



# APPLICATION FOR AVAILMENT OF INCENTIVE

(CITY ORDINANCE NO. 323)

DATE: \_\_\_\_\_

## 1. APPLICANT

a. Owner/ Manager/ President

GENDER  Male  Female

\_\_\_\_\_

Surname

\_\_\_\_\_

Given Name

M.I.

Age

b. Business Firm/ Company

Existing

New

Name \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No. \_\_\_\_\_

Plant Site/ Location \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No. \_\_\_\_\_

c. Please check:  Main Office/ Plant

Branch Only

## 2. FORM OF OWNERSHIP

Single Proprietorship

Partnership

Corporation

Others, please specify \_\_\_\_\_

### REGISTRATION OF APPROPRIATE GOVERNMENT AGENCY

Name of Agency:

\_\_\_\_\_

Certificate Number:

\_\_\_\_\_

## 3. CAPITALIZATION/ TOTAL ASSETS

\_\_\_\_\_

## 4. YEAR ESTABLISHED

\_\_\_\_\_

## 5. NATURE OF BUSINESS

Manufacturing

Partnership

Wholesale

Others, please specify \_\_\_\_\_

**6. PRINCIPAL PRODUCT/S HANDLED, PROCESSED, PRODUCED OR SERVICES RENDERED**

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**7. NUMBER OF EMPLOYEES**

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**8. TARGET DATE OF OPERATION**

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**FOR PARTNERSHIP ONLY**

<b>NAME OF PARTNERS</b>	<b>NATIONALITY</b>	<b>RESIDENCE</b>	<b>CAPITAL</b>
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**FOR CORPORATION ONLY**

<b>NAME OF INCORPORATORS</b>	<b>NATIONALITY</b>	<b>COUNCIL OF RESIDENCE</b>	<b>% OF OWNERSHIP</b>
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PAID UP \_\_\_\_\_

*I hereby certify that foregoing statements are true to the best of my knowledge and belief.*

\_\_\_\_\_  
**Applicant's/ Authorized Representative Signature**

REPUBLIC OF THE PHILIPPINES)  
City of Bacolod ) S.S  
x \_\_\_\_\_ x

SUBSCRIBED AND SWORN TO BEFORE ME this \_\_\_\_\_ of \_\_\_\_\_ affiant  
exhibited to me his/her Community Tax Certificate No. \_\_\_\_\_  
issued at \_\_\_\_\_ on \_\_\_\_\_.

Doc. No. : \_\_\_\_\_  
Page No. : \_\_\_\_\_  
Book No. : \_\_\_\_\_  
Series of \_\_\_\_\_

## I. GENERAL INFORMATION

BUSINESS NAME

OWNER/ REGISTRANT

BUSINESS LOCATION

TELEPHONE NUMBER

FORM OF OWNERSHIP

CAPITALIZATION/ TOTAL ASSETS

NATURE OF BUSINESS

## II. MARKETING ASPECT

### PRODUCT DESCRIPTION

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### PROSPECTIVE MARKET

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### MARKETING CHANNELS

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### SUPPLY AND DEMAND

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**PROJECTED VOLUMES OF SALES**

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**PROPOSED VOLUMES OF SALES**

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**PROPOSED SELLING PRICE**

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**MARKETING STRATEGIES**

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**III. TECHNICAL AND PRODUCTION ASPECT**

**PROJECT SITE/ DESCRIPTION**

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**RAW MATERIALS, SUPPLIES, AND SOURCES**

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## OPERATIONS AND PROCESSES

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## MACHINERIES AND EQUIPMENTS

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## PRODUCTION SCHEDULE

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*(Use separate sheet if necessary)*

## IV. ORGANIZATIONAL ASPECT

### PRE-OPERATING ASPECT

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### TYPE OF ORGANIZATION

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### ORGANIZATIONAL STRUCTURE

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## DUTIES AND RESPONSIBILITIES

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## MANPOWER REQUIREMENTS

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*(Use separate sheet if necessary)*

## V. FINANCIAL ASPECT

### TOTAL PROJECT COST

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### SOURCES OF FUNDS

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### PROJECTED INCOME STATEMENTS FOR 5 YEARS

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### PROJECTED CASH FLOW STATEMENTS FOR 5 YEARS

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PROJECTED BALANCE SHEETS FOR 5 YEARS

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*(Use separate sheet if necessary)*

**VI. SOCIO-ECONOMIC ASPECT**

**BENEFITS TO THE LOCALITY**

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*(Use separate sheet if necessary)*

**VII. ENVIRONMENT ASPECT**

**BENEFITS TO THE LOCALITY**

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*(Use separate sheet if necessary)*