

**PHIVIDEC INDUSTRIAL ESTATE
PERMIT TO OPERATE ISSUANCE CHECKLIST**

Enterprise Assistance Division

Date: _____

Account ID :	Contact #:
Name of Service	

REQUIREMENT CHECKLIST			
Particular	New	Renewal	Remarks
Service Firm Application Form	√		TO SUBMIT
Letter of Intent	√		TO SUBMIT
Service Firm Renewal Form		√	TO SUBMIT
Certificate of Registration (BIR 2303)	√		TO SUBMIT
Articles of Inc./Partnership	√		TO SUBMIT
Constitution and By-Laws	√		TO SUBMIT
SEC/CDA/DTI/Others Registration	√		TO SUBMIT
Income Tax Return (3 yrs)	√		TO SUBMIT
Audited FS (3 yrs)	√		TO SUBMIT
Deed of Undertaking (Notarized)	√		TO SUBMIT
Anti-Graft Certificate (Notarized)	√		TO SUBMIT
Secretary's Certificate/ Board Resolution (Notarized)	√		TO SUBMIT (for Corporation)
Permit Agreement (signed)	√		TO SUBMIT
Others:			
Authorization Letter	√		TO SUBMIT (if representative only; for single proprietorship)
Special Power of Atty	√		TO SUBMIT (if foreign; for corporation)
BIR 0605 and 1901	√		TO SUBMIT (if business is registered in the current year; in lieu of ITR and Audited FS)
Sanitary Permit		√	TO SUBMIT (depends on nature of business)
DOLE Certificate		√	TO SUBMIT (5 or more regular employees;)
License To Operate (Security Agency)	√	√	TO SUBMIT (depends on nature of business)
DENR / PENRO Certificate/Permit	√	√	TO SUBMIT (depends on nature of business)
LTFRB Franchise Decision	√	√	TO SUBMIT (depends on nature of business)
Business Permit	√	√	TO SUBMIT

FEEs		
Particular	Amount	O.R. No.
Filing Fee	1,000.00	
PTO Fee	1,000 -10,000	
Registration Fee		
Others:		

Total		

PTO Released by:

PTO Received by:

Name & Signature

Name & Signature