

10. Issuance of Certified True Copy of Business Permit and Market Stall Award

Certified true copy of Business Permit and Market Stall Award are issued to Stallholders/vendors in public markets, owners / operators of private markets, tiangge organizers and traders

Office:	Market Development and Administration Department			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Stallholders/vendors in city markets, owners/operators of private markets, tiangge organizers and traders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form		1. Records Management Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits filled-up Request Form for a Certified True Copy of business permit or market stall award	1. Receives request and retrieves requested document	None	5 mins.	Records Officer, Records Management Section
NONE	1.1 Prepares Order of Payment for Certified True Copy and instructs applicant to pay to City Treasurer's Office	Php50.00 per page per copy	5 mins.	W-3 & W-4, Business Permits & Licensing Unit
2. Submits Official Receipt for payment for Certified True Copy.	2. Validates OR; photocopies requested document.	None	5 mins.	Records Officer, Records Management Section
3. Receives Certified True Copy of requested document	4. Releases Certified True Copy of requested document	None	2 mins.	Records Officer , Records Management Section
	TOTAL:	Php 50.00 per page / per copy	17 mins.	