

8. Request for Verification of Business Registration

This service caters those public/ private entities that would like to verify business registration for whatever legal Purposes it served, e.g. loan application, and complaints investigation.

Office or Division:	Business Permits & Licensing Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All transacting public			
CHECKLIST OF REQUIREMENTS:			WHERE TO SECURE	
<ul style="list-style-type: none"> Letter Request (1 Original Copy) or sent thru email 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring letter request duly signed by the authorized personnel (for walk-in) or send an email siting request to verify at nc.tagoloanmisor@gmail.com or call 890-4672 (for online)	1. Business Permits & Licensing Office will verify business per their database	None	10 minutes	<i>Revenue Collection Clerk II/ Admin Aide III Business Permits & Licensing Office</i>
2. Receive document or acknowledge reply through emails or calls	2. Business Permits & Licensing Office released document or verified through email or call	None	10 minutes	<i>Revenue Collection Clerk II/ Admin Aide III Business Permits & Licensing Office</i>
Accomplish the Client Satisfaction Survey form and drop it to the feedback box	Request clients to accomplish Client Satisfaction Survey Form		5 minutes	<i>Admin Aide III Business Permits & Licensing Office</i>
	TOTAL:		25 minutes	