





Local Government Unit of Pilar  
**OFFICE OF THE LOCAL ECONOMIC DEVELOPMENT & INVESTMENT PROMOTION/  
OFFICE OF THE BUSINESS PERMIT & LICENSING**

**REQUEST SLIP**

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

- ( ) Application for Business Permit (New/ Renewal)
- ( ) Certification  
Please specify: \_\_\_\_\_
- ( ) Application for Business Closure/ Permit Cancellation
- ( ) Business Change Name ( ) Location ( ) Ownership ( ) Business Entity ( ) Type of Business
- ( ) Certified True Copy
- ( ) Technical Assistance/ Inquiry
- ( ) Others please specify: \_\_\_\_\_

**Requested by:**

Signature over Printed Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**ACTION TAKEN:** *(To be filled out by the personnel)*

- ( ) Approved
- ( ) Returned
- ( ) Others please specify: \_\_\_\_\_

Received by:	Date:	Time:
Released by:	Date:	Time:



**REQUIREMENTS FOR BUSINESS RETIREMENT/  
CLOSURE**

Name: \_\_\_\_\_

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

- Duly Accomplished Application Form *(2 copies)*
- Duly Accomplished Request Form
- Barangay Certification of Closure *(Original & Photocopy)*
- Copy of current Business Permit *(Original)*
- Affidavit of Closure *(Duly Notarized) (Original & Photocopy)*
- Basis for computing unpaid taxes (ITR received by BIR/ Audited FS, declaration of gross receipt, etc.) *(Photocopy)*
- Official Receipt for unpaid taxes *(Original & Photocopy)*
- Authorization Letter and Valid ID *(for owner & representative) (Original)*

Checked by:

**KATHLENE A. ANDRADE**