



**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>	
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	SEC CDA BOI



4. Development Authority (CDA) / Board of Investment (BOI) / Department of Trade & Industry (DTI), as the case may be		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 requirement 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: *Small scale enterprise w/ a capitalization of at least P10 Million but not more than p14,999,999.00 *Medium scale enterprise w/ a capitalization of P15million but not more than P29,999,999.00 =P20,000.00 *Large Scale Enterprise with a capitalization of P30 Million and up + P40,000.00	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		19 days	Receiver of documents  Special Operations Officer III verifier of documents/SCC



	3.2SCC Investment Board Deliberates the tax incentive application 3.3 SCC Investment Board informs the client of response thru formal communication			Investment Board
	<b>Total</b>	<b>none</b>	<b>19 days</b>	<b>20 minutes</b>
<b>End of transaction</b>				



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client log book in the all office and submit all the requirements to the receiving officer for initial requirements assessment and verification	1.Reviews/checks data and documents submitted for completeness then advises client	none	2 minutes	Special Operations Officer III LEIPO Designate
2. Pay the required fees at the City Treasury Office. Make sure to secure Official Receipt that will be issued upon payment.	2. Advises client of the payment and to proceed to CTO	Filing fee for the ff. shall be collected: small scale enterprise w/ capitalization of at least P10Million but not more than P14,999,999.00 = P10,000.00 Medium scale enterprise w/ capitalization of P15Million but not more than P29,999,999.00 =	5 minutes	CTO
4. Return to the SCCIPC to submit a Copy of the receipt of payment	4. Attach the OR to the rest of the requirements 4.1 Advises client to wait SCCIB action 4.2 SCCIB deliberation of the client tax incentive application 4.3 SCCIB informs Client of action taken	P20,000.00 Large scale enterprise w/ capitalization of P30Million but not more than P9,999,999.00 =	19 Days	none
<b>Total</b>		<b>none</b>	<b>20 Days</b>	
<b>End of transaction</b>				



## Registration of Business Name

BNR is mandated by Act 3883, otherwise known as the Business Name Law, which regulates the use in business transactions of names other than true names; wherein a person intending to engage in business is required to initially register a name, other than its true name with the DTI, before such name is used in any business transactions. The BNR should be renewed every 5 years from the date of registration. The application for renewal of BNR may be filed one hundred eighty (180) calendar days prior to its expiration up to 180 calendar days after the expiration date.

<b>Office or Division:</b>	NEGOSYO CENTER
<b>Classification:</b>	G2B - Government to Business Entity
<b>Type of Transaction:</b>	Simple
<b>Who may Avail:</b>	Individuals/sole proprietors
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<p>For walk-in/over-the-counter application</p> <ol style="list-style-type: none"> <li>1. Applicant must be at least 18 years old</li> <li>2. One (1) duly filled-out Application Form signed by the applicant of the</li> <li>3. One (1) valid government-issued ID</li> <li>4. Additional requirements for non-Philippine national:             <ol style="list-style-type: none"> <li>a.) Applicant must be at least 18 years old (Where the laws of the home country of the authorized non-Philippine national provides for the legal or contract age lower than 18 years, said authorized non-Philippine national shall submit proof thereof)</li> <li>b.) Clear certified copy of the Alien Certificate of Registration Bureau of Immigration</li> <li>c.) Certificate of Registration for Sole Proprietorship/Certificate of Authority to engage in business in the Philippines issued by the concerned DTI Office per Republic Act. No. 8179, Republic Act No. 8762 (Retail Trade Liberalization Law) or such other applicable laws, as the case may be for online applications, a signed application form is no longer required since the accomplished</li> </ol> </li> </ol>	<p>SCCIPC/NEGOSYO CENTER</p>



<p>online application is equivalent to the duly accomplished physical application form. The online application for BN registration is subject to the Terms and Conditions set forth under the Rules and by clicking the "I Agree" button, the applicant is deemed to have understood and accepted all such Terms and Conditions including the mandatory undertakings as posted on the web-enabled BN registration system. Online application filed by non-Philippine nationals, refugees and stateless persons shall be acted upon submission of the above-mentioned supporting documentary requirements.</p>	
<p>Additional requirements if filer is other than the owner</p>	
<p>1. Authorization letter from the owner</p>	
<p>2. Valid ID of the authorized representative</p>	
<p>For renewal of Registration</p>	
<p>1. Same requirements as that for new application</p>	