



PROCEDURES FOR AVAILING INCENTIVES

SUBMIT ACCOMPLISHED FORMS AND REQUIREMENTS

Applicant must submit a filled-up application form and other required documents to the Administrative Assistant who will receive and make an initial review of the completeness of duly accomplished forms with documentary requirements.

CEIPD will then evaluate and validate submitted requirements for acceptance. Said office will also be responsible for the issuance of the Letter of Acceptance if the submission is found acceptable but if not, the client will be informed of the reason thereof and will be given a recommendation assessment.

After the issuance of Letter of Acceptance, the application will be endorsed to the Board for evaluation and approval. If disapproved, CEIPD will notify the applicant thru SMS. If approved, applicant will receive a notification thru SMS, informing applicant to pay for the Registration Fee.

PAY REGISTRATION FEE

Upon notification, applicant must pay an amount of P 1,000.00 at the City Treasurer's Office.

CLAIM CERTIFICATE

Upon claiming of the certification, LEIPO will validate or issue notice of approval and will also brief the applicant on compliance.

REQUIREMENTS

SINGLE PROPRIETORSHIP

- a. Copy of Business Name Registration issued by the Department of Trade and Industry (DTI)
- b. Clearance from DOLE/NLRC, if applicable
- c. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC), if applicable
- d. Copy of Audited Financial Statements, if the business is already existing
- e. Copy of completed application form for registration under LEIPC
- f. Such other documents that may be required by the LGU.

PARTNERSHIP/CORPORATION

- a. Certified true copy of its Certificate of Registration issued by the Securities and Exchange Commission (SEC), for Corporation Partnership
- b. Articles of Incorporation and by-laws
- c. Clearance from DOLE/NLRC, if applicable
- d. Certificate of Good Standing from SEC, if the business already exists
- e. Resolution authorizing the filing of application by the applicants Board of Directors
- f. Copy of Audited Financial Statement (if existing)
- g. Environmental Compliance Certificate (ECC) or Certificate of No Coverage (CNC), if applicable
- h. Copy of completed applications form for registration under the LEIPC.
- i. Such other documents, as may be required by the LGU.

ENTERPRISES REGISTERED UNDER AN EXISTING INCENTIVES LAW

- a. Certified true copy of the BOI Certificate of Registration; and
- b. Copy of documents submitted to the appropriate registration Agency pertaining to their registration