



APPLICATION FORM FOR MOTORCYCLE PERMIT
MUNICIPALITY OF PALANAN
BUSINESS PERMIT AND LICENSING OFFICE
TAX YEAR 2021

INSTRUCTIONS:

1. Provide accurate information and print legibly to avoid delays. Incomplete application form will be returned to the applicant.
2. Ensure that all documents attached to this application form are complete and properly filled-up.
3. If the filer or receiver is not the owner, submit Special Power of Attorney or Authorization Letter Duly notarized.

I. APPLICANT SECTION**1. BASIC INFORMATION**

<input type="checkbox"/> New		<input type="checkbox"/> Renewal		Mode of payment: <input type="checkbox"/> Annually		<input type="checkbox"/> Semi-Annually		<input type="checkbox"/> Quarterly	
Date of Application:				DTI/SEC/CDA Registration No.					
				Date of Registration					
Type of Motorcycle <input type="checkbox"/>			Tricycle for Hire <input type="checkbox"/>			<input type="checkbox"/> Kulong-Kulong		<input type="checkbox"/> Others: _____	
Are you a member of a Tricycle Operators and Drivers Association?				Yes <input type="checkbox"/>		No <input type="checkbox"/>			
If yes, please indicate name of TODA: _____									
Route/s: _____				<input type="checkbox"/>					
Name of Applicant/ Registrant									
Last name:				First Name:			Middle Name:		
Business Address:									
Trade name / Franchise:						Signage Size:			

2. OTHER INFORMATION

Note: For renewal applications, do not fill up this section unless certain information have changed.

Postal Code:		Email Address:	
Telephone No:		Mobile No:	
Owner's Address:			
Postal Code:		Email Address:	
Telephone No:		Mobile No:	
In case of emergency, provide name of contact person:			
Telephone No:		Email Address:	

I DECLARE UNDER PENALTY OF PERJURY that the foregoing information are true based on my personal knowledge and authentic records. Further, I agree to comply with the regulatory requirements and other deficiencies, if any, within 30 days from release of the permit.

SIGNATURE OF APPLICANT/REGISTRANT OVER PRINTED NAME

II. LGU SECTION (Do not fill up this section)**1. VERIFICATION OF DOCUMENTS**

DESCRIPTION	YES	NO	REMARKS
1. DRIVER'S LICENSE			
2. LTO CERT. OF REGISTRATION (CR)			
3. LTO OFFICIAL RECEIPT (OR)			
4. BARANGAY CLEARANCE			
5. CEDULA			

Verified by: BPLO

GENEVIE C. CABALDO, CPA
 Admin. Officer IV (Budget Officer II)

2. ASSESSMENT OF APPLICABLE FEES

PARTICULARS	REFERENCE	AMOUNT DUE	PENALTY/ SURCHARGE	TOTAL
Permit to Operate				
OTHERS:				
TOTAL FEES for LGU				

Assessed By: MTO

WILBERT E. BAUTISTA