



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 CHANGE UNIT

Control No. _____

Date of Request: _____

NAME OF TAXPAYER	SURNAME	FIRST NAME	M.I.
OPERATOR'S HOME ADDRESS		(RM./FLR./UNIT NO. & BLDG. NAME)	(STREET NAME) (BARANGAY)
		(CITY/MUNICIPALITY)	(PROVINCE)
PERMIT NO.	BODY NO.	ASSOCIATION'S NAME	FRANCHISE NO.

OLD UNIT

(MOTOR NO.)	(CHASIS NO.)	(PLATE NO.)
-------------	--------------	-------------

NEW UNIT

(MOTOR NO.)	(CHASIS NO.)	(PLATE NO.)
-------------	--------------	-------------

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 the new Trade Name.

Very truly yours,

SIGNATURE OF TAXPAYER OVER PRINTED NAME

**TO BE FILLED UP BY THE BPLD PERSONNEL*

**TO BE FILLED UP BY THE BPLD PERSONNEL*

SUBMITTED DOCUMENTS:

- 1. Affidavit of Change Unit
 - 2. Motorela Permit Card
 - 3. OR/CR (photocopy)

 - For Authorized Representative, Authorization Letter with photocopy of Taxpayer's ID or Special Power of Attorney
- 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
LO IV/ Head, BPLD