

	Republic of the Philippines Office of the City Mayor BUSINESS PERMITS AND LICENSING OFFICE Ormoc City	BPLO Form No. 43
		Revision No. 4
	REQUIREMENTS FOR RENEWAL OF MAYOR'S / BUSINESS PERMIT	Effectivity Date 01-January-2026
		Document No. 2026-____-____

- 1. Duly filled-out Unified Application Form (1 original)
- 2. 2025 Mayor's / Business Permit (Original or photocopy)
- 3. FOR MOTORCAB FOR HIRE: MTOP Application Form & Tricycle Safety Inspection Report (1Copy)
- 4. 2026 Omnibus Statement (Inclusive of Sworn Declaration of Gross Sales or Receipts) (1 original; Subject to post audit)
- 4.1. 2024 Income Tax Return (ITR) and Financial Statements (FS) (If applicable, Audited Financial Statements)
- 4.2. 2025 Financial Statements (FS) (Balance Sheet & Income Statement)
- 5. One (1) Long Folder

Tracking No.:	Verified By:	Date Verified:

You may also apply Online: www.ormoc.gov.ph; www.bploormoc.com

	<p>  lguormoc.bplo@gmail.com; lguormoc.blis@gmail.com; lguormoc.bplordms@gmail.com  (053) 255-7395/2521; (053) 832-8888; (053) 560-8045/8055 Local 1070-1075; 09198633777  G/F New Ormoc City Hall, Aunubing Street, Brgy. Cogon, Ormoc City, Leyte 6541 Philippines </p>	
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