13. Motorized Tricycle Operator's Permit (MTOP) New and Renewal

The Motorized Tricycle Operator's Permit (MTOP) is a document granting franchise or license to any individual with tricycle/s allowing him to ply and operate within the territorial jurisdiction of Pantabangan, Nueva Ecija. The MTOP shall be valid for a period of three (3) years, commencing from the date of its issuance, which is renewable every three years.

Office or Division:	Business Permit and Licensing Office
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Motorized Tricycle Owners/Operators

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
2x 2 Picture (2 pcs)	Client
Citizens Tax Certificate	MTO
Barangay Clearance	Barangay Hall
Police Clearance	Police Station
Certificate of Registration (1Original & 1 Photocopy)	Client
Official Receipt (Original & Photo Copy)	Client
Certificate from Toda President	Client
	Amount of Fee (in Pesos)
Passenger Motorized Tricycle	
Application Fee	PHP 50.00
MTOP Plate	PHP 200.00
Franchise Fee for New Applicant	PHP 300.00
ID Fee	PHP 50.00
Annual Regulatory Fee (Mayor's Permit) for Renewal every year	PHP 200.00
Body Number / Sticker	PHP 50.00
Parking Fee	PHP 240.00
- Private Motorized Tricycle (Special Franchise Fee)	
Special Franchise Fee (For Private Use)	PHP 200.00
Parking Fee	PHP 240.00
OTHER FEES:	
Dropping Fee	PHP 200.00
Change of Unit/ Zone Ownership	PHP 200.00
Replacement of Lost Franchise/ Permit	PHP 200.00

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

1. Submit all the requirements to the OIC for review	1.1 Receives and reviews submitted documents 1.2 Issues order of payment 1.3 Directs applicant to pay at the Treasurer's Office	None None None	2 Minutes 2 Minutes 2 Minutes	*OIC BPLO* Business Permit and Licensing Office *OIC BPLO* Business Permit and Licensing Office
2. Proceed to the designated payment window of the Municipal Treasury and present Tax Order Payment (TOP)	2.1 Receive payment 2.2 Issue Official Receipt	Please refer to the table above for the particular fees	5 Minutes 3 Minutes	*Revenue Collection Clerk/Officer* Busiess Permit and Licensing Office
3. Return to the OIC, present proof of payments for the preparation of Franchise Registration Form and Authority for Tricycle Service	3. Encode data and print Franchise Registration Form and Authority for Tricycle Service, forwards to the Municipal Mayor or its authorized personnel for signature, seals, releases documents including franchise plate and/or sticker	None	15 Minutes	*BPLO Staff* Business Permit and Licensing Office
	TOTAL:	Please refer to the table above for the particular fees	30 Minutes	

14. Issuance of Certifications

-These are documents requested by clientele attesting the status of operation of a certain business establishment whether it exist or not. No fees shall be collected to requesting competent court or other government agencies.

Office or Division:	Business Permit and Licensing Office
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen G2B – Government to Business G2G – Government to Government
Who may avail:	Government Agencies/Business Owners/General Public

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Letter addressed to the Municipal Mayor stating nature of request, name and contact number or requesting party	Requesting Government Agencies/Business Owners/General Public

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit Letter stating the nature/purpose of request or Obtain and fill-up Request Form	1.1 Receives request 1.2 Issue order of payment 1.3 Directs applicant to pay at the Treasurer's Office	None None None	2Minutes 2 Minutes 2 Minutes	*BPLO Staff* Business Permit and Licensing Office *BPLO Staff* Business Permit and Licensing Office
2. Proceed to the designated payment window of the Municipal Treasury and present Tax Order Payment (TOP)	2.1 Receive payment 2.2 Issue Official Receipt	PHP 200.00 None	5 Minutes 5 Minutes	*Revenue Collection Clerk/Officer* Business Permit and Licensing Office
3. Return to BPLO and present proof of payment for the issuance of Certification	3.1 Encodes data 3.2 Print and sign Certification 3.3 Record in logbook 3.4 Release to requesting party	None None None None	2Minutes 2 Minutes 1 Minute 3 Minutes	*Licensing Officer* Business Permit and Licensing Office *Licensing Officer* Business Permit and Licensing Office
	TOTAL:	PHP 200.00	15 Minutes	

15. Issuance of Duplicate Copy of Business Permit / Authentication of Documents

BPLO may issue a duplicate copy of the Business Permit upon presentation of satisfactory proof that the permit has been lost, stolen or destroyed. Certified copies of documents can also be obtained for official use of the clientele. No fees shall be collected to requesting competent court or other government agencies.

Office or Division:	Business Permit and Licensing Office
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen G2B – Government to Business G2G – Government to Government
Who may avail:	Government Agencies/Business Owners/General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter addressed to the Municipal Mayor stating nature of request, name and contact number of requesting party (1 Original Copy)	Requesting Government Agencies/Business Owners/General Public
Duly notarized Affidavit of Loss (if permit has been lost or stolen) (1 Original Copy)	Notary Public

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request or Obtain and fill-out Request Form	1. Receives request, issues order of payment, and directs applicant to pay at the Treasurer's Office	None	2 Minutes	*BPLO Staff* Business Permit and Licensing Office
2. Proceed to the designated payment window of the Municipal Treasury and present Tax Order Payment (TOP)	2. Receive payment and issue Official Receipt	PHP 200.00	10 Minutes	*Revenue Collection Clerk/Officer* Business Permit and Licensing Office
3. Return to BPLS and present proof of payment for the issuance of Certification	3.1 Prints duplicate business permit, forwards to the Municipal Mayor or	None	3 Minutes	*Licensing Officer* Business Permit and Licensing Office

	his authorized personnel for signature, seals, records to logbook, releases document to requesting client			
	3.2 Retrieves requested document/s from file, accompanies client in photocopying the document/s	None	5 Minutes	*BPLO Staff* Business Permit and Licensing Office
	3.3 Certifies, signs document/s, seals, records to logbook, releases document/s to client	None	3 Minutes	*Licensing Officer* Business Permit and Licensing Office
	TOTAL:	PHP 200.00	23 Minutes	

16. Business Registration (New/ Renewal) Issuance of Business Permit

The Local Government Code authorizes the LGU to impose taxes, fees and other charges on business entities in order to generate revenue. The Business Permits and Licensing Section (BPLS) under the Office of the Administrator were tasked to implement several provisions of the existing Municipal Tax Ordinance. Its main objective is to require all business establishments to register and secure Business License and pay the required taxes and fees prior start of operations. Said permit shall be renewed annually, before the 20th of January. Business One Stop Shop (BOSS) is being conducted during business renewal period (from 1st working day to last working day of January of each year) participated in by authorized representatives from MTO/BPLO, Assessor, DA, BFP, Sanitary, MENRO,OBO and MPDO.

Office or Division:	Business Permit and Licensing Office
Classification:	Simple/ Complex
Type of Transaction:	G2C - Government to Citizen G2B – Government to Business
Who may avail:	Business Owners-residents and transients/authorized representative (other than a municipal employee)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
New Business Application	
(1) Photocopy of Owner's Valid Identification Card bearing complete name, residence address and picture (for single proprietorship only)	See Annex A for the list of valid IDs
Location Sketch of business and Picture of establishment (at least three (3) photos showing the presence of signboard, main entrance, facilities, sidewalk or property line)	Applicant
PROOF OF BUSINESS REGISTRATION DTI Registration (Single Proprietorship) SEC Registration (Partnership/Corporation) including Articles of Incorporation and By-Laws CDA Accreditation (Cooperative)	DTI, SEC, CDA
Barangay Business Clearance (Locale of Business) with Official Receipt	Barangay where the business is located
List of Regular and/or Casual Employees, with residence address and position, duly certified by the owner/company representative	Owner/Company

NOTE: THESE EMPLOYEES ARE required to secure Working Permits	
Contract of Lease (if Lessee)	Notary Public
RENEWAL OF BUSINESS APPLICATION	
Barangay Business Clearance (Locale of Business) with Official Receipt	Barangay where the business is located
List of Regular and/or Casual Employees, with residence address and position, duly certified by the owner/company representative NOTE: THESE EMPLOYEES ARE required to secure Working Permits	Owner/Company
BASIS FOR COMPUTING TAXES, FEES AND CHARGES: □□Duly Notarized Sworn Statement of Gross Sales or Receipt or □□Certification of Gross Sales/Receipts duly signed by a CPA or authorized company representative BIR (IF EXEMPTED: Certificate of Tax Exemption	BIR
Annual Income Tax Return (ITR) for the preceding year with Audited Financial Statement BIR (IF EXEMPTED: Certificate of Tax Exemption) □□Certificate of Registration (COR-Form 2303) Proof of Payment of Annual Registration Fee for the current year (Form 0605) Note: Payment not later than 31st of January of each year	BIR
Additional Requirements:	
Banks / Pawnshops / Money Changers	Central Bank Authority
Cellular Phone Dealer/Service Center	NTC Permit (per DOTC-NTC Memorandum Circular No. 07-08-2004 and 08-08-2004 in pursuant to the provisions of the Radio Control Law, Act No. 3846, as amended, Executive Order No. 546, and Republic Act 7925)
Dealer of LPG	ERB Permit

Dealer of Rice, Corn and Wheat	National Food Authority (NFA) License
Drugstore	BFAD Permit/PRC License of Pharmacist
Education Institution	Dep-Ed Accreditation
Electronic and Repair Shop	DTI Accreditation
Medical/Dental/Optical Clinics	PRC License of attending Physician
Restaurant/Bakery	BFAD Permit
Telecommunications Services	NTC Clearance
Water Refilling Station	DOH Clearance/Water Analysis Result
Lessor of Commercial/Residential Lot/Building/Space/Machineries	Real Property Tax Clearance
Market Stall Holders	Certificate of Award/Market Clearance/ Deed of Sale (if any)
Newly Constructed Buildings	Building Permit and Occupancy Permit (issued by the Municipal Building Official) & Locational Clearance (issued by the MPDC)
Livestock/Poultry/Aviary Farm/Gasoline Station	Environmental Compliance Clearance (DENR)/LLDA Permit
Franchise	Franchise Agreement

FEES AND CHARGES	***Legal Basis: 2020 The Revenue Code of the Municipality of Pantabangan, Nueva Ecija*** ***Chapter II Taxes on Business*** ***Note*: New Business** – Newly started business entities shall not be subject to and/or liable to the payment of initial business tax and **SHALL ONLY BE SUBJECT OF BUSINESS PERMIT AND OTHER REGULATORY FEES AND CHARGES**. This is in compliance with DOF-BLGF Memorandum Circular No. 01-001-2017 issued on 05 January 2017. (**Chapter II, Article C, Section 13)** **Renewal** – based on gross receipts (Differ on tax schedule e.g. manufacturer, wholesaler/dealer, service, retailer) □ **Mayor's Permit -** Rate depends on type or nature of business (as per schedule) ***Chapter III, Article A, Section 3A.01*** □ **Garbage Fee -** Rate depends on type or nature of business (as per schedule) ***Chapter V, Article C, Section 5C.01*** □ **Sanitary Fee -** Rate depends on type or nature of business (as per schedule) □ ***Chapter IV, Article D Section 2D.01*** □ **Fire Inspection Fee -** 15% of fees **Penalty Imposed on Late Payees:** 25% surcharge (***Chapter VII, Article A, Section 7A.04 & .05***)

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

1. Obtain interview form with checklist of requirements from BPLO (Form 1)	1. Issues Interview Form and guidelines.	None	3 Minutes	*Licensing Officer or Staff* BPLO
2. Accomplish and submit Interview Form including the required documents to BPLS to secure computer generated application form and Tax Order of Payment (TOP)	2.1 Receive and examine application and evaluate submitted documents. 2.2 Verify declared capitalization/gross sales and determines corresponding license fees. 2.3 Encodes data to database, prints application form and TOP, records to logbook and orients applicant on routing procedures.	None None None	2Minutes 2 Minutes 5 Minutes	*Licensing Officer* BPLO *Licensing Officer* BPLO *Licensing Officer* BPLO
3. After payment of required taxes and fees and completion of the routing phase, return to BPLO for submission of accomplished/routed application form with all the requirements	3. Secures accomplished/routed application form, checks completeness of documentary requirements and correctness of taxes and fees paid, prints permit, forwards to the Municipal Mayor or his authorized	Please refer to the fees and charges above	10 Minutes	*BPLO Staff* BPLO *Municipal Mayor* *Municipal Administrator* Mayor's Office

	personnel for approval and signature, records to logbook and releases Business Permit bearing office seal including Business Plate and/or Sticker to client			
4. Applicant display license in their establishment	4. Conducts inspection, verifies the veracity of the application, prepares inspection report, and takes photo of the establishment showing presence of signboard, main entrance, facilities, and sidewalk or property line. Ensures that license is prominently displayed and open to public view and shall be renewed annually.	None	Varies (Depends on the location and nature of business)	*BPLO Staff* BPLO
5. Proceed to the designated payment window of the Municipal Treasury for payment.	5. Received payment and issued Official Receipt	None	10 Minutes	*Revenue Collection Clerk/Officer* BPLO

6. Wait as the Registration Officer/Clerk release and records the documents.	6. The Registration Officer/Clerk/ and Municipal Civil Registrar signs the prepared COLB. Encodes and assigns registry number to COLB.	None	3 Minutes	*BPLO Staff* BPLO
7. Claim the registered documents.	7. Issues COLB and advise client to safe keep the original copy and photocopy document when needed.	None	3 Minutes	*BPLO Staff* BPLO
	TOTAL:	Please refer to the fees and charges above	38 Minutes (Depends upon the submission of Complete Documentary Requirements)	

17. Cessation (Retirement/ Closure) of Business

Enterprises, upon cessation of operation, shall inform the LGU for the assessment of any tax due. Any person natural or juridical who discontinues, transfer to other locality/ies or close/retire his/her business operation(s) is subject to the taxes, fees and charges on business. Any tax due must first be paid before any business or an undertaking is finally terminated.

Office or Division:	Business Permit and Licensing Office
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business
Who may avail:	Business Owners

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Sworn Statement of the gross sale or receipts for the current calendar year (1 Original)	BIR
Affidavit of Business Closure (1 Original)	Notary Public
Latest permit issued and tin plate (to be surrendered) (1 Original)	Business Owner
Cancellation of Registration from DTI/SEC(1 Original)	DTI / SEC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Obtain business retirement application form and checklist of requirements from BPLS (Form 3)	1.Issue application form	None	3 Minutes	*Licensing Officer* BPLO
2. Accomplish and submit application form including the required documents to BPLS for evaluation.	2.1 Receive and Examine submitted documents and verifies payment of taxes and status of business based on available records.	None	5 Minutes	*Licensing Officer* BPLO
	2.2 Advises applicant to follow up after 1 to 2 working days	None	10 Minutes	*Licensing Officer* BPLO

	(either personal or over the phone).			
	2.3 Conduct actual site inspection within 24 hours to verify the veracity of the application. 2.4 Prepares and submit Inspection Report to the Licensing Officer immediately after actual visitation.	None None	Varies (depends on the location and nature of business)	*License Inspector/ BPLO Staff* BPLO *License Inspector/ BPLO Staff* BPLO
	2.5 Upon submission of Inspection report, evaluates inspection report and determine taxes/fees to be paid. 2.6 Inform applicant on the result of evaluation (over the phone), advises them to schedule payment within 24 hours. 2.7 Issue order of payment to be given to client once they return to BPLO	None None None	5 Minutes 3 Minutes 2 Minutes	*Licensing Officer* BPLO *Licensing Officer* BPLO *Licensing Officer* BPLO
3. Proceed to the Designated payment window of the Municipal Treasury and present Tax	3. Receive payment and Issue Official Receipt	Please refer to the Revised Revenue	10 Minutes	*Revenue Collection Clerk/Officer* BPLO

Order Payment (TOP)		Code (depends on the Nature of business)		
4. Return to BPLS to present proof of payment of corresponding fee and issuance of Certification of Business Retirement	4. Checks correctness of fees paid, prints and signs Certification, seals, records to logbook and releases document to client	None	2 Minutes	*Licensing Officer* BPLO
TOTAL:		Please refer to the Revised Revenue Code (depends on the Nature of business)	41 Minutes	