

9. Issuance of Market Certification

A certification is issued to stallholders/vendors in public markets, owners / operators of private markets, tiangge organizers and traders who are applying for business permit.

Office:	Market Development and Administration Department			
Classification:	Simple			
Type of Transaction:	G2B Government to Business			
Who may avail:	Stallholders in the eight (8) city markets who are applying for business permits			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Latest Official Receipt (OR) for market rental fee payment (1 photocopy) 2. Latest Business Permit (1 photocopy)		1. Stallholder 2. Stallholder		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Market Certification, presenting Official Receipt (OR) for last payment made for market rental fee and latest business permit	1. 1 Verifies presented Official Receipt (OR) against records and prepares Order of Payment for requested certification and instructs stallholder to pay to City Treasurer's Office	None	5 mins.	Market Supervisor, City Markets
2. Submits Official Receipt (OR) for payment of certification	2.1 Validates Original Receipt (OR), prepares and releases Market Certification	None	5 mins.	Market Supervisor, City Markets
TOTAL		None	10 mins.	