

# APPLICATION FOR PARTIAL/FULL RETIREMENT OF BUSINESS

Date of Processing: \_\_\_\_\_

**The Permits and Licensing Officer  
Baguio City**

Sir:

I hereby give notice that effective \_\_\_\_\_, 20\_\_\_\_. I have retired / surrendered my  
business of \_\_\_\_\_  
Located at \_\_\_\_\_, Baguio City.

REASON:

\_\_\_\_\_

\_\_\_\_\_  
(Signature over printed name)

Attached herewith is my current business permit together with the other permit/s issued under my name. I promise that I shall engage in any business in the future without first securing the necessary permit as required by law.

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**S U R R E N D E R E D**

\_\_\_\_\_  
(Processed by)

Noted by:

**ALLAN B. ABAYAO**  
Licensing Officer IV  
Head, Permits and Licensing Division

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**REQUIREMENTS:**

Letter of Intent to Retire Business

If retirement is not processed by the permittee – Secure authorization to process retirement

For Corporation – Secure Secretaries Board Resolution

Lost Permit – Secure Affidavit of Lost