8. Application for Registration of Projects for Incentives

This process refers to the facilitation of application for the availment of local incentives offered by the city under the GSC Investments and Incentives Code of 2021 to qualified local and foreign investors within the identified investment priority areas.

Office or Division:	CEMCDO- Investment Division
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen
Who may avail:	Private Investors
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
A. New Projects (Ordinance No. 35 S. 2021 -General Santos City Investment Code of 2021 Sec. 23- Registration Requirements)	
1. Three (3) copies of fully accomplished and notarized application form	City Economic Management and Cooperative Development Office
2. Three (3) copies of project study to include all branches, subsidiaries, and/or sister companies engaged in similar activity of the proposed investment and list of officers of the corporations and the person/s responsible for the project	Client's Company/ Business
3. For corporations, Board Resolution or Letter of Intent of applicant enterprise authorizing the filing of the application for incentives and designation of official representative - 3 copies	Client's Company/ Business
B. Expansion/ Diversification/ Modernization or Rehabilitation Project (Ordinance No. 35 S. 2021 -General Santos City Investment Code of 2021- Sec. 23 -Registration Requirements)	
1. All requirements for the new project	City Economic Management and Cooperative Development Office
2. Mayor's Permit of the existing enterprise - 3 copies each attached to the feasibility study	City Mayor's Office- Business Permits and Licenses Division
3. Certified true copy of the registration as issued by the DTI, SEC, or CDA, whichever is applicable - 3 copies each attached to the feasibility study	Department of Trade and Industry. Securities and Exchanges Commission, Cooperative Development Authority, and other National Government Agencies
4. Latest audited financial statement acknowledged by the BIR - 3 copies each attached to the feasibility study	Bureau of Internal Revenue
5. Such other information and/or documents that the Board may require -	City Economic Management and Cooperative Development Office, 3/F Investment Action Center Building

3 copies each attached to the feasibility study	
C. Additional Requirements for those Registered under an Incentive Law (Ordinance No. 35 S. 2021 -General Santos City Investment Code of 2021 Sec. 23- Registration Requirements)	
1. Certified true copy of the Certificate of Registration with the appropriate registering agency pursuant to the applicable Incentive Law granting applicant's business, investment incentives, including the terms and conditions of the same - 1 certified true copy	City Economic Management and Cooperative Development Office, 3/F Investment Action Center Building
2. Copy of the feasibility study submitted to the registering agency (if applicable)- 1 photocopy	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the process of availing investment incentives	1.1. Interview and brief client about the incentives 1.2. Advise client to submit letter of intent together with the required documents 1.3. Provide clients with the list of requirements	None	10 minutes	*Economist IV* *Development Management Officer I* *Project Development Officer I (JO)* *CEMCDO -General Santos City Investment Board (GSCIB) Secretariat*
2. Submit the letter of intent and other requirements at CEMCDO-Investment Division	2.1 Review the completeness and correctness of the submitted documents 2.2. Receive the submitted documents and record what has been received in the registration log book 2.3 If the submitted documents are complete, the client will be issued an order of payment and	None	20 minutes	*Development Management Officer I - CEMCDO* *Project Development Officer I (JO)* *CEMCDO -General Santos City Investment Board (GSCIB) Secretariat*

	shall be directed to pay a non-refundable filing fee at the City Treasurer's Office and to photocopy the official receipt and submit to CEMCDO-Investment Division			
	2.4 If the documents submitted are incomplete, the clients will be advised to comply with the remaining requirements. 2.4.1 Receive and log application documents provisionally, if there is/are lacking documents	None	10 minutes	*Development Management Officer I, Project Development Officer I (JO)* *CEMCDO -General Santos City Investment Board (GSCIB) Secretariat*
3. Comply and submit other documents and requirements at CEMCDO-Investment Division	3.1 Receive other documents and requirements to be logged in the registration application log book	None	5 minutes	*Development Management Officer I Project Development Officer I (JO) CEMCDO -General Santos City Investment Board (GSCIB) Secretariat*
	3.2 Check for the completeness and correctness of the submitted documents	None	5 minutes	
	3.3 Issue order of payment and advise the client to pay the non-refundable filing fee at the City Treasurer's Office (CTO) and photocopy the official receipt and submit to CEMCDO-Investment Division	Filing Fee None for Micro Enterprises Php 1,500.00 for Small Enterprises Php 3,000.00 for Medium Enterprises	5 minutes	

		Php 6,000.00 for Large Enterprises (under Ordinance 16, S. 2021 , Sec. 24- Registration Procedure)		
4. Submit a copy of the official receipt (OR) at CEMCDO-Investment Division	4.1 Receive OR, photocopy and attach to the project study/documents submitted 4.2. Advise the client to publish their intention to avail the incentives in the newspaper of general circulation	None	10 minutes	*Development Management Officer I Project Development Officer I (JO)* *CEMCDO -General Santos City Investment Board (GSCIB) Secretariat, 3/F Investment Action Center Building*
5. Publish the project in a newspaper of general circulation at the applicant's expense and submit a copy of the publication to CEMCDO-Investment Division	5.1 Receive a copy of the publication and post the same at the City Hall Bulletin Board	None	5 minutes	*Development Management Officer I Project Development Officer I (JO)* *CEMCDO -General Santos City Investment Board (GSCIB) Secretariat, 3/F Investment Action Center Building*
6. Assist and guide the inspection team at the project site (if applicable)	6.1 Ten (10) days after receipt of the publication, if the board finds it necessary, inspect the project site. Then, prepare an evaluation report	None	4 hours	*Development Management Officer I Project Development Officer I (JO)* *CEMCDO -General Santos City*

	6.2 Advise the client in case the GSCIB requires additional documents	None	5 minutes	*Investment Board (GSCIB) Secretariat, 3/F Investment Action Center Building*
7. Submit additional requirements as required by GSCIB (if applicable)	7.1 Receive additional requirements requested by GSCIB. 7.2 Inform the client of the schedule of deliberation of the GSCIB on the submitted application for incentives	None	5 minutes	*Development Management Officer I Project Development Officer I (JO)* *CEMCDO -General Santos City Investment Board (GSCIB) Secretariat, 3/F Investment Action Center Building*
8. Attend and present the Project during the GSC Investment Board meeting	8.1. Facilitate the GSCIB meeting and act as secretariat during the deliberation of the board on the application for incentives 8.1.2. Board deliberates on the project for approval/disapproval	None	Within 15 days after the conduct of the inspection	*Development Management Officer I Project Development Officer I (JO)* *CEMCDO -General Santos City Investment Board (GSCIB) Secretariat, 3/F Investment Action Center Building*

	8.2. Inform the proponent of the results of the deliberation as well as of the additional documents required by the Board	None	1 day after the meeting	
	8.3. Prepare the Certificate of Registration (COR)	None	4 hours	
	and terms and conditions of the grant, and facilitate the signing of the COR			
	8.4. Inform the client to pay the registration fee	1/10 of 1% of the project cost, but not less than Php 3,000.00 and not to exceed Php 15,000.00 Under Ordinance No. 16 S.2015- Sec. 24- Procedure	5 minutes	
9. Attend the Board meeting to receive the Certificate of Registration, Terms and Conditions of the Grant	9.1 Facilitate the Board meeting	None	4 hours	*Development Management Officer I* *Project Development Assistant I (JO)* *CEMCDO -General Santos City Investment Board (GSCIB) Secretariat, 3/F Investment Action Center Building*

10. Notarize the Terms and Conditions and submit the original copy to the GSCIC	10.1 Follow up and receive a notarized copy of the Terms and Conditions of the grant	None	1 day	*Development Management Officer I* *Project Development Assistant I (JO)* *CEMCDO -General Santos City Investment Board (GSCIB) Secretariat, 3/F Investment Action Center Building*
Total		**None**	**17 Days, 13 hours, & 30 minutes**	
END OF TRANSACTION				
This process requires a multi-stage process based on Ordinance No. 35 S. 2021 - General Santos City Investments and Incentives Code of 2021				