



# **San Carlos City Investment and Promotion Center (Negosyo Center)**



## SCC Investment Center / NEGOSYO Center Citizen's Charter

### Business Registration for Availment of Tax Incentive

<b>Office or Division:</b>	NEGOSYO CENTER	
<b>Classification:</b>	HIGHLY TECHNICAL	
<b>Type of Transaction:</b>	G2B - Government to Business Entity	
<b>Who may Avail:</b>	Filipino citizen, of legal age and a resident of San Carlos City, Negros Occidental with the following business requirements; a. The Business owner's place of operation or production be located within the territorial jurisdiction of the City of San Carlos; That the activity engaged in must be listed in the Investment Priority Areas of the City of San Carlos as indicated in the SCC Investment Incentives Code; and c. That the new duly registered enterprise/additional investment of an expansion project must have a total investment in the City of at least Ten Million Pesos (P10,000,000.00) but not more than Fourteen Million Nine Hundred Ninety-Nine Thousand Nine Hundred Ninety-Nine Pesos (P14,999,999.00) in case of a small-scale enterprise, at least Fifteen Million Pesos (15,000,000.00) but not more than Twenty-Nine Million Nine Hundred Ninety-Nine Thousand Nine Hundred Ninety-Nine Pesos (P29,999,999.00) in case of a medium-scale enterprise and Thirty Million Pesos (P30,000,000.00) and above, in case of a large industry.	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Three (3) copies of duly Accomplished and Notarized Application Form Project study of the proposed investment showing that the project is technically, financially, and economically viable (the standard form of which shall be provided by SCCIB)	SCCIPC
	2. A copy of applicant's Articles of Partnership/Articles of Incorporation & By-Laws duly approved by the Securities and Exchange Commission (SEC) / Articles of Cooperation & By-Laws duly approved by the Cooperatives Development Authority (CDA), as the case	Securities and Exchange Commission (SEC) Cooperatives Development Authority (CDA)
	3. A certified true copy of its Certificate of Registration with the Securities & Exchange Commission (SEC) / Cooperative 4. Development Authority (CDA) / Board of Investment (BOI) / Department of Trade & Industry (DTI), as the case may be	SEC CDA BOI DTI



5. Application Letter or in the case of a partnership, corporation or cooperative, a Board Resolution authorizing the representative to file the application			none	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Write complete name in the client log book and submit all the requirements of the receiving officer for initial assessment and verification	Reviews / checks data and documents submitted for completeness, then advises client of the payment and where to pay	The filling fee for the ff. shall be collected: <b>*Micro</b> Up to 3 million php <b><u>P6,000.00</u></b> <b>*Small</b> Over P3 Million up to P15 Million <b><u>P12,000.00</u></b> <b>*Medium</b> Over P 15 Million up to P100 Million <b><u>P24,000.00</u></b> <b>*Large</b> Over P100 Million <b><u>P50,000.00</u></b>	10 Minutes	Receiver of documents  Special Operations Officer III verifier of documents
2. Pay the required fees at the City Treasurer's Office and secure an official receipt of payment			10 minutes	Licencing Division, CTO
3. Return to the SCCIPC to submit a copy of the receipt of payment	3. Attach the OR to the rest of the requirements 3.1 Advises the client to wait for the SCCIB response to the application 3.2 SCC Investment Board Deliberates the tax incentive application 3.3 SCC Investment Board informs the client of response thru formal communication		19 days	Receiver of documents  Special Operations Officer III verifier of documents/ <b>SCC Investment Board</b>
	<b>Total</b>	<b>none</b>	<b>19 days 20 minutes</b>	
<b>End of transaction</b>				