



## CLIENT CHECKLIST FORM

DATE: \_\_\_\_\_

CN: \_\_\_\_\_

NAME: \_\_\_\_\_

RESIDENTIAL ADDRESS: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

TIN NUMBER: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

GENDER: \_\_\_\_\_

CIVIL STATUS: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

**REQUIREMENTS:**

1. DTI	Php 230-2,030.00	_____
2. Barangay Clearance	Php 200-500.00	_____
3. Business Cedula	Php 300-500.00	_____
4. Lease of Contract/Tax Receipt	Php 800.00	_____
5. Mayors Permit	Php 3,000-5,000.00	_____
6. Occupational Tax Receipt	Php 1,000-2,000.00	_____
7. BIR Registration	Php 530.00	_____
8. Special Power of Attorney(4pcs)	Php 800.00	_____
9. BIR Receipt (10 Bundles)	Php 1,500.00	_____
10. Books of Account(4pcs)	Php 150.00	_____
11. Affidavit of Loss (4pcs)	Php 800.00	_____
12. Affidavit of Closure (4pcs)	Php 800.00	_____
13. Birth Certificate	Php 0.00	_____
14. Government ID (2pcs)	Php 0.00	_____
<b>Total</b>		_____

Note: \_\_\_\_\_

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