

HOW TO FILE FOR INCENTIVES

Applicant secures Application Form and Checklist of requirements from the Bacolod Business Development and Investment Promotions Center (BBDPC)



Applicant submits duly accomplished Form and complete supporting requirements to the Bacolod Business Development and Investment Promotions Center (BBDPC) for review and assessment.



When the application is complete per review, the applicant will pay the application Fee to the City Treasurer's Office.



The Official Receipt (OR) for the Application Fee is forwarded to the Bacolod Business Development Investment Promotions Center (BBDPC) to be attached to the Application Documents subject to final evaluation and approval of the Local Investment Board (LIB).

CHECKLIST OF REQUIREMENTS FOR AVAILMENT OF INCENTIVES

FOR SINGLE PROPRIETORSHIP, PARTNERSHIP, CORPORATION, AND COOPERATIVE

- Three (3) copies of completed Application Form
- Business Plan of the Proposed Investment Project
- Certified True Copy of the Certificate of Business Name
- Certification from the City Treasurer that the applicant has No Outstanding Obligation with the City
- Certification of Registration issued by the government agencies if enjoying under the National laws

ADDITIONAL REQUIREMENTS FOR PARTNERSHIP, CORPORATION AND COOPERATIVE

- Authority from the partners or Board of Directors (BOD) to the application for Incentives
- Partnership or Incorporation documents
- Articles of Cooperation and By-Laws (for Coops)

PROOF OF COMPLIANCE

The applicant should submit proof of compliance with the pertinent provisions of Section 9 to 15 for capitalization, projected employment generation, nature of investment and project location as the case may be. Also, compliance certificates required under existing laws, e.g. Environment Compliance Certificate (ECC), should also be provided to the Investment Board

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