

ISSUANCE OF CERTIFICATION AND CERTIFIED TRUE COPY OF BUSINESS PERMIT

As a COVID-19 safety precaution, all taxpayers must book an appointment at <https://qceservices.quezoncity.gov.ph/> to begin transactions with the department. As of the moment this Citizen's Charter is created, the Department is developing the Unified Online Business Permit Application System. This system will allow the full automation of evaluation, document submission, and online business tax payments.

Request for Certification is intended for the following purposes:

- | | |
|---------------------------|-----------------------------------|
| 1. Medical Assistance | 4. Birth Certification Correction |
| 2. Legal Assistance | 5. Bidding |
| 3. Scholarship Assistance | 6. Government to Government (G2G) |

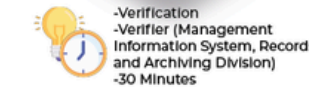
HOW TO GET A CERTIFIED TRUE COPY, E-COPY, CERTIFICATION OF BUSINESS (ARTICLE 21, SECTION 77A OF THE QC REVENUE CODE)

STEP 1: Set an Appointment



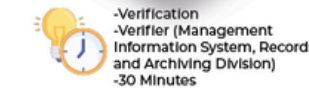
Fill-out and submit requirements via:

- Appointment via [QCESERVICES.QUEZONCITY.GOV.PH](https://qceservices.quezoncity.gov.ph/)
- On-premise at the 2nd Floor, Civic Center A



-Verification
-Verifier (Management
Information System, Records
and Archiving Division)
-30 Minutes

STEP 2: Processing and Payment of the Request



-Verification
-Verifier (Management
Information System, Records
and Archiving Division)
-30 Minutes

The applicant presents the appointment slip and the requirements at the BPLD Management Information System, Records and Archiving Division (MISRAD) to get the order of payment

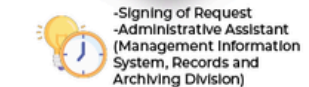
Pay Order of Payment to the City Treasurer's Office
Refer to the City Treasurer's Office Citizen's Charter:
<https://tinyurl.com/QCCTOCC>

Fees to be paid:
20.00 PHP VERIFICATION FEE
50.00 PHP FOR THE CERTIFIED TRUE COPY

STEP 3: Releasing



Claim your Certified True Copy / E-Copy / Certification of business.



-Signing of Request
-Administrative Assistant
(Management Information
System, Records and
Archiving Division)
-30 Minutes

Maximum Processing Time: 2 Days
(Upon approval of the Initial Evaluation)

BACKEND (INTERNAL) PROCESS



1A Evaluation of Documents
⌚ 30 Minutes



1B Printing of Order of Payment
⌚ 30 Minutes



1C Authorized Signatory Signs the Document
⌚ 30 Minutes

LEGENDS: - Applicant Action - BPLD Action

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Office or Division	BPLD Management Information System-Records and Archiving Division
Classification	Simple
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)
Who may Avail	Taxpayer who request for Certification or Certified True Copy of Business Permit
Checklist of Requirements	Where to Secure
Certified True Copy If Sole Proprietor: 1.Request letter from the owner/Authorization Letter 2.Photocopy of ID of owner 3.Photocopy of ID of Representative 4.Photocopy of Business Permit id available If OPC/Partnership/Corporation/Cooperative 1.Request Letter from the President or any of the Incorporators 2.Authorization Form 3.Photocopy of ID of President or any of the Incorporators 4.Photocopy of ID of Representative 5.Photocopy of GIS/SEC with articles 6.Photocopy of Business Permit if available	<ul style="list-style-type: none">Applicant
Certification 1.Request Letter from the President or any of the Incorporators 2.Authorization Form 3.Photocopy of ID of the President or any of the Incorporators 4.Photocopy of ID of Representative 5.Photocopy of GIS/SEC with articles 6.Endorsement/Proof/Checklist	For Checklists: <ul style="list-style-type: none">HospitalsSchoolsSSDDGovernment AgenciesBAC/TWG

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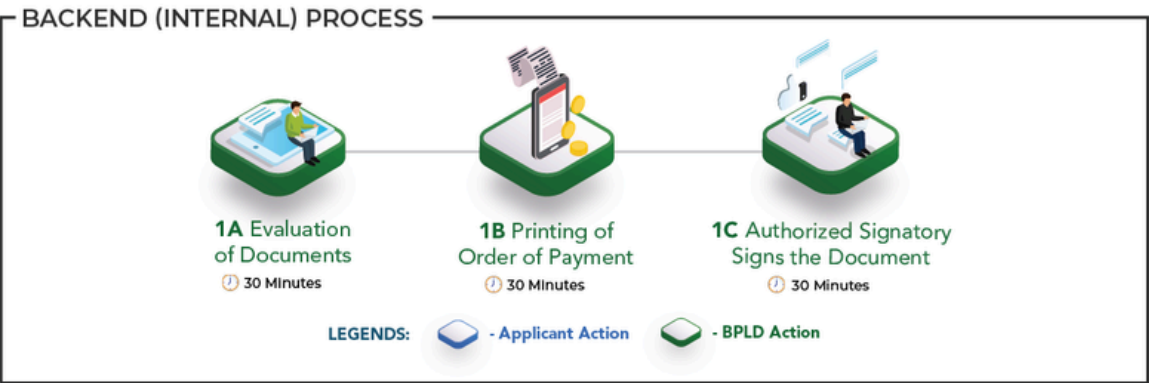
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Set an Appointment Log in to https://qceservices.quezoncity.gov.ph/ and access Business One Stop Shop click Set an Appointment then select “Records Certification Request”. Fill-out request form then click “Submit” or On-premise at the 2nd Floor Civic Center A.	Confirmation and Evaluation of Document	None	30 mins.	MIS-RAD staff
2. Processing and Payment of the Certified True Copy	Verify request and Issue Order of Payment	Php 20.00 Verification Fee Php 50.00 for the Certified true Copy/Certification	30 mins.	Authorized MISRAD personnel
3. Claim your request (Certified True Copy/Certification)	Release the requested document.	None	30mins.	Authorized MISRAD personnel

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