

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

1. 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.

OFFICE OR DIVISION	Local Economic Development and Investment Promotions Office - Investment Services Division
CLASSIFICATION	Highly Technical
TYPE OF TRANSACTION	G2B - Government to Business
WHO MAY AVAIL THE SERVICE	<p>NEW ENTERPRISE who meets the following requirements:</p> <ul style="list-style-type: none"> ○ It must be compliant with all the requirements mandated under existing laws, local and national under the Philippine Constitution; ○ The prospective investor’s place of operation or production shall be located within the City of Imus; ○ The prospective investment must engage in any of the areas or activities cited in the priority areas of investment; ○ 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); ○ It must employ 70% of its total labor/manpower from the qualified bona fide residents of the city; ○ Foreign companies intending to apply for registration must comply with the Foreign Investment Act of 1991; ○ Project must not negatively impact the environment, whether in terms of pollution or resource use; ○ Registered with Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA). <p>EXISTING ENTERPRISE who meets the following qualifications:</p> <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ● 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.

	<ul style="list-style-type: none"> ○ 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.	None	5 minutes	Investment Services Division Staff

	3.2 Issue the Acknowledgement Form to the client			
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
TOTAL		Based on the size of the enterprise	30 days and 30 minutes (For enterprise with capitalization of 1M – 100M) 40 days and 30 minutes (For enterprise with capitalization of above 100M)	

NOTE: Based on the availability of the Imus Investment Board and Executive Committee

2. REGISTRATION OF BUSINESS NAME

Business Name Registration (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.

OFFICE OR DIVISION	DTI Regional and Provincial Offices – Negosyo Centers	
CLASSIFICATION	Simple	
TYPE OF TRANSACTION	G2B - Government to Business	
WHO MAY AVAIL THE SERVICE	Individuals/sole proprietorship	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
I. Business Name Registration – New and Renewal Application		
For walk-in/over-the-counter application (may also be done online end-to-end through the Business name Registration System (BNRS) – https://bnrs.dti.gov.ph)		
Accomplished Application Form for Grant (1 original)		Imus LEDIPO
1.Applicant must be at least 18 years old		
2.One (1) duly filled-out Application Form signed by the applicant of the BNR		DTI Regional and Provincial Offices Negosyo Centers
3.One (1) valid government-issued ID		
4.Additional requirements for non-Philippine national:		
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 no-Philippine national shall submit proof thereof)		
b. Clear certified copy of the Alien Certificate of Registration		Bureau of Immigration
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. 7042 (Foreign Investment Act) as amended by Republic Act No. 8762 (Retail Trade Liberalization Law) or such other applicable laws, as the case may be		Concerned DTI Office

5. Additional requirement for refugee/stateless persons:				
<ul style="list-style-type: none"> Clear certified copy of the Certificate of Recognition issued by the Department of Justice – Refugee and Stateless Person Protection Unit (DOJ-RSPPU) showing that the applicant is recognized as refugee/stateless person or presentation of the original Certificate of registration and submission of a duplicate copy thereof 		Department of Justice		
<p>For online applications, a signed application form is no longer required since the accomplished online application is equivalent to the duly accomplished physical application form. The online application for the 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.</p>				
Online applications filed by non-Philippine nationals. Refugees, and stateless persons shall be acted upon submission of the abovementioned supporting documentary requirements				
Additional requirements if filer is other than the owner				
1. Authorization letter from the owner				
2. Vald ID of the authorized representative				
For renewal of registration				
1. same requirements as that for new application				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit application form	1.1 Receive, verify and process application form. (If incomplete, immediately return the application to applicant and point out deficiencies.)	None	Upon submission of completed documents and approval of application under normal circumstances, estimated processing time is fifteen (15) minutes	BN Processor/ NC Business Counsellor, if through NC
2. Pay registration fee	2.1 Receive payment and issue official receipt	Registration fee based on territorial scope: Barangay: ₱200.00		Cashier/Special Collecting Officer (SCO)

		City/ Municipality: ₱ 500.00 Regional: ₱1,000.00 National: ₱2,000.00 Plus, Documentary Stamp Tax of ₱30.00 per registration Surcharge for Renewal - Additional 50% of registration fee if filed within ninety-one (91) days to one hundred eighty days (180) days after the expiration date		
3.Claim Certificate of BNR	3.1 Print and issue Certificate of BNR			BN Processor/ NC Business Counsellor, if through NC
Fill-out Client Satisfaction Rating Form				
TOTAL		Depending on the Scope	15 minutes	

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
II. Business Name Registration – Issuance of Affirmative/Negative Certification and Authentication or Certified True Copy of the BN Certificate of registration				
For walk-in/over-the-counter application only for authentication/certified true copy of the BN Certificate of Registration (Affirmative/Negative Certification may be requested and processed online end-to-end)				
One (1) duly filled-out Other BN-Related Application Form signed by the owner		DTI Regional and Provincial Offices Negosyo Centers		
One (1) valid government-issued ID				
Additional requirements if filer is other than the owner				
1.Authorization letter from the owner				
2.Vald ID of the authorized representative				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit other BN-Related application form	1.1 Receive, verify and process application form. (If incomplete, immediately return the application to applicant and point out deficiencies.)		Upon submission of completed documents and approval of application under normal circumstances, estimated processing time is fifteen (15) minutes	BN Processor/ NC Business Counsellor, if through NC
2. Pay the corresponding fee	2.1 Receive payment and issue official receipt	a. Affirmative/ Negative Certification – Php 50.00 +DST Php 30.00 b. Cancellation Certification – Documentary Stamp tax (DST) – Php 30.00 c. Authentication or Certified True Copy –		Cashier/Special Collecting Officer (SCO) If online application, through available online payment modes. (applicable to BN Certification only)

		Php 50.00 + DST Php 30.00 (per copy)		
3. Claim Affirmative/ Negative Certification or Authenticated or Certified True Copy of the BN Certificate of Registration	3.1 Print and Issue Affirmative/ Negative certification or duly marked and signed Authenticated or Certified True Copy of BN Certificate of Registration			BN Processor/ NC Business Counsellor, if through NC
Fill-out Client Satisfaction Rating Form				
TOTAL		Depending on the Other BN-Related Request	15 minutes	

3. ISSUANCE OF BMBE CERTIFICATE OF AUTHORITY

The processing and issuance of Barangay Micro Business Enterprises (BMBEs) CA is in compliance with RA 9178 or commonly known as Barangay Micro Business Enterprises (BMBEs) Act of 2002, wherein incentives and benefits is to be given to BMBEs in support entrepreneurial talents and integrate those in the informal sector to the mainstream economy as amended by RA 1064.

OFFICE OR DIVISION	DTI Regional and Provincial Offices – through the Negosyo Centers			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Citizen			
WHO MAY AVAIL THE SERVICE	Barangay micro business enterprises that have an asset size of not more than Three Million Pesos (PhP 3,000,000.00) including those arising from loans but excluding land on which the plant and equipment are located and engaged in the production, processing or manufacturing of products or commodities, including agro-processing, trading, and services but excluding practice of profession (e.g. Accountant, Lawyer, Doctor, among others.)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly filled-out application form (BMBE Form), signed by the owner (for sole proprietorship) or authorized representative (for partnerships, corporations, and cooperatives) of the entity applying for registration (1 copy)		<ul style="list-style-type: none"> - DTI Regional and Provincial Offices – Business/SME Development Division - Negosyo Centers - Online thru: https://www.dti.gov.ph/sdm_downloads/bmbe-registration-application-form/ or https://dtiwebfiles.s3-ap-southeast1.amazonaws.com/Downloadable+Files/BMBE+Registration+Application+Form/BMBE+Form+01_BMBE+Application+form.pdf 		
2. Certificate of Registration for new application (1 photocopy)		DTI Business Name Registration – for Sole Proprietorship Securities and Exchange Commission (SEC) - for partnership, corporation, or association Cooperative Development Authority (CDA) – for cooperative		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out BMBE application form and other documentary requirements	1.1 Upon receipt of application, check the completeness of documentary requirements.	None	1 hour	NC Business Counsellor/BMBE Processor

	1.2 Evaluate and verify the application to determine the eligibility and qualification as a BMBE based on declared information in the application form and submitted supporting documents.	None	4 hours	NC Business Counsellor/BMBE Processor and Applicant
	1.3 Process the application:			
	1.3.1 Encode the information on the BMBE CA template and confirm the information.	None	25 minutes	NC Business Counsellor/BMBE Processor
	1.3.2 Print the BMBE CA	None	5 minutes	NC Business Counsellor/BMBE Processor
	1.3.3 Approve and countersign the BMBE CA	None	2 hours	Provincial Director or his/her duly authorized representative
2.Claim BMBE Certificate of Authority	2.1 Issue the BMBE Certificate of Authority	None	30 minutes	NC Business Counsellor/BMBE Processor
Fill-out Client Satisfaction Rating Form				
TOTAL		None	8 hours	

4. 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.

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