establishments** such as, but not limited to cafes, cafeterias, ice cream or refreshment parlors, carinderias, soda fountains, food caterers, fast food centers and snack counters shall be taxed at the rate of 1.75% of the gross receipts of the preceding calendar year.

N. On operators engaged in amusement devices and computer shop shall be taxed at the rate of Two Hundred Pesos (P200.00) per amusement device.

O. On peddlers engaged in the sale of any merchandise or article of commerce, at the rate of Sixty Six Pesos (P66.00) per peddler annually.

Delivery trucks, vans or vehicles used by manufacturers, producers, wholesalers, dealers or retailers enumerated under Section 141 of R.A. 7160 shall be exempt: from the peddlers' tax herein imposed.

The tax herein imposed shall be payable within the first twenty (20) days of January. An individual who will start to peddle merchandise or articles of commerce after January 20 shall pay the full amount of the tax before engaging in such activity.

P. On operators of public utility vehicles maintaining booking office, terminal, or waiting station for the purpose of carrying passengers from this city under a certificate of public convenience and necessity or similar franchises:

Air-conditioned buses	P 6,000.00 per unit
Buses without air conditioning	5,000.00 per unit
"Mini" buses	4,000.00 per unit
Utility Vehicles/Vans/Fieras/Tamaraws	1,500.00 per unit
Taxis/Grab and the like	1,000.00 per unit
Jeepneys	800.00 per unit
Multi-Cabs	800.00 per unit
Tricycles (5 or more units)	100.00 per unit



4. CHANGE ADDRESS OF BUSINESS (WITHIN CITY OF IMUS) IN BUSINESS/MAYOR'S PERMIT

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All enterprises that changed its status are required to amend its Business/Mayor's Permit for transfer/change address.

OFFICE OR DIVISION	Business Permits and Licensing Office	
CLASSIFICATION	Simple	
TYPE OF TRANSACTION	G2B – Government to Business	
WHO MAY AVAIL THE SERVICE	All proprietors with new business in the City of Imus	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Please fill-out the Business Permit Application Form/Unified Form (provided by BPLO) and submit together with the following requirements:		Business One-Stop Shop (BOSS), www.imus.gov.ph
Latest Business Tax Order of Payment (Assessment Form) – Original		
Latest Business Permit Certificate (Diploma) - Original		
Proof of right of applicant to use location as business address		From the owner of the business place
<ul style="list-style-type: none"> -Certified True Copy of Original Certificate Title (OCT)/ Certified True Copy of Transfer Certificate of Title (TCT)/ Tax Declaration/- 2 Original Notarized Contract to Sell (if under amortization)/ Notarized Deed of Sale (if owned)- Original and 1 Photocopy-complete set or - Notarized Contract of Lease and Lessor's Business Permit (if not owned, renting)- Original and 1 Photocopy-complete set or -Notarized Memorandum of Agreement/ Notarized written consent of property owner (if not owned, not renting) - 		



Original and 1 Photocopy-complete set				
Location plan or sketch of the location with picture of establishment (front, right, left side view including the road, and interior view) -1 Copy-complete set		From the owner of the business		
OTHER REQUIREMENTS THAT MAY BE NEEDED:				
Barangay Clearance/Endorsement for business (if not yet integrated) -Original and 2 Photocopies		From Barangay Hall where the business is located		
Homeowner's Association Resolution (HOA) endorsing the project or business , if the location of the business is within a Residential Subdivision -Original and 1 Photocopy		From Homeowner's Association of the Subdivision where the business is located		
Updated Tax Receipt Original and 1 Photocopy		From the Land Tax Office (Official Receipt of Real Property Tax-Amilyar)		
Market Clearance for business is located in public market -Original and 1 Photocopy		From the Economic Enterprise Management Office (EEMO) located at Imus Public Market		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Assess the requirements and issue the Business Tax Order of Payment (Assessment Form)	None	10 minutes	Mary Grace Basa; Regina Camaclang; Ruby Concepcion; Rolando Dela Cruz; Luisito Dominguez; Ma. Elinor Laureles; Roehl Mañago, Jr.; Ruby Ordoñez; Glenn Elmer Ramirez
2. Pay the required fee(s)	2. Receive the payment.	• Mayor's Permit Fee	10 minutes	City Treasurer's Office



	Pass the Business Tax Order of Payment (Assessment Form)			assigned personnel
3. Claim the Business Tax Order of Payment (Assessment Form) with Official Receipt, Mayor's Permit Certificate	3. Issue the Business Tax Order of Payment (Assessment Form) with Official Receipt, Mayor's Permit Certificate	None	10 minutes	Norman Angeles; John Nikki Dela Fuente; Dianne Lois Marcial; Felizardo San Jose, Jr.; Melani Unawa; Richard Villanueva
Fill-out the Client Satisfaction Rating Form				
TOTAL		Based on computation	30 minutes	

Mayor's Permit Fee

A. On business whose business tax rates are determined based on their gross sales and/or receipts based on section 7 paragraphs a, b, c, d, e, g, h, i, j, k and l of City Ordinance No. 04-133 S. 2019:

Asset Size	Amount
P 10,000.00 and below	150.00
Over P 10,000.00 to P 30,000.00	225.00
Over P 30,000.00 to P 50,000.00	300.00
Over P 50,000.00 to P 75,000.00	375.00
Over P 75,000.00 to P 100,000.00	450.00
Over P 100,000.00 to P 200,000.00	525.00
Over P 200,000.00 to P 350,000.00	600.00
Over P 350,000.00 to P 500,000.00	700.00
Over P 500,000.00 to P 750,000.00	800.00
Over P 750,000.00 to P 850,000.00	1,000.00
Over P 850,000.00 to P 1,000,000.00	1,250.00
Over P 1,000,000.00 to P 3,000,000.00	5,000.00
Over P 3,000,000.00 to P 5,000,000.00	7,500.00



Over P 5,000,000.00 to P 7,500,000.00	10,000.00
Over P 7,500,000.00 to P 10,000,000.00	15,000.00
Over P 10,000,000.00 to P 15,000,000.00	25,000.00
Over P 15,000,000.00 to P 25,000,000.00	40,000.00
Over P 25,000,000.00 to P 30,000,000.00	50,000.00
Over P 30,000,000.00	60,000.00

B. On Banks

Rural Banks (Main or Branch)	P 5,000.00
Thrift Banks (Main or Branch)	5,000.00
Savings, Commercial, Industrial and Development Banks (Branch)	10,000.00
Universal Banks (Branch)	20,000.00

C. On Other Financial Institutions per establishment

Lending	P 3,000.00
Pawnshop	3,000.00
Money Shops	3,000.00
Insurance	5,000.00
Pension Plan	5,000.00

5. CHANGE OWNERSHIP IN BUSINESS/MAYOR'S PERMIT

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All enterprises that changed its status are required to amend its Business/Mayor's Permit for change of ownership

OFFICE OR DIVISION	Business Permits and Licensing Office
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2B – Government to Business



WHO MAY AVAIL THE SERVICE		All proprietors with new business in the City of Imus		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Please fill-out the Business Permit Application Form/Unified Form (provided by BPLO) and submit together with the following requirements:		Business One-Stop Shop (BOSS), www.imus.gov.ph		
Latest Business Tax Order of Payment (Assessment Form) - Original				
Latest Business Permit Certificate (Diploma) - Original				
Proof of Registration -DTI, if Sole Proprietorship – should be same business name 2 Copies - 1 Original, 1 Photocopy or -SEC Registration, if Partnership or Corporation – should be same incorporators 2 Copies COMPLETE SET - 1 Original, 1 Photocopy or -CDA, if Cooperative 2 Copies - 1 Original, 1 Photocopy		Business One-Stop Shop (BOSS), https://bnrs.dti.gov.ph/registration , Imus Satellite Office – The District Mall, City of Imus, Any DTI Office https://crs.sec.gov.ph/ ; Secretariat Building, PICC Complex Roxas Boulevard, Metro Manila Philippines https://www.cda.gov.ph/resources/downloads/pro-forma-registration-documents ; 827 Aurora Blvd., Immaculate Conception, Quezon City. For registration of primary cooperatives, this power has been delegated to the Regional or Extension Offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Assess the requirements and issue the Business Tax Order of Payment (Assessment Form)	None	10 minutes	Mary Grace Basa; Regina Camaclang; Ruby Concepcion; Rolando Dela Cruz; Luisito Dominguez; Ma. Elinor Laureles; Roehl Mañago, Jr.; Ruby Ordoñez; Glenn Elmer Ramirez
2. Pay the required fee(s)	2. Receive the payment.	• Mayor's Permit Fee	10 minutes	City Treasurer's Office



	Pass the Business Tax Order of Payment (Assessment Form)			assigned personnel
3. Claim the Business Tax Order of Payment (Assessment Form) with Official Receipt, Mayor's Permit Certificate	3. Issue the Business Tax Order of Payment (Assessment Form) with Official Receipt, Mayor's Permit Certificate	None	10 minutes	Norman Angeles; John Nikki Dela Fuente; Dianne Lois Marcial; Felizardo San Jose, Jr.; Melani Unawa; Richard Villanueva
Fill-out the Client Satisfaction Rating Form				
TOTAL		Based on computation	30 minutes	

Mayor's Permit Fee

A. On business whose business tax rates are determined based on their gross sales and/or receipts based on section 7 paragraphs a, b, c, d, e, g, h, i, j, k and l of City Ordinance No. 04-133 S. 2019:

Asset Size	Amount
P 10,000.00 and below	150.00
Over P 10,000.00 to P 30,000.00	225.00
Over P 30,000.00 to P 50,000.00	300.00
Over P 50,000.00 to P 75,000.00	375.00
Over P 75,000.00 to P 100,000.00	450.00
Over P 100,000.00 to P 200,000.00	525.00
Over P 200,000.00 to P 350,000.00	600.00
Over P 350,000.00 to P 500,000.00	700.00
Over P 500,000.00 to P 750,000.00	800.00
Over P 750,000.00 to P 850,000.00	1,000.00
Over P 850,000.00 to P 1,000,000.00	1,250.00
Over P 1,000,000.00 to P 3,000,000.00	5,000.00
Over P 3,000,000.00 to P 5,000,000.00	7,500.00



Over P 5,000,000.00 to P 7,500,000.00	10,000.00
Over P 7,500,000.00 to P 10,000,000.00	15,000.00
Over P 10,000,000.00 to P 15,000,000.00	25,000.00
Over P 15,000,000.00 to P 25,000,000.00	40,000.00
Over P 25,000,000.00 to P 30,000,000.00	50,000.00
Over P 30,000,000.00	60,000.00

B. On Banks

Rural Banks (Main or Branch)	P 5,000.00
Thrift Banks (Main or Branch)	5,000.00
Savings, Commercial, Industrial and Development Banks (Branch)	10,000.00
Universal Banks (Branch)	20,000.00

C. On Other Financial Institutions per establishment

Lending	P 3,000.00
Pawnshop	3,000.00
Money Shops	3,000.00
Insurance	5,000.00
Pension Plan	5,000.00



6. CHANGE BUSINESS NAME IN BUSINESS/MAYOR'S PERMIT

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All enterprises that changed its status are required to amend its Business/Mayor's Permit for change of business name.

OFFICE OR DIVISION	Business Permits and Licensing Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2B – Government to Business			
WHO MAY AVAIL THE SERVICE	All proprietors with new business in the City of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Please fill-out the Business Permit Application Form/Unified Form (provided by BPLO) and submit together with the following requirements:		Business One-Stop Shop (BOSS), www.imus.gov.ph		
Latest Business Tax Order of Payment (Assessment Form) - Original				
Latest Business Permit Certificate (Diploma) - Original				
Proof of Registration -DTI, if Sole Proprietorship – should be same owner 2 Copies - 1 Original, 1 Photocopy or -SEC Registration, if Partnership or Corporation – should be same incorporators 2 Copies COMPLETE SET - 1 Original, 1 Photocopy or -CDA, if Cooperative 2 Copies - 1 Original, 1 Photocopy		Business One-Stop Shop (BOSS), https://bnrs.dti.gov.ph/registration , Imus Satellite Office – The District Mall, City of Imus, Any DTI Office https://crs.sec.gov.ph/ ; Secretariat Building, PICC Complex Roxas Boulevard, Metro Manila Philippines https://www.cda.gov.ph/resources/downloads/pro-forma-registration-documents ; 827 Aurora Blvd., Immaculate Conception, Quezon City. For registration of primary cooperatives, this power has been delegated to the Regional or Extension Offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Assess the requirements and issue the Business Tax Order of Payment	None	10 minutes	Mary Grace Basa; Regina Camaclang; Ruby Concepcion;



	(Assessment Form)			Rolando Dela Cruz; Luisito Dominguez; Ma. Elinor Laureles; Roehl Mañago, Jr.; Ruby Ordoñez; Glenn Elmer Ramirez
2. Pay the required fee(s)	2. Receive the payment. Pass the Business Tax Order of Payment (Assessment Form)	• Mayor's Permit Fee	10 minutes	City Treasurer's Office assigned personnel
3. Claim the Business Tax Order of Payment (Assessment Form) with Official Receipt, Mayor's Permit Certificate	3. Issue the Business Tax Order of Payment (Assessment Form) with Official Receipt, Mayor's Permit Certificate	None	10 minutes	Norman Angeles; John Nikki Dela Fuente; Dianne Lois Marcial; Felizardo San Jose, Jr.; Melani Unawa; Richard Villanueva
Fill-out the Client Satisfaction Rating Form				
TOTAL		Based on computation	30 minutes	

Mayor's Permit Fee

A. On business whose business tax rates are determined based on their gross sales and/or receipts based on section 7 paragraphs a, b, c, d, e, g, h, i, j, k and l of City Ordinance No. 04-133 S. 2019:

Asset Size	Amount
P 10,000.00 and below	150.00
Over P 10,000.00 to P 30,000.00	225.00
Over P 30,000.00 to P 50,000.00	300.00
Over P 50,000.00 to P 75,000.00	375.00



Over P 75,000.00 to P 100,000.00	450.00
Over P 100,000.00 to P 200,000.00	525.00
Over P 200,000.00 to P 350,000.00	600.00
Over P 350,000.00 to P 500,000.00	700.00
Over P 500,000.00 to P 750,000.00	800.00
Over P 750,000.00 to P 850,000.00	1,000.00
Over P 850,000.00 to P 1,000,000.00	1,250.00
Over P 1,000,000.00 to P 3,000,000.00	5,000.00
Over P 3,000,000.00 to P 5,000,000.00	7,500.00
Over P 5,000,000.00 to P 7,500,000.00	10,000.00
Over P 7,500,000.00 to P 10,000,000.00	15,000.00
Over P 10,000,000.00 to P 15,000,000.00	25,000.00
Over P 15,000,000.00 to P 25,000,000.00	40,000.00
Over P 25,000,000.00 to P 30,000,000.00	50,000.00
Over P 30,000,000.00	60,000.00

B. On Banks

Rural Banks (Main or Branch)	P 5,000.00
Thrift Banks (Main or Branch)	5,000.00
Savings, Commercial, Industrial and Development Banks (Branch)	10,000.00
Universal Banks (Branch)	20,000.00

C. On Other Financial Institutions per establishment

Lending	P 3,000.00
Pawnshop	3,000.00
Money Shops	3,000.00
Insurance	5,000.00
Pension Plan	5,000.00



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7. MULTIPLE AMENDMENTS IN BUSINESS/MAYOR'S PERMIT (CHANGE OWNERSHIP/CHANGE BUSINESS NAME/CHANGE ADDRESS-WITHIN CITY OF IMUS)

All enterprises that changed its status are required to amend its Business/Mayor's Permit.

OFFICE OR DIVISION	Business Permits and Licensing Office
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2B – Government to Business
WHO MAY AVAIL THE SERVICE	All proprietors with new business in the City of Imus
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Please fill-out the Business Permit Application Form/Unified Form (provided by BPLO) and submit together with the following requirements:	Business One-Stop Shop (BOSS), www.imus.gov.ph
Business Permit Retirement Certificate- Original	From City Treasurer's Office
Proof of Registration -DTI, if Sole Proprietorship 2 Copies - 1 Original, 1 Photocopy or -SEC Registration, if Partnership or Corporation 2 Copies COMPLETE SET - 1 Original, 1 Photocopy or -CDA, if Cooperative 2 Copies - 1 Original, 1 Photocopy	Business One-Stop Shop (BOSS), https://bnrs.dti.gov.ph/registration , Imus Satellite Office – The District Mall, City of Imus, Any DTI Office https://crs.sec.gov.ph/ ; Secretariat Building, PICC Complex Roxas Boulevard, Metro Manila Philippines https://www.cda.gov.ph/resources/downloads/pro-forma-registration-documents ; 827 Aurora Blvd., Immaculate Conception, Quezon City. For registration of primary cooperatives, this power has been delegated to the Regional or Extension Offices
Proof of right of applicant to use location as business address -Certified True Copy of Original Certificate Title (OCT)/ Certified True Copy of Transfer Certificate of Title (TCT)/ Tax Declaration/- 2 Original Notarized Contract to Sell (if under amortization)/	From the owner of the business place



Notarized Deed of Sale (if owned)- Original and 1 Photocopy-complete set or - Notarized Contract of Lease and Lessor's Business Permit (if not owned, renting)- Original and 1 Photocopy-complete set or -Notarized Memorandum of Agreement/ Notarized written consent of property owner (if not owned, not renting) - Original and 1 Photocopy-complete set	
Location plan or sketch of the location with picture of establishment (front, right, left side view including the road, and interior view) -1 Copy-complete set	From the owner of the business
Certificate of Occupancy, if applicable -Original and 1 Photocopy	From the owner of the business/City Building Official Office
OTHER REQUIREMENTS THAT MAY BE NEEDED:	
Barangay Clearance/Endorsement for business (if not yet integrated) -Original and 2 Photocopies	From Barangay Hall where the business is located
Homeowner's Association Resolution (HOA) endorsing the project or business , if the location of the business is within a Residential Subdivision -Original and 1 Photocopy	From Homeowner's Association of the Subdivision where the business is located
Updated Tax Receipt Original and 1 Photocopy	From the Land Tax Office (Official Receipt of Real Property Tax-Amilyar)
Market Clearance for business is located in public market -Original and 1 Photocopy	From the Economic Enterprise Management Office (EEMO) located at Imus Public Market
Franchise Agreement and Consent for franchisee	From the Franchisor of the business



-Original and 1 Photocopy	
Solid Waste Management Seminar	From City Environment and Natural Resources Office (CENRO)
Certificate of Non-Coverage (CNC) for water station, junkshops, medical & dental clinic, laboratories, laundry, carwash - 1 Photocopy	From Department of Environment and Natural Resources (DENR)
Environmental Compliance Certificate (ECC) for industry, hospital, gasoline station, funeral homes, mall, supermarket, manufacturer, factory, poultry, piggery, other business poses potential risk/impact to environment - 1 Photocopy	From Department of Environment and Natural Resources (DENR)
Certification if source of water is deep well or Contract/Receipt from Maynilad and other water provider for water station - 1 Photocopy	From National Water Resources Board (NWRB)
Certificate of Disposal &/or MOA in Sanitary Landfill (Residual Waste) for mall, fastfood chain, restaurant, supermarket, large scale industry, factory (manufacturing), warehouse et.al - 2 Photocopies	From Private Hauler
Certificate of Safe Disposal/MOA of Medical/infectious waste -2 Photocopies	From DENR accredited Hauler
Picture of Grease Trap for restaurant, eatery, carinderia - 1 Copy	From the owner of the business
Latest Result of Microbiological Examination for food establishment & water station - Original	From Water Testing Laboratory
Latest Result of Physico-Chemical Analysis Examination for food establishment & water station - Original	From Water Testing Laboratory



Health Certificate of Staff for food establishment, water station, salon, and spa - Original		From City Health Office		
Urinalysis (1 month validity) - Original		From Department of Health (DOH) Accredited Laboratory		
Fecalysis (1 month validity) - Original		From Department of Health (DOH) Accredited Laboratory		
Chest X-Ray (6 months validity) - Original		From Department of Health (DOH) Accredited Laboratory		
Drug Test (1 year validity) - Original		From Department of Health (DOH) Accredited Laboratory		
Clearance for meat retailer, poultry and pet supplies retailer - Original		From City Veterinary Office		
Letter of No Objection - Original		From Office of the Mayor		
Approval from the City Mayor - Original		From Office of the Mayor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Assess the requirements and issue the Business Tax Order of Payment (Assessment Form)	None	10 minutes	Mary Grace Basa; Regina Camaclang; Ruby Concepcion; Rolando Dela Cruz; Luisito Dominguez; Ma. Elinor Laureles; Roehl Mañago, Jr.; Ruby Ordoñez; Glenn Elmer Ramirez
2. Pay the required fee(s)	2. Receive the payment. Pass the Business Tax Order of Payment (Assessment Form), O.R., CTC, to BFP personnel for Fire Inspection Fee payment, then to Sanitary Inspector for Sanitary Permit	<ul style="list-style-type: none"> • Mayor's Permit Fee • Zoning Fee - Based on Type of Establishment • Building Inspection Fee - Based on Type of Structure • Garbage Fee -Based on Type of Establishment • Environmental Protection Fee- 	10 minutes	City Treasurer's Office assigned personnel



		<ul style="list-style-type: none"> • Based on Type of Establishment • Sanitary Inspection Fee - Based on Type of Establishment • Fire Safety Inspection Fee - 15 % of total assessment excluding business tax • Business Plate - Php 200.00 per Business Plate 		
3. Claim the Business Tax Order of Payment (Assessment Form) with Official Receipts, CTC, Business Plate, Mayor's Permit Certificate, and Sanitary Permit	3. Issue the Business Tax Order of Payment (Assessment Form) with Official Receipts, CTC, Business Plate, Mayor's Permit Certificate, and Sanitary Permit	None	30 minutes	Norman Angeles; John Nikki Dela Fuente; Dianne Lois Marcial; Felizardo San Jose, Jr.; Melani Unawa; Richard Villanueva
Fill-out the Client Satisfaction Rating Form				
TOTAL		Based on computation	50 minutes	

Mayor's Permit Fee

(a.) On business whose business tax rates are determined based on their gross sales and/or receipts based on section 7 paragraphs a, b, c, d, e, g, h, i, j, k and l of City Ordinance No. 04-133 S. 2019:

Asset Size	Amount
P 10,000.00 and below	150.00
Over P 10,000.00 to P 30,000.00	225.00
Over P 30,000.00 to P 50,000.00	300.00
Over P 50,000.00 to P 75,000.00	375.00
Over P 75,000.00 to P 100,000.00	450.00



Over P 100,000.00 to P 200,000.00	525.00
Over P 200,000.00 to P 350,000.00	600.00
Over P 350,000.00 to P 500,000.00	700.00
Over P 500,000.00 to P 750,000.00	800.00
Over P 750,000.00 to P 850,000.00	1,000.00
Over P 850,000.00 to P 1,000,000.00	1,250.00
Over P 1,000,000.00 to P 3,000,000.00	5,000.00
Over P 3,000,000.00 to P 5,000,000.00	7,500.00
Over P 5,000,000.00 to P 7,500,000.00	10,000.00
Over P 7,500,000.00 to P 10,000,000.00	15,000.00
Over P 10,000,000.00 to P 15,000,000.00	25,000.00
Over P 15,000,000.00 to P 25,000,000.00	40,000.00
Over P 25,000,000.00 to P 30,000,000.00	50,000.00
Over P 30,000,000.00	60,000.00

(b). On Banks

Rural Banks (Main or Branch)	P 5,000.00
Thrift Banks (Main or Branch)	5,000.00
Savings, Commercial, Industrial and Development Banks (Branch)	10,000.00
Universal Banks (Branch)	20,000.00

On Main Offices, one half (1/2) of the Permit Fee enumerated.

(d.) On Other Financial Institutions per establishment

Lending	P 3,000.00
Pawnshop	3,000.00
Money Shops	3,000.00
Insurance	5,000.00
Pension Plan	5,000.00



8. ISSUANCE OF MAYOR'S PERMIT FOR COOPERATIVE

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Cooperatives are required to obtain or secure Mayor's Permit and pay the commensurate cost of regulation, inspection, and surveillance of the operation of its business.

OFFICE OR DIVISION	Business Permits and Licensing Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2B – Government to Business			
WHO MAY AVAIL THE SERVICE	All Cooperatives in the City of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Cooperative Development Authority (CDA) Registration (2 Copies - 1 Original, 1 Photocopy)		https://www.cda.gov.ph/resources/downloads/pro-forma-registration-documents ; 827 Aurora Blvd., Immaculate Conception, Quezon City. For registration of primary cooperatives, this power has been delegated to the Regional or Extension Offices.		
Community Tax Certificate (CEDULA) (1 Original/ Photocopy)		City Treasurer's Office		
Barangay Clearance for business (2 Copies – 1 Original, 1 Photocopy)		Barangay Hall where the business is located		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Assess the requirements and issue the Assessment Form	None	5 minutes	Mary Grace Basa; Regina Camaclang; Rolando Dela Cruz; Luisito Dominguez; Ma. Elinor Laureles; Roehl Mañago, Jr.; Ruby Ordoñez; Glenn Elmer Ramirez
2. Pay the required fee(s)	2. Receive the payment and issue the O.R.	Mayor's Permit - P1,000.00	5 minutes	City Treasurer's Office assigned personnel



3. Present the O.R. and Assessment Form; receive the O.R. and Mayor's Permit Certificate	3. Issue the Mayor's Permit Certificate	None	5 minutes	Norman T. Angeles; John Nikki Dela Fuente; Dianne Lois Marcial; Felizardo M. San Jose Jr.; Melani M. Unawa Richard M. Villanueva
Fill-out the Client Satisfaction Rating Form				
TOTAL		Based on computation	15 minutes	

9. ISSUANCE OF TEMPORARY OR SEASONAL VENDOR'S PERMIT

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Mayor's Permit is issued to temporary or seasonal vendors and exhibitors engaged in the sale or display of goods or services during fairs, fiestas, Christmas, foundation or anniversary day, and other holidays or special occasions, for a period of at least one (1) day but not more than one (1) year, in temporary booths or other temporary structures, located indoors or outdoors, whether leased or free.

OFFICE OR DIVISION	Business Permits and Licensing Office	
CLASSIFICATION	Simple	
TYPE OF TRANSACTION	G2B – Government to Business	
WHO MAY AVAIL THE SERVICE	All potential proprietors with business in the City of Imus	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
DTI , if Sole Proprietorship (2 Copies - 1 Original, 1 Photocopy)		Business One-Stop Shop (BOSS), https://bnrs.dti.gov.ph/registration , Imus Satellite Office – The District Mall, City of Imus, Any DTI Office
or SEC Registration, if Partnership or Corporation (2 Copies - 1 Original, 1 Photocopy)		https://crs.sec.gov.ph/ ; Secretariat Building, PICC Complex Roxas Boulevard, Metro Manila Philippines
or CDA, if Cooperative (2 Copies - 1 Original, 1 Photocopy)		https://www.cda.gov.ph/resources/downloads/pro-forma-registration-documents ; 827 Aurora Blvd., Immaculate Conception, Quezon City. For registration of primary cooperatives, this power has been delegated to the Regional or Extension Offices
Contract of Lease		From the owner/lessor of the building or commercial stall



Community Tax Certificate (CEDULA)		City Treasurer's Office		
Barangay Clearance for business (2 Copies – 1 Original, 1 Photocopy)		Barangay Hall where the business is located		
OTHER REQUIREMENTS THAT MAY BE NEEDED:				
Approval from the City Mayor – Original		From the Office of the City Mayor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Assess the requirements and issue the Assessment Form	None	5 minutes	Mary Grace Basa; Regina Camaclang; Rolando Dela Cruz; Luisito Dominguez; Ma. Elinor Laureles; Roehl Mañago, Jr.; Ruby Ordoñez; Glenn Elmer Ramirez
2. Pay the required fee(s)	2. Receive the payment and issue the O.R.	<ul style="list-style-type: none"> • Business Taxes <ul style="list-style-type: none"> ○ Renewal Based on Annual Gross Sales/Receipts • Mayor's Permit Fee <ul style="list-style-type: none"> ○ Four (4) square meters or less Php 7.00/day ○ More than four (4) square meters Php 60.00/sq.m. per mo. <p>(Refer to City Ordinance No. 04-133 S. 2019)</p>	5 minutes	City Treasurer's Office assigned personnel
3. Present the O.R. and Assessment Form; receive the O.R. and Mayor's Permit Certificate	3. Issue the Mayor's Permit Certificate	None	5 minutes	Norman T. Angeles; John Nikki Dela Fuente; Dianne Lois Marcial; Felizardo M. San Jose Jr.;



				Melani M. Unawa Richard M. Villanueva
Fill-out the Client Satisfaction Rating Form				
	TOTAL	Based on computation	15 minutes	

Mayor's Permit Fee

Size	Amount
Four (4) square meters or less	P 7.00/day
More than four (4) square meters	60.00/sq.m./mo.

Business Taxes

- o **Renewal**

A. On the businesses hereunder enumerated: All other similar activities consisting essentially of the sales of services for a fee.

Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,161.00
75,000.00 or more but less than 100,000.00	1,742.00
100,000.00 or more but less than 150,000.00	2,613.00
150,000.00 or more but less than 200,000.00	3,484.00
200,000.00 or more but less than 250,000.00	4,791.00
250,000.00 or more but less than 300,000.00	6,098.00
300,000.00 or more but less than 400,000.00	8,131.00
400,000.00 or more but less than 500,000.00	10,890.00
500,000.00 or more but less than 750,000.00	12,210.00
750,000.00 or more but less than 1,000,000.00	13,530.00
1,000,000.00 or more but less than 2,000,000.00	15,180.00



2,000,000.00 or more	P15,180.00 plus 66% of 1% over P2.0 million
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Provided, that in no case shall the tax on gross sales of P2, 000,000.00 or more be less than P15, 180.00.

B. On retailers with gross receipts or sales for the preceding year in the amount of:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Tax Per Annum
50,000.00 or more but less than 75,000.00	1,306.00
75,000.00 or more but less than 100,000.00	1,742.00
100,000.00 or more but less than 150,000.00	2,468.00
150,000.00 or more but less than 200,000.00	3,194.00
200,000.00 or more but less than 300,000.00	4,345.00
300,000.00 or more but less than 500,000.00	5,416.00
500,000.00 or more but less than 750,000.00	8,712.00
750,000.00 or more but less than 1,000,000.00	11,616.00
1,000,000.00 or more but less than 100,000,000.00	11,616.00 plus 66% of 1% over P1.0 million but less than P100 million
100,000,000.00 or more but less than 500,000,000.00	665,016.00 plus 1.10% over P100 million but less than P500 million
500,000,000.00 or more	P5,065,016.00 plus 82.5% of 1% over P500 million

10. ISSUANCE OF PERMIT FOR AMBULANT AND ITINERANT AMUSEMENT OPERATORS

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Mayor's Permit is issued to operators of amusement area particularly within the Imus Town Plaza, Imus Covered Court and its vicinity.

OFFICE OR DIVISION	Business Permits and Licensing Office
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2B – Government to Business
WHO MAY AVAIL THE SERVICE	All potential proprietors with business in the City of Imus



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement Letter from the City Mayor/City Administrator		Office of the City Mayor/ City Administrator's Office		
Community Tax Certificate (CEDULA)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Assess the requirements and issue the Assessment Form	None	5 minutes	Mary Grace Basa; Regina Camaclang; Rolando Dela Cruz; Luisito Dominguez; Ma. Elinor Laureles; Roehl Mañago, Jr.; Ruby Ordoñez; Glenn Elmer Ramirez
2. Pay the required fee(s)	2. Receive the payment and issue the O.R.	<ul style="list-style-type: none"> • Mayor's Permit Fee Php 600.00 per sq.m./day (particularly within the Imus City Plaza, Imus Covered Court, and its vicinity) • Circus, Carnivals, or the like Php 500.00 per day • Merry-go-round, Rollercoaster, Ferris Wheel, Swing and other Mechanical rides(within Imus City Plaza or any public property) Php 1,200.00 per day • Shooting gallery and other game booths Php 750.00 per day (less than 	5 minutes	City Treasurer's Office assigned personnel



		or equal to 4 sq.m.) • Other gaming stalls Php 1,500.00 (greater than 4 sq.m.) per day		
3. Present the O.R. and Assessment Form; receive the O.R. and Mayor's Permit Certificate	3. Issue the Mayor's Permit Certificate	None	5 minutes	Norman T. Angeles; John Nikki Dela Fuente; Dianne Lois Marcial; Felizardo M. San Jose Jr.; Melani M. Unawa Richard M. Villanueva
Fill-out the Client Satisfaction Rating Form				
TOTAL		Based on computation	15 minutes	

11. ISSUANCE OF OTHER PERMITS

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Mayor's Permit is issued to cockpit operators/owners/licensees and cockpit personnel. The following are the other issued permits:

- Permit for Cockpit Owners/Operators/ Licensees
- Permit for Promoters and Cockpit Personnel
- Special Permit for Cockfighting

OFFICE OR DIVISION	Business Permits and Licensing Office	
CLASSIFICATION	Simple	
TYPE OF TRANSACTION	G2B – Government to Business	
WHO MAY AVAIL THE SERVICE	<ul style="list-style-type: none"> • All residents and non-residents of the City of Imus • All cockpit owners of the City of Imus (for issuance of Special Permit for Cockfighting) 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Permit for Cockpit Owners/Operators/ Licensees <ul style="list-style-type: none"> • New License 		



<ul style="list-style-type: none"> • Zoning/Locational Clearance (issued by the Zoning Administrator) • Building Plan and Design (duly approved by the City Engineer) • Sanitary Permit/Clearance (issued by the City Health Officer) 		<ul style="list-style-type: none"> • City Planning and Development Office • City Engineering Office • City Health Office 		
<ul style="list-style-type: none"> • Annual Renewal <ul style="list-style-type: none"> • Certification from the City Engineer to the effect that such cockpit is free from material, structural or other physical hazards • Sanitary Permit/Clearance (issued by the City Health Officer) 		<ul style="list-style-type: none"> • City Engineering Office • City Health Office 		
Permit for Promoters and Cockpit Personnel <ul style="list-style-type: none"> • Community Tax Certificate (CTC) 		<ul style="list-style-type: none"> • City Treasurer's Office 		
Special Permit for Cockfighting <ul style="list-style-type: none"> • Endorsement Letter from the City Mayor/City Administrator • Community Tax Certificate (CTC) 		<ul style="list-style-type: none"> • Office of the City Mayor/ City Administrator's Office • City Treasurer's Office 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Assess the requirements and issue the Assessment Form	None	5 minutes	Mary Grace Basa; Regina Camaclang; Rolando Dela Cruz; Luisito Dominguez; Ma. Elinor Laureles; Roehl Mañago, Jr.; Ruby Ordoñez; Glenn Elmer Ramirez
2. Pay the required fee(s)	2. Receive the payment and issue the O.R.	<ul style="list-style-type: none"> • Owner/operator/licensee of the cockpit: <ul style="list-style-type: none"> ○ Application Filing Fee Php 3,000.00 	5 minutes	City Treasurer's Office assigned personnel



		<ul style="list-style-type: none"> ○ Annual Cockpit Permit Fee Php 15,000.00 • Permit for Promoters and Cockpit Personnel <ul style="list-style-type: none"> ▪ Cockpit Personnel <ul style="list-style-type: none"> ○ Promoter/Hosts Php 2,000.00 per annum ○ Pit Manager Php 500.00 per annum ○ Referee Php 300.00 per annum ○ Bet Taker (Kristo/Llamador) Php 300.00 per annum ○ Bet Manager (Maciador/Kasador) Php 300.00 per annum ○ Gaffer (Mananari) Php 200.00 per annum ○ Cashier Php 200.00 per annum ○ Derby (Matchmaker) Php 200.00 per annum ▪ Soltada <ul style="list-style-type: none"> ○ Ordinary/Regular/Hackfight Php 50.00 per fight ○ Plasada 1% of the total bet of the winner • Special Permit Fee for Cockfighting <ul style="list-style-type: none"> • Special Cockfights (Pintakasi) Php1,000.00 per day • Special Derby Assessment 		
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		<p>from Promoters of:</p> <ul style="list-style-type: none"> ○ One-Cock "Ulutan" and Php 2,000.00 per day "Timbangan" ○ Two-Cock Derby Php 3,000.00 per day ○ Three-Cock Derby Php 4,000.00 per day ○ Four-Cock Derby Php 5,000.00 per day ○ Five-Cock (or more) Derby Php 6,000.00 per day ○ International Derby Php 3,000.00 per day ● Soltada <ul style="list-style-type: none"> ○ Special Cockfight and Derby Php 120.00 per fight ○ International Derby Php 200.00 per fight 		
3. Present the O.R. and Assessment Form; receive the O.R. and Mayor's Permit Certificate	3. Issue the Mayor's Permit Certificate	None	5 minutes	Norman T. Angeles; John Nikki Dela Fuente; Dianne Lois Marcial; Felizardo M. San Jose Jr.; Melani M. Unawa Richard M. Villanueva
Fill-out the Client Satisfaction Rating Form				
TOTAL		Based on Computation	15 minutes	

12. ISSUANCE OF CERTIFICATION

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The certification for non-existing business, with existing business, or other certifications related to businesses are issued by this office that are usually required for scholarships, hospitalization, BIR, and others. The following are the issued certifications:



- o Certification - with existing business
- o Certification - non-existing business
- o Other Certifications

OFFICE OR DIVISION	Business Permits and Licensing Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2B – Government to Business, G2G – Government to Government, G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All residents and non-residents of the City of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		From the requesting party		
Community Tax Certificate (CEDULA)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Assess the requirements and issue the Assessment Form	None	5 minutes	Mary Grace Basa; Regina Camaclang; Rolando Dela Cruz; Luisito Dominguez; Ma. Elinor Laureles; Roehl Mañago, Jr.; Ruby Ordoñez; Glenn Elmer Ramirez
2. Pay the required fee(s)	2. Receive the payment and issue the O.R.	<ul style="list-style-type: none"> • With Existing Business Certification P 50.00 • Non-Existing Business Certification P 50.00 • Other Certifications P 50.00 • Documentary Stamp Tax Php 30.00 	5 minutes	City Treasurer's Office assigned personnel
3. Present the O.R. and Assessment Form; receive the O.R. and Certification	3. Issue the Certificate.	None	5 minutes	Norman T. Angeles; John Nikki Dela Fuente; Dianne Lois Marcial; Felizardo M. San Jose Jr.;



				Melani M. Unawa Richard M. Villanueva
Fill-out the Client Satisfaction Rating Form				
TOTAL		P80.00	15 minutes	

13. ISSUANCE OF CEMETERY CONTRACT OF LEASE (for lots owned by the city)

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A Cemetery Contract of Lease for lots owned by this city is issued to the relative of the deceased resident of Imus. Rental fee is collected for the rental of Municipal Cemetery lots/niche with the lease period of five (5) years.

OFFICE OR DIVISION	Business Permits and Licensing Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All residents and non-residents of the City of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral Letter (issued by BPLO)		Business Permits & Licensing Office		
Community Tax Certificate (CEDULA) of informant		City Treasurer's Office		
Registered Death Certificate		From the Local Civil Registrar's Office of the City/City where the person died;		
Transfer Permit in case the deceased died outside the territorial jurisdiction of the city;		From the Treasurer's Office of the City/City where the person died;		
Previous Cemetery Contract (if renewal)		From the relative of the deceased or person who processed the previous contract		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the requirements and get the Referral Letter	1. Evaluate requirements and issue Referral Letter for signature of cemetery caretaker	None	2 minutes (stop time)	Mary Grace Basa; Regina Camaclang; Rolando Dela Cruz; Luisito Dominguez; Ma. Elinor Laureles; Roehl Mañago, Jr.; Ruby Ordoñez;



				Glenn Elmer Ramirez
2. Present the Referral Letter	2. Fill-out the Referral Letter & sign	None	5 minutes (stop time)	Nelson Vasquez (cemetery caretaker)
3. Present the Referral Letter with signature of cemetery caretaker	3. Check the requirements and approve the Referral Letter	None	10 minutes	General Services Office personnel
4. Present the Referral Letter with the complete requirements and receive the Cemetery Contract of Lease	4. Prepare Cemetery Contract of Lease, to be signed by concerned personnel and release for signature of the City Mayor	None	5 minutes	Norman T. Angeles; John Nikki Dela Fuente; Dianne Lois Marcial; Felizardo M. San Jose Jr.; Melani M. Unawa Richard M. Villanueva
5. Pay the required fee(s) at the City Treasurer's Office	5. Receive the payment and issue the O.R.	<p>Alapan Public Cemetery</p> <ul style="list-style-type: none"> o Contract Fee <ul style="list-style-type: none"> • New Php 1,500.00 • Renewal Php 500.00 o Construction of new tomb fee Php 6,500.00 o Construction of old tomb fee Php 5,000.00 o Construction of bone crypt Php 3,000.00 <p>Toclong Public Cemetery</p> <ul style="list-style-type: none"> o Contract Fee Php 1,500.00 o Lot Renewal Php 100.00/sq.m./year 	5 minutes	City Treasurer's Office assigned personnel
6. Submit Cemetery Contract of Lease for signature	6. The lessor (City Mayor) will sign the contract	None	1 day	City Mayor



7. Notarize the Cemetery Contract of Lease	7. Wait for the client	None	(stop time)	Any notary public office
8. Present the O.R. and Cemetery Contract of Lease (paid, signed and notarized)	8.1 Write the O.R. no. in the Contract of Lease; 8.2 Get a copy of Cemetery Contract of Lease, and Referral Letter for filing	None	1 minute	Norman T. Angeles; John Nikki Dela Fuente; Dianne Lois Marcial; Felizardo M. San Jose Jr.; Melani M. Unawa Richard M. Villanueva
Fill-out the Client Satisfaction Rating Form				
TOTAL		Depending on the option chosen	1 day and 28 minutes	

14. CERTIFIED COPY OF DOCUMENTS

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Certified copy of Mayor's Permit or any certifications/permits originated from this office is issued to the requesting party.

OFFICE OR DIVISION	Business Permits and Licensing Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2B – Government to Business			
WHO MAY AVAIL THE SERVICE	All business owners or authorized personnel of the requesting party			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Photocopy of document/s originated from this office		From the requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Assess the requirements and issue the Assessment Form	None	2 minutes	Mary Grace Basa; Regina Camaclang; Rolando Dela Cruz; Luisito Dominguez; Ma. Elinor Laureles;



				Roehl Mañago, Jr.; Ruby Ordoñez; Glenn Elmer Ramirez
2. Pay the required fee(s)	2. Receive the payment and issue the O.R.	Certified Copy Php 50.00 per copy Documentary Stamp Tax Php 30.00	5 minutes	City Treasurer's Office assigned personnel
3. Present the O.R. and Assessment Form; receive the O.R. and Certified Copy document	3. Issue the Certified Copy of document	None	2 minutes	Norman T. Angeles; John Nikki Dela Fuente; Dianne Lois Marcial; Felizardo M. San Jose Jr.; Melani M. Unawa Richard M. Villanueva
Fill-out the Client Satisfaction Rating Form				
TOTAL		P 80.00	9 minutes	

15. VERIFICATION OF RECORDS

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The requesting party may verify the records from this office in relation to business permit issued.

OFFICE OR DIVISION	Business Permits and Licensing Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2B – Government to Business, G2G – Government to Government, G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All requesting parties or authorized personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter (written letter, email)		From the requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Verify the request from the database	None	5 minutes	Mary Grace Basa; Regina Camaclang;



				Ruby Concepcion; Ma. Elinor Laureles
2. Receive the reply thru letter/certification or email	2. Prepare the letter/certification or email and send to the requesting party	None	5 minutes	Mary Grace Basa; Regina Camaclang; Ruby Concepcion; Ma. Elinor Laureles
Fill-out the Client Satisfaction Rating Form				
TOTAL		None	10 minutes	

Note: All information to be disclosed will be in accordance with the Data Privacy Act

16. FILING OF BUSINESS COMPLAINT

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Complaint on business establishments in City of Imus is filed in this office to undertake necessary actions.

OFFICE OR DIVISION	Business Permits and Licensing Office			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2B – Government to Business, G2G – Government to Government, G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All residents and non-residents of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Business Complaint Form		Business Permits and Licensing Office (BPLO)		
Letter of Complaint		From the requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit Business Complaint Form or Letter of Complaint	1.1 Interview the complainant	None	5 minutes	Mary Grace B. Basa; Regina C. Camaclang; Ruby R. Concepcion; Rolando S. Dela Cruz; Esmeraldo D. Sapida
	1.2 Schedule the ocular inspection of the business complaint	None	2 minutes	



	1.3 Ocular inspection on the scheduled date ("Special Visit") and take photos	None	1 day	Rolando S. Dela Cruz; John Nikki Dela Fuente; Luisito E. Dominguez;
	1.4 Prepare the Inspection Report	None	5 minutes	Roehl R. Mañago, Jr.; Dianne Lois Marcial;
	1.5 Encode the inspected business establishment in the computer system and prepare an arrears assessment, if necessary	None	5 minutes	Glenn Elmer S. Ramirez Felizardo San Jose, Jr.;
	1.6 File the Inspection Report and attachments(per business)	None	3 minutes	Job Order employees assigned to BPLO Regina Camaclang
2. Receive feedback or update	2. Send feedback or update to the complainant	None	5 minutes	Mary Grace B. Basa; Regina C. Camaclang; Ruby R. Concepcion; Rolando S. Dela Cruz; Esmeraldo D. Sapida
TOTAL		None	1 day and 25 minutes	



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FEEDBACK AND REDRESS MECHANISM

❖ Please let us know how we have served you by accomplishing our Feedback Form and drop it in the suggestion box provided.

You can reach us at: imusbplo@gmail.com, Imus Bplo (Facebook)

Contact Person: **Ms. Jasmin C. Ramos**
City Government Department Head I

Location: The **Business Permits and Licensing Office** is located at the Ground Level of the City of Imus Government Center, Malagasang I-G, City of Imus, Cavite

Office Hours: **8:00 A.M. to 5:00 P.M. Mondays to Fridays (No Noon Break)**

