



Republic of the Philippines
Province of Bukidnon
City of Valencia

Office of the City Administrator

BUSINESS PERMITS AND LICENSING DIVISION (BPLD)

1st Flr., Multi-purpose Building, City Hall Compound, A. Catarata St., Poblacion , Valencia City, Buk., Tel No: 828-4244, Email address: licensing@cityofvalencia.gov.ph

REQUEST FORM FOR REPLACEMENT OF PERMIT CARD

Control No. _____

Date of Request: _____

NAME OF TAXPAYER	SURNAME	FIRST NAME	M.I.
BUSINESS ADDRESS	(RM./FLR./UNIT NO. & BLDG. NAME)	(STREET NAME)	(BARANGAY)
	(CITY/MUNICIPALITY)		(PROVINCE)

REQUEST FOR REPLACEMENT DUE TO FOLLOWING REASON: (Please check V box below)

Lost

Damaged/Mutilated

IMPORTANT NOTE:

The mere filing of this request does not automatically relieve the applicant from any tax liability and/or fee/s.
In order to facilitate the processing of this request, the Applicant-Taxpayer shall submit pertinent documents that would support request for replacement of Permit Card.

Very truly yours,

SIGNATURE OF TAXPAYER OVER PRINTED NAME

**TO BE FILLED UP BY THE BPLD PERSONNEL*

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SUBMITTED DOCUMENTS:

- 1. Request Form for Business Cancellation/Retirement (pls. get the Form at BPLD)
- 2. Affidavit of Loss, Stolen, or Damaged/Mutilated Permit Card.
- For Authorized Representative, Authorization Letter with photocopy of owner's ID or Special Power of Attorney (Single Proprietorship); Board's Resolution/Secretary's Certificate (Corporation/Cooperative)

Other requirements as required by law

**BPLD reserves the right to ask for additional documents in accordance with law.*

DETAILS OF FILING

Received by: _____

Date Received: _____

Remarks: _____

Amount Paid: _____

Payment Date: _____

Official Receipt No.: _____

GRACE A. DAPANAS

Division-In-Charge, BPLD