

AMENDMENT OF BUSINESS PERMIT

Not all business information stays accurate for its entire existence. Some change addresses, while some change their business activity. In which case, clients are responsible to apply corresponding amendments to their Business Permits accordingly pursuant to Article 21, Section 77B of the Quezon City Revenue Code, as amended by City Ordinance No. SP-3013, S-2021.

Office or Division	Business Permit Division
Classification	Simple
Type of Transaction	G2B - Government to Business Entity
Who may Avail	Sole Proprietors / Corporation / Partnership / Cooperative or Authorized Representative intending to update or correct business permit
Checklist of Requirements	Where to Secure
1. Previous Mayor's Permit 2. Official Receipt of Business Tax Payment for the current year 3. Board resolution or secretary certificate, if corporation, updated SEC General Information sheet Certificate of Lease / Proof of ownership / Affidavit of Undertaking if the amendment is transfer of location 4. Valid ID of Business Owner 5. If filed by a duly authorized representative, authorization template and valid id of representative 6. Other documents as may be required based on amendments to be made. (bit.ly/QCBPLDAmendment)	<ul style="list-style-type: none"> Applicant City Treasurer's Office Applicant <p>see: bit.ly/BPLDAuthorizationForm</p>

HOW TO AMEND BUSINESS PERMIT

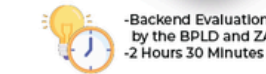
(ARTICLE 21, SECTION 77B OF THE QC REVENUE CODE AS AMENDED BY CITY ORDINANCE NO. SP-3013,S-2021)

STEP 1: Submit Application Online



LOG IN TO <https://QCESERVICES.QUEZONCITY.GOV.PH>
Submit the required documents and wait for an order of payment at the registered email address.

Requirements vary depending on the information to be amended.
See checklist of requirements here: bit.ly/QCBPLDAmendment



-Backend Evaluation by the BPLD and ZAU
-2 Hours 30 Minutes

Payment of Amendment Fees



Electronic copy of Order of Payment to be received by the applicant on their registered QC e-Services account.

Pay Amendment Fees Online with the City Treasurer's Office
Refer to the City Treasurer's Office Citizen's Charter: <https://tinyurl.com/QCCTOCC>

Fees to be paid:
A system-generated Tax Bill based on the declared additional capital and/or information to be amended.

An e-copy of your permit will be sent to the QC e-Services registered e-mail once the permit application has been approved.



Original Copy of Permit Delivery via Courier

Maximum Processing Time: 3 Days
(Upon approval of the Initial Evaluation)

BACKEND (INTERNAL) PROCESS



1.1 Evaluation of Documents
⌚ 30 Minutes



1.2 Zoning Administration Unit
⌚ 30 Minutes



1.3 Generate White Copy or Order of Payment (Simultaneous with Ancillary Verification)
⌚ 30 Minutes



1.4 BPD Chief Final Review
⌚ 30 Minutes



1.5 BPLD Head Approval
⌚ 30 Minutes

LEGENDS: - Applicant Action - BPLD Action - Regulatory Office Action

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit application via QC e-Services	1.1. Receive and evaluate the submitted documents	None	30 mins.	BPD Evaluator
	1.2. Evaluate business location if business activity is permissible	None	30 mins.	Zoning Administration Unit
	1.3. Generate White Copy for CTO Assessment or Order of Payment (application is simultaneously evaluated by other ancillary departments)	None	30 mins.	BPD Evaluator
	Receive payment and issue official receipt	Refer to the City Treasurer's Office Citizen's Charter (bit.ly/QCCTOCitizensCharter)	Client dependent	CTO Cashier
	1.5. Final review of application	None	30 mins.	BPD Chief
	1.6. Approve amendment of business permit (applicant receives e-copy of business permit)	None	30 mins.	BPLD Head
	Deliver amended business permit and other ancillary clearances	None		MIS-RAD (ADDS Unit)

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