



Republic of the Philippines  
Province of Bukidnon  
City of Valencia

Office of the City Administrator

**BUSINESS PERMITS AND LICENSING DIVISION (BPLD)**

1<sup>st</sup> Flr., Multi-purpose Building, City Hall Compound, A. Catarata St., Poblacion, Valencia City, Buk., Tel No: 828-4244, Email address: [licensing@cityofvalencia.gov.ph](mailto: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 Replacement of Permit Card (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**

LO IV/ Head, BPLD