



Republic of the Philippines
OFFICE OF THE CITY MAYOR
BACOLOD BUSINESS DEV'T. AND INVESTMENT PROMOTION CENTER
Bacolod City
Telephone No. (034) 213-9332

CHECKLIST OF REQUIREMENTS FOR AVAILMENT OF INCENTIVES

I. FOR SINGLE PROPRIETORSHIP, PARTNERSHIP, CORPORATION, AND COOPERATIVE:

1. Three (3) copies of completed Application Form.
2. A Business Plan of the proposed Investment/Project.
3. A certified copy of the Certificate of Business Name from Department of Trade and Industry (DTI) or Securities and Exchange Commission (SEC) or Cooperative Development Authority Registration.
4. A Certification from the City Treasurer that the applicant has no outstanding obligation with the City.
5. Certification of Registration issued by the government agencies if enjoying under the National Laws.

(Note: For items 1 & 2 forms available at BBDIPC or Bacolod Website: www.bacolodcity.gov.ph)

II. ADDITIONAL REQUIREMENTS FOR PARTNERSHIP, CORPORATION, AND COOPERATIVE:

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

III. PROOF OF COMPLIANCE

The applicant should submit proof of compliance with the pertinent provisions of Section 9 to 15 to 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.