



### **REPLACEMENT OF CONTACT INFORMATION**

This serves as an application to remove the contact information previously submitted by the business owner or the authorized representative and will further serve as documentation for the replacement or new contact information.

#### **SECTION A: APPLICANT INFORMATION**

1. Surname	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
2. Business Name	<input type="text"/>
Mayor's Permit Number	<input type="text"/>
Business Address	<input type="text"/>
Position	<input type="text"/>

#### **SECTION B: REPRESENTATIVE INFORMATION, if any**

1. Surname	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>

#### **SECTION C: E-MAIL INFORMATION**

1. E-mail Address to be Replaced	<input type="text"/>
2. New E-mail Address	<input type="text"/>
3. Reason for Replacement	<input type="text"/>

#### **SECTION D: CONTACT NUMBER**

1. Contact Number to be Replaced	<input type="text"/>
2. New Contact Number	<input type="text"/>
3. Reason for Replacement	<input type="text"/>



### SECTION E: APPLICANT'S DECLARATION

- I declare that the above information is truthful, complete and correct.
- I declare that I am authorizing the Business Permits and Licensing Department to reflect the replacement in the OUBPAS platform and other pertinent documents relative to my account.
- I am expressly authorizing my representative (if any) to transact on my behalf with the BPLD for this special purpose.

Signature of Applicant

Date

### SECTION E: REPRESENTATIVE'S CONFORME

Signature of Representative

Date

**IMPORTANT NOTICE:** You will receive a message in your new e-mail address if the application has been approved and for further instructions to authenticate and verify the changes made. Thank you.

