



Business Permit Amendment

Not all business information stays accurate for its entire existence. Some change addresses, while some change their business activity. In which chase, clients are responsible to apply corresponding amendments to their Business Permits accordingly.

Issuance of an Amended Permit

As a COVID-19 safety precaution, all taxpayers are highly encouraged to book an appointment for an amendment online at <https://qceservices.quezoncity.gov.ph/> and visit the Business One-Stop Shop at the Civic Building F (Finance Building) in City Hall Compound for processing.

All transactions pertaining to Amending their Business Permits, during the writing of this Citizen's Charter, are located at Civic Building F, Quezon City Hall Compound.

Office or Division	Business Permit Division
Classification	External Service
Type of Transaction	Amendment of Business Permit
Who may Avail	Anyone who wishes to have information in their Business Permit Amended
Checklist of Requirements	Where to Secure
Acknowledgment of a booked appointment for Amendment	Please set an appointment for an amendment of a Business Permit at the Business One-Stop Shop at https://qceservices.quezoncity.gov.ph/
Board resolution or secretary certificate if corporation	
SEC General Information sheet	
Certificate of Lease / Proof of ownership if the amendment is transfer of location	

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Applies for a Business Permit Amendment at the Business One-Stop Shop at https://qceservices.quezoncity.gov.ph/	The application is evaluated by ancillary		Varies depending on the evaluations of ancillary clearances.	Evaluator



	<p>department especially if amendment involves a transfer of location which requires a zoning clearance of the area.</p> <p>Verifies records:</p> <p>a. If there is no record and complaint with regulatory clearances, the Business Permit is printed and the taxpayer is instructed to pay the amendment fee at the City Treasurer's Office or at any recognized bank.</p> <p>b. If there is a record of non-compliance, the</p>			
--	--	--	--	--



	taxpayer is advised to comply with ancillary clearances before proceeding with the amendment of the Business Permit.			
Pays Amendment fee	CTO receives payment			CTO Cashier
Submits a copy of Official Receipt of amendment fees.	Accepts the copy of Official Receipts		Client dependent	Evaluator
Claims permit via Pick-up or Courier Service of Choice	<p>The department will notify the business about the availability of their permit and details on how to pick them up either personally or via their choice of courier service.</p> <p>The department releases the permit via client's choice mode of claim.</p>	<p>None for personal pick-up</p> <p>Varies depending on the courier service</p>	<p>Approximately 30 minutes if pick-up</p> <p>Client dependent</p>	BPLD Records and Statistics Division/Releasing Unit