REPUBLIC OF THE PHILIPPINES
BUSINESS PERMITS AND LICENSING OFFICE
TAX YEAR _____

Date filed: _____

ENGR. NEMUEL E. JAYNO
Head, Business Permits and Licensing Division
City Government of Digos

This is to ***request for change of business information*** as follows:

Business Permit No. _____ Business Name: _____

1. **Taxpayer Name** From _____
   To _____

   [ ] DTI certification of new owner
   [ ] Board Resolution [ ] Amended/New SEC Corporation Name
   [ ] Original Business Permit
   [ ] Other documents _____

2. **Taxpayer Address** From _____
   To _____

   [ ] Original Business Permit
   [ ] Tax Declaration, if owned [ ] Lease Contract, if renting
   [ ] Board Resolution [ ] Amended/New SEC Corporate Address
   [ ] Tax Declaration, if owned [ ] Lease Contract, if renting

3. **Business Name** From _____
   To _____

   [ ] Original Business Permit
   [ ] DTI registration of new Business Name
   [ ] Board Resolution [ ] SEC doing business under trade name

4. **Business Address** From _____
   To _____

   [ ] Original Business Permit
   [ ] Board Resolution [ ] Barangay Clearance
   [ ] Tax Declaration, if owned [ ] Lease Contract, if renting
   [ ] Sketch [ ] Inspection Report
   [ ] Office of the Building Official Clearance

5. **Form of Ownership** From _____
   To _____

   [ ] Letter from owner transferring ownership to corporation/new owner
   [ ] Board Resolution assuming ownership/operation of singleproprietor/corporation [ ] SEC Registration
   [ ] Original Business Permit

6. **Business Line - Change/Additional** From _____
   To _____

   [ ] Original Business Permit
   [ ] Board Resolution [ ] Amended/New SEC Registration

7. **Nature of Business Change/Additional** From _____
   To _____

   [ ] Original Business Permit
   [ ] Board Resolution [ ] Amended/New SEC Registration

Respectfully yours,

_____
Taxpayer Signature over Printed Name/ Date

Note: Only request/s with complete documentation will be processed.