



BARANGAY BEL-AIR

OR NUMBER: _____

Park III, Hydra Street, Bel-Air Village, Makati City

Tel. Nos. 895-4011-12 (Trunk line) Loc. 114-115 / 895-4408 / 899-6509 / 822-4771 (Trunk line)

Fax No.:899-9612

BUSINESS CLEARANCE APPLICATION FORM

(Please Print Legibly)

- ☐ NEW BUSINESS
- ☐ RENEWAL
- ☐ CHANGE BUSINESS ADDRESS

Date Applied: _____

Plate Number: _____

Business Name: _____

Trade Name (if any) _____

Business Address

Unit/Room: _____ Floor: _____ Building: _____

Street No. _____ Street: _____ Locale: _____

Nature of Business:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Distributor | <input type="checkbox"/> Investment | <input type="checkbox"/> Real Estate Lessor |
| <input type="checkbox"/> Agricultural | <input type="checkbox"/> Educational Institution | <input type="checkbox"/> Jolijeeep | <input type="checkbox"/> Representative/Regional Office |
| <input type="checkbox"/> Airlines | <input type="checkbox"/> Exporter | <input type="checkbox"/> Manufacturer | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Amusement Places | <input type="checkbox"/> Financing Institution | <input type="checkbox"/> Manpower | <input type="checkbox"/> Retailer |
| <input type="checkbox"/> Banks | <input type="checkbox"/> Food Chain/Kiosk | <input type="checkbox"/> Merchandise | <input type="checkbox"/> Security Agency |
| <input type="checkbox"/> Brokerage | <input type="checkbox"/> Foreign Exchange Dealer | <input type="checkbox"/> Mining | <input type="checkbox"/> Services |
| <input type="checkbox"/> Call Center | <input type="checkbox"/> Forwarding | <input type="checkbox"/> Music Lounge/Bar | _____ |
| <input type="checkbox"/> Canteen | <input type="checkbox"/> Foundation | <input type="checkbox"/> Non-Stock Non Profit | <input type="checkbox"/> Shopping Center |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Holdings | <input type="checkbox"/> Pawnshop | <input type="checkbox"/> Trading |
| <input type="checkbox"/> Consultancy | <input type="checkbox"/> Hotels/Apartelles | <input type="checkbox"/> Pre-need Company | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Convenience Store | <input type="checkbox"/> Importer | <input type="checkbox"/> Real Estate Dealer | <input type="checkbox"/> Others (specify) |
| <input type="checkbox"/> Cooperative | <input type="checkbox"/> Insurance Broker | <input type="checkbox"/> Real Estate Developer | _____ |

Type of Ownership: ☐ Single/Sole Proprietor ☐ Corporation ☐ Incorporated
☐ Partnership ☐ Cooperative ☐ Foundation

Business Tin No.: _____ Contact Person: _____

Telephone No.: _____ Fax No.: _____ Email Address: _____

Paid-Up Capital: _____ Capitalization: _____ Assessed Value: _____
(for corporation) (for Single Proprietor) (for Lessor)

NEW BUSINESS / RENEWAL

Barangay Clearance Fee: _____

Business Plate Fee: _____

Business Sticker Fee: _____

Documentary Stamp: _____

Total Amount: _____

REQUIREMENTS: PHOTO COPY ONLY

NEW:

1. DTI / SEC Registration with Articles of Incorporation / G.I.S.
2. Contract of Lease and Updated Barangay Clearance of Lessor / Title or Cert. of ownership from Building Admin
3. Sketch of Business Location

Note: If your Business Address is within Jupiter Street please get Temporary Clearance from BAVA office before getting Business Clearance from the Barangay.

FOR REAL ESTATE LESSOR:

1. DTI / Sec Registration
2. Title or Cert. of ownership from Bldg. Admin
3. Tax Declaration (back to back)

RENEWAL:

1. Photocopy of 2025 Barangay Clearance
2. Photocopy of 2026 Business Permit

DISASTER AND ENVIRONMENTAL AWARENESS STUDY

- ☐ Attended / Participated in a Fire Drill
- ☐ Building / Business Establishment / Office is Participating Waste Segregation
- ☐ With Waste Segregation Facility
- ☐ Without Waste Segregation Facility
- ☐ Building / Business Establishment / Office or Restaurant has Water Treatment Facility or Manila Sewage Interconnection Certificate.