



CITY MAYOR'S OFFICE
City Economic and Investment Promotions Division
External Services



ASSISTANCE TO LOCAL & FOREIGN INVESTORS AVAILING INCENTIVES

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| Office or Division: | City Economic & Investment Promotions Division |
| Classification: | Simple Transaction |
| Type of Transaction: | Government to Client |
| Who may avail: | Local & Foreign Investors |
| Checklist of Requirement: | Where to Secure: |
| 1. Application for Registration under the Legazpi City Investment Incentive Code of 2019 | CEIPD |
| 2. Documentary Requirements: | |
| If Single Prop: a) Copy of Business Name Registration b) Clearance c) Environmental Compliance Certificate (ECC), if applicable d) Copy of Audited Financial Statements, if the business is already existing | - DTI - DOLE/NLRC - DENR |
| If Partnership/Corporation a) Certified True Copy of Certificate of Registration issued by SEC b) Articles of Incorporation and by-laws c) Environmental Compliance Certificate (ECC), if applicable d) Certificate of Good Standing e) Resolution authorizing the filing of Application by the Applicants Board of Directors f) Copy of Audited Financial Statements (if existing) | - Securities & Exchange Commission (SEC) - DOLE/NLRC - Securities & Exchange Commission (SEC) - CEIPD |
| For Enterprises registered under an existing incentives law a) Certified True Copy of the BOI Certificate of Registration b) Copy of documents submitted to the appropriate registration | - DTI/BOI |



| Agency pertaining to their registration | | | | |
|--|---|-----------------|--|---|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit accomplished form and requirements | 1.1 Receive and initial review of the completeness of the duly accomplished forms with requirements | - | 10 mins. | Admin. Assistant |
| | 1.2 Evaluate & validate submitted requirements for acceptance | - | 1 hour | LEIPO |
| | 1.3 If disapproved, inform the client of the reason thereof & recommend assessment | - | 10 mins. | |
| | 1.4 If acceptable, issuance of Letter of Acceptance | - | 10 mins. | |
| | 1.5 Endorse application to the Board for review/evaluation | - | 3 days | LEIPO/Le gazpi Investme nt & Incentive Board (LIIB) |
| | 1.6 If disapproved, notify applicant thru SMS | - | 5 minutes | LEIPO |
| | 1.7 If approved, notify applicant thru SMS of payment of Registration Fee | - | | |
| 2. Pay Registration Fee | 2.1 Proceed to CTO for payment | 1,000.00 | 10 minutes <i>*Under normal circumstances per transaction</i> | Cashier |
| 3. Claim Certificate | 3.1 Validate OR | - | 5 mins | LEIPO |
| | 3.2 Issue Notice of Approval | - | 10 minutes | |
| | 3.3 Brief Applicant on Compliance | - | 15 minutes | |
| | TOTAL | 1,000.00 | 3 days, 2 hours and 15 mins. | |



FEEDBACKS/COMPLAINTS MAY BE FILED THRU:

| Office | Address | Contact Information |
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| City Economic & Investment Promotions Division (CEIPD) | 2/F, City Hall Bldg., Rizal St., Legazpi City | MA. THERESA D. NUÑEZ <i>Local Economic Development & Investment Promotions Officer (LEDIPO)</i> Tel. No. 742-3990 Mobile: 09989903898 Email: matheresanunez1969@gmail.com |