

Bago City – Business Web Service Portal

Client - Online Registration

SCAN ME



STEP 1

VISIT

eservices.bagocity.gov.ph

STEP 2

CREATE AN ACCOUNT

STEP 2

A.

Fill up all information needed

Welcome!
Sign in to continue

Email Address

Password

[Forgot password](#)

[Downloadable Forms](#)

Create New Account

Sign up [Guide](#)

*First Name *Last Name

*Birth Date Gender

*Email Address

*Mobile Number Resident of BAGO CITY

*Password *Confirm Password

This question will help us verify your identity should you forget your password.

*Security Question *Security Answer

I'm not a robot

[Didn't receive email verification link?](#)

By clicking Sign Up, you agree and that you have read our [Terms and Conditions](#)

NOTE:

You will receive email and click the link to verify the account

Step 1. Enter all information needed and click Sign Up.

Step 2. A notice of registration and a link will be sent to your registered email.

- Follow the instructions sent to your email to activate your account

STEP 2 B.

Complete the information under PROFILE

Edit Profile

Firstname *
Enter Firstname

Middlename
Enter Middlename

Lastname *
Enter Lastname

Suffix
Enter Suffix

Birthday
mm/dd/yyyy

Gender
Female

Address *
Enter Address

Citizenship *
Filipino

Civil Status
Single

Profession
Enter Profession

TIN
XXX-XXX-XXX-XXX

Mobile Number *
Mobile No.

Alternate Contact Number
Alternate Mobile No.

Telephone Number
Telephone

Alternate Email
Alternate Email

Note: Supported file Extension(.png,.jpg,.pdf)

Government ID
Choose File

Special Power of Attorney
Choose File

Board Resolution/Secretary Certificate
Choose File

I am a resident of City Of Victorias

I certify to the best of my knowledge under penalty of perjury that the information I have provided is true and correct. I understand that any inaccurate, false, or missing information may invalidate my application.

Close Save changes

NOTE:

After completing the information's needed, Check the "CERTIFY" and "SAVE CHANGES"

Step 3. Update your user profile by clicking edit then update information and save. Receive email notification and instruction on business renewal.

- **Attach Valid ID, government ID**
- **Attach SPA or Secretary Certificate if Representative**

Online Business Enrollment

Accounts

- Register New Business V2
- Appointment

Account Information

Select Enrollment Type: Business Permit

Enroll Business:

Enter BAN Enter OR No. **Enroll**

* Registered Business wanting to apply for renewal or pay their quarterly dues, enroll your business account number(BAN) and latest Official Receipt Number(O.R) for verification

Step 1. Input Business Account Number **(BAN)** Business Identification Number with corresponding latest Official Receipt No. **(OR No.)** then click Enroll button.

Step 2. System will automatically send email notifications to you regarding the enrollment application status.

Step 3. Wait for email verification and approval.

Step 4. Once approved you will receive email notification and instruction on business renewal.

Business Enrollment Application

To our Valued Taxpayer,
Your online enrollment application for Business Account No.:C-00262 is now under BPLO verification. Once verified and approved, our office will send an email notification regarding the status of your application.

We strongly suggest to regularly check your email for more updates.

[Visit Web Service Portal](#)

Helpful Tips!

Please ensure you regularly monitor your email for updates regarding the status of your business enrollment. Please note that all forwarded documents will undergo validation by the BPLO office.

Online Business Renewal

Once you received enrollment approval, Go to Business Account (For Renewal) and click “RENEW”.

Accounts
Registrar New Business V2
Appointment

Account Information

Select Enrollment Type: Business Permit

Enroll Business:

* Enter BAN: * Enter OR No.:

* Registered Business wanting to apply for renewal or pay their quarterly dues, enroll your business account number(BAN) and latest Official Receipt Number(O.R) for verification

New Business Permit Application

Business Permit Account (for Renewal)

Business ID	Bus. Owner / Manager	Business Name	Business Address	Category	Action
D-00790	NERRISA MORALDA DORMIDO	MEI SARI-SARI STORE	PRK. PROPER, BRGY. DULAO, BAGO CITY, DISTRICT 1	SARI-SARI / BARANGAY	<input type="button" value="Information"/> <input type="button" value="Renew"/>

Accounts
Registrar New Business V2
Appointment

Business Renewal

Bus. ID Number: D-00790 Bus. Owner / Manager: DORMIDO NERRISA MORALDA Business Name: MEI SARI-SARI STORE Business Ownership: SINGLE Business Address: PRK. PROPER, BRGY. DULAO, BAGO CITY, DISTRICT 1

Business Line - Gross And Asset Entry:

Code	Business Line	CATEGORY	Enter Annual Gross Income (Mandatory)
3349	SARI-SARI / BARANGAY	D. RETAILERS	0

Documentary Requirements:

Valid image file (PDF, JPG, JPEG, PNG, BMP)
Total file size must not exceed to 25MB

Max File Size(TOTAL) : 0 / 25 MB

Requirement	COMPLIANT	Upload
Barangay Certificate for Business	MANDATORY	<input type="button" value="Choose File"/> No file chosen
If with branches outside LGU Premise, submit Breakdown of sales per city/municipality and attach business/permit application for those cities/municipalities.	OPTIONAL	<input type="button" value="Choose File"/> No file chosen
Notarized Written Authorization Letter	OPTIONAL	<input type="button" value="Choose File"/> No file chosen
ID of Registered Owner and Company ID of representative	OPTIONAL	<input type="button" value="Choose File"/> No file chosen
Secretary Certificate	OPTIONAL	<input type="button" value="Choose File"/> No file chosen
Notarized Written Authorization from one of the partners	OPTIONAL	<input type="button" value="Choose File"/> No file chosen
Duly accomplished business application form, indicating gross sales/receipt	MANDATORY	<input type="button" value="Choose File"/> No file chosen
Note: Any of this Documents. 1. Audited Financial Statement of Income Tax Return (ITR previous year) 2. Form 1701Q/1701 (Single) 3. Form 1702Q/1702 (Corporation) 4. Monthly Sales Tax Form 2251	MANDATORY	<input type="button" value="Choose File"/> No file chosen
Fire Safety Inspection Certificate - Current or Previous	MANDATORY	<input type="button" value="Choose File"/> No file chosen
Note: Any of this Documents. 1.DTI 2.SEC 3.CDA Certification	MANDATORY	<input type="button" value="Choose File"/> No file chosen

Select Mode of Payment *
Quarterly

I certify to the best of my knowledge under penalty of perjury that the information I have provided is true and correct. I understand that any inaccurate, false, or missing information may invalidate my application for business permit.

Step 1. Input Gross Sales Declaration

Step 2. Attach Mandatory Requirements.

Step 3. Select Mode of payment

Step 4. If all required information is accurate, kindly review the notification below. If the notification is clear, please check the appropriate box and **click Submit**.

Note: Your online transaction will be validated and processed by the BPLO and Treasury Office for the computation of taxes and other fees. You will receive an email notification regarding your business assessment.

Following the tax assessment conducted by the Treasury Office, the client will receive an email notification detailing their Business Tax Assessment. Taxpayers can conveniently make their tax payments through the Business Web Server Portal by navigating to the "Billing & Payment".

Account Information

Select Enrollment Type: Business Permit & Real Property Tax

Enroll Business: Enter BAN, Enter OR No, Enroll

Enroll Property: Enter TDN, Enter OR No, Enroll

Business Permit Account (for Renewal)

Business ID	Bus. Owner/Manager	Business Name	Business Address	Category	Action
A-00338	ANIDA, EDMUNDO QUIPRIN	BOYET NATIVE PRODUCTS TRADING	MA-AO PUBLIC MARKET (MARKET DAY	NATIVE PRODUCTS PEDDLER	RENEW

Business Permit Account (for Billing Request)

Business Permit Account (for Payment)

Business ID	Bus. Owner/Manager	Business Name	Business Address	Category	STATUS	RENEW
A-00338	ANIDA, EDMUNDO QUIPRIN	BOYET NATIVE PRODUCTS TRADING	MA-AO PUBLIC MARKET (MARKET DAY	NATIVE PRODUCTS PEDDLER	RENEW	Billing & Payment

Upon Clicking Billing & Payment. The client now has the option to either download the Business Tax Order of Payment or proceed directly to payment by selecting the "Proceed to Payment" option

Business Renewal Payment

Bus. ID Number: A-00338 | Bus. Owner/Manager: ANIDA EDMUNDO QUIPRIN | Business Name: BOYET NATIVE PRODUCTS TRADING | Business Ownership: SINGLE | Business Address: MA-AO PUBLIC MARKET (MARKET DAY)

Business Line

Code	Business Line	CATEGORY
2098	NATIVE PRODUCTS	D. RETAILERS

Submitted Requirements

Code	Requirement	File Uploaded
1009	Barangay Certificate for Business	Download
1015	Duly accomplished business application form, indicating gross sales/receipt	Download
1017	Note: Any of this Documents. 1. Audited Financial Statement of Income Tax Return (ITR previous year) 2. Form 1701Q/1701 (Single) 3. Form 1702Q/1702 (Corporation) 4. Monthly Sales Tax Form 2251	Download
1018	Fire Safety Inspection Certificate - Current or Previous	Download
1019	Note: Any of this Documents. 1.DTI 2.SEC 3.CDA Certification	Download

Billing Information

Period Covered: 1-4 Qtr 2024 | Mode Of Payment: Annual

Code	Tax Description	Taxdue	Penalty	Total Due	Period Cover	Excess Tax C
2098	NATIVE PRODUCTS	1,500.00	421.88	1,921.88	1-4 Qtr	2024
2098	TaxCredit NATIVE PRODUCTS	0.00	-50.00	-50.00	1-4 Qtr	2024
2098	ENVIRONMENTAL FEE NATIVE PRODUCTS	75.00	0.00	75.00	2024	2024
0	ZONING FEE	20.00	0.00	20.00	2024	2024
0	HEALTH FEE	50.00	0.00	50.00	2024	2024
0	OCC TAX	50.00	0.00	50.00	2024	2024
0	BARANGAY CLEARANCE	20.00	0.00	20.00	2024	2024
2098	GARBAGE FEE - NATIVE PRODUCTS	50.00	9.38	59.38	1-4 Qtr	2024
2098	MAYORS PERMIT-BUSS NATIVE PRODUCTS	150.00	37.50	187.50	2024	2024
2098	SANITARY INSPECTION FEES NATIVE PRODUCTS	50.00	0.00	50.00	2024	2024
2098	TaxCredit SANITARY INSPECTION FEES - NATIVE PRODUCTS	0.00	0.00	0.00	2023	2023
TOTAL DUE:		1,965.00	418.76	2,383.76		

TOTAL DUE : Php 2,383.76
Grand Total: Php 2,383.76

Download Tax Order of Payment | Proceed to Payment

By clicking "Proceed to Payment," the taxpayer can securely complete their payment online through the authorized payment gateway (Landbank). The taxpayer will then have the option to select their preferred bank or e-wallet for processing the payment.

Transaction type
Business Permit Renewal

Convenience fee
₱0.00

Gateway fee
₱0.00

Total payment amount
₱2,383.76

Select payment method ?

09:53

Cards

Landbank of the Philippines

E-wallets

GCash

Over The Counter

Over-The-Counter

Please be advised that some Payment Methods may require additional fees upon payment. Gateway Fees are not collected by the LGU. For this reason, Gateway Fees will not show up in your Official Receipt.

Cancel

Proceed

Upon the successful completion of an online payment, the Business Permits and Licensing Office (BPLO) will promptly issue an **electronic Business Permit (E-Permit)**. The taxpayer will receive an email notification, to which the **E-Permit** will be securely attached for their records and use.

The screenshot displays the BAGO CITY Web Service Portal interface. On the left, a 'Notify Taxpayer' dialog box is open, allowing the user to send an email notification. The dialog includes fields for 'Email Subject' (Business Permit Issuance) and 'Email Content' (Dear Valued Taxpayer, We've attached the copy of your Business Permit and Official Receipt to this email.). There is also an 'Upload O.R.' section with a 'Choose File' button and a 'Send Notification' button at the bottom.

The main content area shows the 'BUSINESS PERMIT VIEW' page for SEDONIO GROCERY STORE. The page header includes the BAGO CITY logo and 'NEGROS OCCIDENTAL'. The permit details are as follows:

BUSINESS NAME	SEDONIO GROCERY STORE MEL GRACE TEO SEDONIO
LINE OF BUSINESS	GROCERY STORE, W/ BEER, FERMENTED LIQUORS RETAIL RLI 17-823-309-3-1 RLI 10,000-00
BUSINESS ADDRESS	VILLA CRISTETA SUBD., BRGY. SAMPINIT, BAGO CITY
DATE OF ISSUANCE	January 17, 2024
TRANSACTION DATE	January 20, 2025
DATE OF EXPIRATION	December 31, 2024
AMOUNT PAID	68,712.41
O.R. NUMBER	1013223
DATE PAID	01/17/2024
BUSINESS STATUS	RENEW
MODE OF PAYMENT	QUARTERLY

The page also features a signature of Hon. Nicholas M. Yulo, City Mayor, and a QR code at the bottom. The permit is valid for the year 2024.