



*"NAPAFUTU NGA SERBISYU,
PARA TA
PAMMAKAPIANAN NA
MAGARU."*

CITY INVESTMENT PROMOTION CENTER (CIPC)

1F, City Hall, Enrile Boulevard, Regional Government Center Carig Sur, Tuguegarao City
(078) 846-7445

FUNCTIONS OF CIPC:

The function of the center is to act as the Technical Secretariat of the Board which shall implement its policies and guidelines, technical functions such as a) Investor Assistance & Servicing, b) Investment or Trade Promotion & Generation and c) Information Management & Development and eventually does reporting to the Board affecting the plans, programs and performance on a periodic manner.

A. Business Permits - Refer to BPLO

B. Application for Incentives

1. Registration Process

STEP-BY-STEP PROCEDURE	RESPONSIBLE	REQUIREMENTS/	MAXIMUM	FEES COLLECTED, IF ANY
a. File the application form duly accomplished and notarized; supported with document's and filing fee official receipts	CIPC staff	<ul style="list-style-type: none"> Letter of Intent; Sworn Statements of Assets and Liabilities; 	1 working day	<ul style="list-style-type: none"> A non-refundable filing fee of One Thousand (P1,000.00) Pesos for small-scale enterprise Two Thousand (2,000.00) Pesos for medium-scale enterprise Three Thousand (3,000.00) Pesos in the case of a large-scale enterprise
b. Evaluation of Application and preparation of Evaluation Report	CIPC staff	<ul style="list-style-type: none"> Receipt of Registration Fee/ Filing Fee 	2 working days	
c. Presentation to CIPC Office for recommendation to the Board	CIPC staff	<ul style="list-style-type: none"> Project feasibility study 	1 working day	

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STEP-BY-STEP PROCEDURE	RESPONSIBLE PERSON/S OFFICE	REQUIREMENTS/ DOCUMENTS	MAXIMUM WAITING TIME	FEES COLLECTED, IF ANY
d. CIPC governing Board confirmation ;	CIPC staff		1 working day	
e. Letter advice to applicant of Board Action	CIPC staff	<ul style="list-style-type: none"> • Vicinity Map; • Mayor’s Permit 	1 working day	
f. If approved, send letter of approval including pre-registration requirements	CIPC staff	<ul style="list-style-type: none"> • Accomplished Application Form duly signed and notarized; 	1 working day	
g. Applicant complies with the pre-registration requirements			1 working day	
h. Visitorial functions of the Board				
i. Visitorial functions of the Board	Members of the Board	<ul style="list-style-type: none"> • SEC Certificate (Art of Incorporation/ Partnership and by laws); 	3 working days	
j. Preparation and issuance of Certificate of Registration upon payment by applicant of Registration Fee	CIPC staff	DTI	1 working day	
k. Release of Certificate of Registration	CIPC staff	Registration (Sole Proprietorship)	1 working day	
l. For re-evaluation purposes	Members of the Board	;	2 working days	

STEP-BY-STEP PROCEDURE	RESPONSIBLE PERSON/S OFFICE	REQUIREMENTS/ DOCUMENTS	MAXIMUM WAITING TIME	FEES COLLECTED, IF ANY
		<ul style="list-style-type: none"> Articles of Incorporation/ Partnership; Corporate Board Resolution authorizing company representative; Corporate Development Authority (CDA) Certificate 		

C. Technical functions

STEP-BY-STEP PROCEDURE	RESPONSIBLE PERSON/S OFFICE	REQUIREMENTS/ DOCUMENTS	MAXIMUM WAITING TIME	FEES COLLECTED, IF ANY
1. Investor Assistance & Servicing				
a. One-stop documentation & Servicing:				
* Accepts, entertains walk-in investors who need information	CICP Staff	Data on updated fast facts like flyers, etc. (CIPC)	5 minutes	none
* Discuss business interest of investors	CICP Staff/Investor	Business ideas, capacity (Investors)	20-30 minutes	none
* Document discussions and agreements	CICP Staff	Recorded, details about the investor and the business of interest	10 minutes	none

STEP-BY-STEP PROCEDURE	RESPONSIBLE PERSON/S OFFICE	REQUIREMENTS/ DOCUMENTS	MAXIMUM WAITING TIME	FEES COLLECTED, IF ANY
b. Investment Counseling:				
* Discuss/set meeting with investor regarding business interest	CICP Staff	Schedule meeting with investor	30 minutes	none
* Provide basic information about areas business interest by the investor	CICP Staff	Business plans, feasibility studies available	1 hour	none
* Agree on what business to consider	CICP Staff	Gathering of data/ Preparation of business plans/studies	2 weeks	none
c. Business Matching:				
* Prepare/research documents needed for matching	CICP Staff	Business Plans, Feasibility Studies, updated facts, etc.	1 month	none
* Gather/research data about the investor	CICP Staff/Investor	Information about the investor	10 days	none
* Prepare information's needed to meet the investors requirement	CICP Staff	Business Plans, Feasibility Studies, updated facts, etc.	15 days	none
2. Information Assistance Desk:				
a. Prepare an Information Desk at the lobby	CICP Staff	Tables, chairs, information officer to man the		none
b. Attend to immediate queries of walk-in clients/investors	CICP Staff/Investor	Information Sheet to be filled up by walk-in clients/investors.	5 minutes	none
c. Regular monitoring o suggestion and answers queries promptly	CICP Staff	Suggestion Boxes. . .	weekly	none

IF YOUR REQUEST WAS NOT GRANTED, PLEASE FEEL FREE TO CALL **377-4911 OR FILL UP THE FEEDBACK FORM AND DROP IT AT THE SUGGESTION BOX LOCATED AT THE INFORMATION DESK.**