



Republic of the Philippines  
Province of Pampanga  
MUNICIPALITY OF LUBAO

# APPLICATION FOR RETIREMENT OF BUSINESS

Business Permit & Licensing Office

Date: \_\_\_\_\_

**The Section Head  
Business Permit & Licensing Section**

Sir:

Pursuant to the requirements of Municipality of Lubao Tax Ordinance, please be informed that I am retiring my business \_\_\_\_\_ situated at \_\_\_\_\_

\_\_\_\_\_ Lubao, Pampanga, with annual gross sales/receipts Php \_\_\_\_\_

effective \_\_\_\_\_, 20 \_\_\_\_ for the following reasons:

1. \_\_\_\_\_
2. \_\_\_\_\_

I therefore request for the proper clearance and approval.

Truly yours,

\_\_\_\_\_

Applicant's Signature over Printed Name

### INSPECTION REPORT

Findings:	Inspected By:
	Date of Inspection:

### CLEARANCE ON TAX ARREARS DELINQUENCY

Last Payment Made:	
Amount Paid:	
O.R. No.	
Date:	
Deficiency Tax Due (if any):	
Amount Paid:	
O.R. No.	
Date:	
Remarks:	

Records Verified by:

Approved by:

Verification Clerk:

This portion is to be filled-out by BPLS Receiving Clerk

Application No.: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_

Date Issued: \_\_\_\_\_

OR No.: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

### CHECKLIST OF REQUIREMENTS FOR THE APPLICATION

Kindly submit this duly accomplish application letter to the BPLS Receiving Clerk with the following:

- Original copy of recent business permit
- Barangay Certificate of business retirement (3 copies)
- Affidavit of business retirement/bankruptcy (3 copies)
- Official receipt of latest business taxes paid (original & photocopy)
- Fire Safety Inspection Certificate
- Sanitary Permit
- Certificate of Dissolution (SEC)
- Business Plate Number