

NTMI CHECKLIST: Annual LGU Renewal Requirements

- ☐ Signed [Special Power of Attorney](#) (SPA) or [Secretary's Certificate](#) (if Corporation) to grant authority to NTMI representative/s to transact on your behalf.
- ☐ For Sole Proprietorship - Two valid identification (ID) cards (i.e., Driver's license, passport, Social Security card or Unified multi-purpose ID card). One of which should show your registered address. Affix 3 specimen signatures.
- ☐ For Corporation - Two valid identification (ID) cards (i.e., Driver's license, passport, Social Security card or Unified multi-purpose ID card) of Corporate Secretary. Affix 3 specimen signatures.
- ☐ Fire Safety Inspection Certificate
- ☐ Original copy of previous year's BARANGAY PERMIT and OFFICIAL RECEIPT/INVOICE of payment of fee
- ☐ Original copy of previous year's MAYOR'S PERMIT/BUSINESS PERMIT and OFFICIAL RECEIPT/INVOICE of payment of fee
- ☐ For Sole Proprietorship - Original copy of previous year's COMMUNITY TAX CERTIFICATE (CTC) / CEDULA
- ☐ Photocopy of DTI CERTIFICATE or SEC CERTIFICATE OF REGISTRATION, ARTICLES OF INCORPORATION and BY-LAWS.
- ☐ Photocopy of CONTRACT OF LEASE OR CERTIFICATE OF OCCUPANCY TO USE PREMISES (should be in the registered business address) / Certificate of Tenancy or Office-Sharing Agreement (if corporation is on virtual office).
- ☐ Original copy of previous year's SANITARY PERMIT TO OPERATE
- ☐ Original copy of previous year's COMPREHENSIVE GENERAL LIABILITY POLICY INSURANCE (CGLPI)/ LOCAL INSURANCE and OFFICIAL RECEIPT
- ☐ CERTIFICATION LIST OF EMPLOYEES AS OF DECEMBER 31 signed by the President or HR, as applicable
- ☐ Previous year's QUARTERLY VAT RETURNS or PERCENTAGE TAX RETURNS with BIR Email Confirmation
- ☐ Previous year's [CERTIFICATE OF GROSS SALES](#), certified by an officer (if corporation)
- ☐ Previous year's FINANCIAL STATEMENTS submitted to the BIR and SEC (if applicable)
- ☐ Occupancy permit