

**LOCAL ECONOMIC  
DEVELOPMENT AND INVESTMENT  
PROMOTIONS OFFICE  
EXTERNAL SERVICES**



## LIST OF SERVICES

### **BUSINESS DEVELOPMENT DIVISION**

- ASSESS AND PROCESS SPONSORSHIP GRANT FOR MSMES
- PROVIDE BUSINESS INFORMATION ASSISTANCE

### **INVESTMENT SERVICES DIVISION**

- ASSESS AND ISSUE CERTIFICATE OF REGISTRATION FOR INVESTMENT INCENTIVE GRANT



## 1. ASSESS AND PROCESS SPONSORSHIP GRANT FOR MSMEs

The Sponsorship grant is offered to entrepreneurs with existing Micro, Small and Medium Scale business in the City of Imus. By supporting our MSMEs, they would be better equipped to succeed in their business, and contribute to the overall uplift of the Imuseño's standard of living. The grant will cover various regulatory and capacity training expenses offered both locally and internationally.

<b>OFFICE OR DIVISION</b>	Business Development Division			
<b>CLASSIFICATION</b>	Complex Transaction			
<b>TYPE OF TRANSACTION</b>	G2B - Government to Business			
<b>WHO MAY AVAIL THE SERVICE</b>	Filipino Micro, Small or Medium Enterprise who has been doing business in the City of Imus with mandatory permits.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Intent, indicating the benefits of the City and Grantee for attending the activity, and duly endorsed by the City Mayor (1 original)		Office of the City Mayor Imus City Chamber of Commerce and Industry Inc.		
Letter of invitation from the organizer of the Activity (i.e., Conference, Training, Seminar or Trade Fair) indicating the following matters: Seminar Topics or Project Title, Schedule, Venue and Registration Fee (1 original)		Event Organizer		
Accomplished Application Form for Grant (1 original)		Imus LEDIPO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements at the office of Imus LEDIPO	1.1 Examine requirements and Issue Acknowledgement Slip to the Client	None	10 minutes	Business Development Division Staff
	1.2 Process voucher of the Grant	None	15 days	



	1.3 Inform the Client the date of release of the grant and the grantee's obligation	None	10 minutes	
2. Receive the Grant from the Treasurer's Office	2. Release Grant to the Client.	None	10 minutes	Collection Clerk Treasurer's Office
<b>TOTAL</b>		<b>None</b>	<b>15 days; 30 minutes</b>	



## 2. PROVIDE BUSINESS INFORMATION ASSISTANCE

This service provides all information needed by an entrepreneur in doing business. The service aims to simplify complex business information such as mandatory compliance with local and national requirements.

<b>OFFICE OR DIVISION</b>	Business Development Division			
<b>CLASSIFICATION</b>	G2C - Government to Citizen			
<b>TYPE OF TRANSACTION</b>	Simple Transaction			
<b>WHO MAY AVAIL THE SERVICE</b>	Potential Business Owners and Leaders who will operate business in the City of Imus; Existing Business Owners and Leaders in the City of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Form (1 original)		Imus LEDIPO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit form and Inquire concern(s) at Imus LEDIPO	1. Accommodate inquiries and concerns	None	10 minutes	Business Development Division Staff
<b>TOTAL</b>		<b>None</b>	<b>10 minutes</b>	



### 3. ASSESS AND ISSUE CERTIFICATE OF REGISTRATION FOR INVESTMENT INCENTIVE GRANT

This service is open to all new and existing enterprises who would fall under any of the priority areas of investment in the City of Imus. With this, enterprises are given a fiscal incentive in terms of business tax exemption for a specified period of years and non-fiscal incentives such as aid in the local government services.

<b>OFFICE OR DIVISION</b>	Investment Services Division
<b>CLASSIFICATION</b>	Highly Technical
<b>TYPE OF TRANSACTION</b>	G2B - Government to Business
<b>WHO MAY AVAIL THE SERVICE</b>	<p><b>NEW ENTERPRISE</b> who meets the following requirements:</p> <ul style="list-style-type: none"><li>○ It must be compliant with all the requirements mandated under existing laws, local and national under the Philippine Constitution;</li><li>○ The prospective investor's place of operation or production shall be located within the City of Imus;</li><li>○ The prospective investment must engage in any of the areas or activities cited in the priority areas of investment;</li><li>○ That the enterprises must have a capitalization of at least One Million Pesos (P1,000,000.00); provided that the amount of capitalization shall be based on the total additional project cost, excluding the value of the land where the entity's office, plant and equipment are situated, as stated in the investor's project study submitted to and approved by the Board. In case of corporation, capitalization shall mean fully paid-up capital of a minimum Five Million Pesos (P5,000,000.00);</li><li>○ It must employ 70% of its total labor/manpower from the qualified bona fide residents of the city;</li><li>○ Foreign companies intending to apply for registration must comply with the Foreign Investment Act of 1991;</li><li>○ Project must not negatively impact the environment, whether in terms of pollution or resource use;</li><li>○ Registered with Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA).</li></ul>



**EXISTING ENTERPRISE** who meets the following qualifications:

- The business enterprise must be compliant with all the requirements mandated under existing local rules and regulations;
- The intended expansion or diversification of the existing enterprise must engage in economic activity identified as an investment priority area by the Board;
- The existing enterprise whose place of operation or production is already located within the territorial jurisdiction of the city, but which intends to undertake any of the following activities:
  - Relocate its principal office to the City of Imus;
  - Expand its existing production capacity or construct new buildings and other civil works for the installation of new machinery and equipment or improvements thereof which result in an increase in production capacity.
- The expansion or diversification shall have an additional project cost in the scale as provided for in Section 21 (d) of the City of Imus Investment Incentives Code of 2017, provided that such expansion or diversification as stated in the investor's project study submitted to and approved by the Board;
- The expansion or diversification project will provide employment to bona fide residents of the city; and
- The expansion or diversification will include an environment management plan.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application form (3 original)	Imus LEDIPO
Project Study of the proposed investment showing that the project is technically, financially and economically viable (1 original)	To be provided by the Client
Certificate of Registration (1 photocopy)	For Sole Proprietor- Department of Trade and Industry  For Partnerships, One-Person Corporation, Corporations- Securities and Exchange Commission  For Cooperatives- Cooperative Development Office



For existing enterprises, a latest financial statement of the applying firm (1 copy)		To be provided by the Client		
For the corporate type of ownership, a board resolution authorizing the person to file the application (1 original)		To be provided by the Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements at the office of Imus LEIPO	1.1 Receive the requirements and check for completeness 1.2 Issue the Order of Payment if all requirements were given	None	15 minutes	Investment Services Division Staff
2. Pay the Non-Refundable Fee at the Satellite Office – The District Imus	2. Issue the Official Receipt	a. Micro – Php 1, 000.00 b. Small – Php 5, 000.00 c. Medium – Php 10, 000.00 e. Large with Capitalization of P100,000,001.00 – P1,000,000,000.00 – Php 15, 000.00 f. Large with Capitalization Above 1, 000,000,001.00 – Php 20, 000.00	10 minutes	Collection Officer City Treasurer's Office
3. Present Official Receipt	3.1 Attach OR to the submitted documents 3.2 Issue the Acknowledgement Form to the client	None	5 minutes	Investment Services Division Staff





4. Receive Certificate of Registration and Board Resolution or Notice of Disapproval	4.1 Processing of Investment Incentive Grant by forwarding Pre-Evaluation Form to the Board for evaluation and approval	None	15 days (For enterprise with capitalization of 1M – 100M); 25 days (For enterprise with capitalization of above 100M)	Investment Services Division Staff
	4.2 Conduct ocular visit, evaluation and consultation with the Board for the incentive grant	None	10 days	Imus Investment Board
	4.3 Issue Certificate of Registration and Board Resolution or Notice of Disapproval	None	5 days	Investment Services Division Staff
<b>TOTAL</b>		<b>Based on the size of the enterprise</b>	<b>30 days and 30 minutes (For enterprise with capitalization of 1M – 100M)</b> <b>40 days and 30 minutes (For enterprise with capitalization of above 100M)</b>	

\*\*\* Based on the availability of the Imus Investment Board and Executive Committee

