



DAIRY BOX

STARTUP CHECKLIST

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The Dairy Box startup checklist contains the necessary requirements before opening a Dairy Box store.



Startup Checklist

Legal Requirements

1. Mayor's Permit

Before you can start operating your business in the Philippines, you need to secure a Mayor's Permit or Business Permit from the Local Government Unit (LGU) where your company office is located. LGUs can be cities or municipalities, and the procedures for obtaining a permit may vary depending on the local regulations and ordinances the city or municipality seeks to implement.

Business permits are renewed every year. Renewal period is usually in the first month of the calendar year. Penalties are imposed on businesses that fail to renew their business permits on or before the prescribed period.

List of Requirements for getting a Mayor's Permit:

- Application Form
- Certificate of Registration from Securities and Exchange Commission (SEC) for Corporations/Partnerships; Department of Trade and Industry (DTI) for Sole Proprietorships; or Cooperative Development Authority (CDA) for Cooperatives
- Barangay Business Clearance*
- Community Tax Certificate (CTC or Cedula)
- Contract of Lease (if leased)/Transfer Certificate of Title (if owned)
- Sketch/Pictures of the business location (3 copies)
- Public Liability Insurance (for Restaurants, Cinemas, Malls, etc./exempted: Sari-sari Stores, Carinderias)
- Locational/Zoning Clearance*
- Certificate of Occupancy (Building and Unit)*
- Building Permit and Electrical Inspection Certificate*
- Sanitary Permit*
- Fire Safety Inspection Permit*

2. Barangay Clearance

Barangay Business Clearance is one of the permits or documents required when registering a new business in the Philippines. This certificate is also needed when renewing your expired Mayor's Permit or Business License, changing a new business location, and changing a new business commercial name.

List of Requirements for getting a Barangay Clearance:

- SEC/DTI/CDC Registration (photocopy)
- Contract of Lease (notarized)
- Barangay Clearance Fee

3. BIR Registration

Every business enterprise has to register with the BIR for taxation purposes. The Bureau will furnish your business with its own tax identification number (TIN) and the authority to print receipts, invoices, and others.

Register at:

Bureau of Internal Revenue (BIR)
BIR National Office, Agham Road, Diliman, Quezon City
Trunkline: (+632) 981.7000 / 981.8888
Email: contact_us@cctr.bir.gov.ph
Website: www.bir.gov.ph

4. SSS, Philhealth, Pag-ibig Registration

Social Security System (SSS)

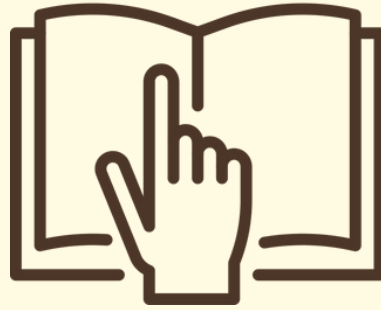
An employer, or any person who uses the services of another person in business, trade, industry, or any undertaking must be registered with the SSS.

Register at:

Social Security System (SSS)
SSS Building, East Avenue, Diliman, Quezon City
Tel. Nos.: (+632) 920.6401 / 920.6446
Email: member_relations@sss.gov.ph
Website: www.sss.gov.ph

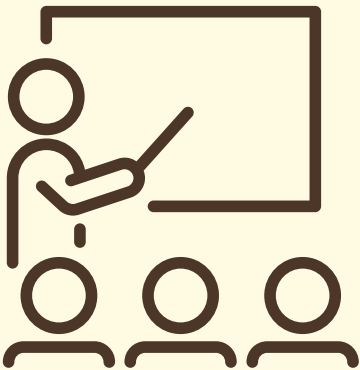
5. Coop documents and By laws

It must be explicitly stated within the cooperatives Articles of Cooperation and Bylaws that the cooperative will be selling dairy products.



Review the Manuals

It is important to familiarize oneself with the structure of the business and its processes. It's necessary to be equipped with the proper knowledge before starting to operate in order to be prepared for the workload and responsibility that comes with running a business. Studying the learning manuals could also contribute in foreseeing possible risks that a business could encounter in the future. Minimizing a probable threat and uncertainty towards an enterprise.



Hire and Train Your Staff

Make sure that each and every employee is confident in their role. Don't rush the process; you want to start by hiring motivated, experienced individuals, and then giving them ample time to learn their roles.

Stock Up on Inventory

Make certain that your stock will be enough and delivered on time to avoid product stockout during operation. Check for expiration dates and look out for possible damaged products.

