

NOTICE OF RETIREMENT / TEMPORARY CLOSURE OF BUSINESS

Date _____

The Honorable Mayor
Tuguegarao City, Cagayan

Sir :

In Compliance with the provisions of Section 28.08(h) of Revenue Ordinance No.07-2011 and related laws, I wish to notify your good office on the termination of my business as per relevant data hereunder. Please find also Sworn Statement/ Joint Affidavit at the back hereof, as required.

Business Name : _____

Business Owner / Head : _____

Business Address : _____

Nature of Business Organization : _____

Business Plate No. : _____ Tel./ Cellphone No.: _____

Date of Retirement : _____


Gross Receipt(as of date retirement) : _____ TIN : _____

CIC No. (Cedula) : _____ Issued on : _____ Issued at : _____

I hereby surrender the following to further prove the stoppage of my business. However, should I plan to reopen the same, I shall inform your office.

- ☐ Mayor's Permit Certificate
- ☐ Business Plate

Locational Sketch of Business Establishment



<u>Details of Payment</u>	Amount Paid	Date	O.R. No.
	P		

Very truly yours,

Name of Proprietor
on his duly Authorized Representative

INSPECTION

Inspected in accordance with Section 28.08 of Revenue Ordinance No. 07-2011 that the applicant is eligible for the termination of business.

Remarks:

Remarks:

Inspector

Inspector

Reviewed by:

Recommending Approval:

JAIME R. BAQUIRAN
EXECUTIVE ASSISTANT III-BPLO HEAD

BUENAVENTURA F. LAGUNDI
City Treasurer

APPROVED :

ATTY. JEFFERSON P. SORIANO
City Mayor

Republic of the Philippines)
Province of Cagayan) s.s.
City of Tuguegarao)

SWORN STATEMENT/JOINT AFFIDAVIT
(Retirement of Business Establishment)

I/We, _____ /and _____, a/both
Filipino/s and of legal age/s, with civil status/es as _____ /and _____, (respectively), resident/s
of _____ /and _____, (respectively), after
having been duly sworn to in accordance with law, do hereby depose and say:

- 1) That I/We am/are the owner/s |manager |authorized head/in charge of an establishment duly registered at the City Government with business name _____, located at _____, engaged in (line) _____, selling/serving as (kind or product/s |service/s) _____;
- 2) That I/We retired/closed the business permanently/temporarily effective _____ for the reason: _____.
- 3) That in pursuance with Sec. 2E.01, Article E of the City Ordinance No. 6-96, the gross sales or receipts of the business for the current calendar year (of retirement) 20_____ is: (PHP) _____;
- 4) That I/We am/are returning as hereto enclosed latest Mayor's Permit and Business Plate with No. _____; **business for the current calendar year (of retirement) 20_____ is: (PHP) _____;**

FURTHER, AFFIANT/S SAYETH NONE.

IN WITNESS WHEREOF, I/We hereunto affixed my/our signature/s in Tuguegarao City this _____ day of _____, 20_____.

Com. Tax Certificate Details:
No. _____
Date _____
Place _____

Com. Tax Certificate Details:
No. _____
Date _____
Place _____

Subscribed and Sworn to before me this _____ day of _____ 20____, Tuguegarao City, Cagayan.