



# **City Economic Management and Cooperative Development Office**

## **External Services**



#### 4. Access to Financing – GSC Business Enterprise Support Trust (B.E.S.T.) Fund

The General Santos City Business Enterprise Support Trust (B.E.S.T) Fund Program is the city government's capital loan assistance mechanism, through wholesale and retail or direct lending facilities, to cooperatives and micro and small enterprises in order to access funds for additional capitalization. This provides enterprises easy access to financing, with the primary objective of boosting the development of cooperativism and entrepreneurship in the city. (per Ordinance No. 52, Series of 2018)

<b>Office or Division:</b>	City Economic Management and Cooperative Development Office (CEMCDO) - Special Projects Division
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Micro and Small Enterprise (MSE), Cooperatives and Partner Financial Institutions
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<p>A. Micro and Small Enterprise (MSE) Borrower</p> <ol style="list-style-type: none"> <li>1. Duly accomplished Loan Application (4 original copies)</li> <li>2. DTI Business Name Certificate (photocopy)</li> <li>3. Mayor's/Business Permit (photocopy)</li> <li>4. Government Issued ID and Barangay Clearance (photocopy)</li> <li>5. Business Plan or Feasibility Study (original copy)</li> <li>6. Sanitary Permit to operate from the City Health Office on businesses engaged in food processing and production (photocopy)</li> <li>7. Security/Collateral (Post Dated Cheques)</li> </ol> <p>B. Cooperatives Borrower</p> <ol style="list-style-type: none"> <li>1. Duly accomplished Loan Application (4 original copies)</li> <li>2. CDA Certificate of Registration (photocopy)</li> <li>3. CDA Certificate of Good Standing (photocopy)</li> <li>4. Mayor's/Business Permit (photocopy)</li> <li>5. for Non-Transport Cooperatives,</li> </ol>	<p>CEMCDO and Negosyo Center, G/F Investment Action Center Bldg., GSC DTI and Negosyo Center, G/F Investment Action Center Bldg., GSC CMO-Business Permits and Licensing Div. G/F Investment Action Center Concerned Barangay Client City Health Office, Dr. Jorge Royeca Hospital, Brgy. Lagao, GSC</p> <p>Client .</p> <p>CEMCDO and Negosyo Center, G/F Investment Action Center Bldg., GSC Cooperative Development Authority, Kadulasan Street, Brgy. East, GSC Cooperative Development Authority, Kadulasan Street, Brgy. East, GSC CMO-Business Permits and Licensing Div. G/F Investment Action Center Sangguniang Panglungsod, Roxas Street, Cor. Osmeña Street, Brgy Dad. East, GSC</p> <p>Client Client Client</p> <p>Client</p>



<p>Certification of Accreditation from the Sangguniang Panlungsod Committee on Cooperatives, Livelihood, People Empowerment and Participation (photocopy)</p> <p>6. Business Plan or Feasibility Study (original copy)</p> <p>7. Board Resolution to borrow from LGU Gensan (original copy)</p> <p>8. Financial Statements for the last two years audited by CDA-accredited auditor (photocopy)</p> <p>9. Security/Collateral (Post-Dated Cheques, Land Title, OR/CR)</p> <p>B.1 Cooperative Wholesale Borrower (Additional Requirements)</p> <p>9. Credit Line Agreement</p> <p>10. Organizational Structure showing Capability on Retail Lending Operation</p> <p>11. Schedule of borrowing, including details on terms of payment, collateral cover and credit line</p>	<p>CEMCDO and Negosyo Center, G/F Investment Action Center Bldg., GSC</p> <p>Client</p> <p>Client</p>
B.2 Transport Cooperative (Additional Requirements)	
For 4-Wheelers:	
12. Certification of Accreditation/Registration by the Office of Transport Cooperatives (OTC), if operating less than one year. (photocopy)	Office of Transport Cooperatives (OTC)
13. Certification of Accreditation/Registration by the Office of Transport Cooperatives (OTC) and Certificate of Accreditation from the Sangguniang Panlungsod Committee on Cooperatives, Livelihood, People Empowerment and Participation, for those operating for more than a year. (photocopy)	Office of Transport Cooperatives (OTC)
	Sangguniang Panglungsod, Roxas Street, Cor. Osmeña Street, Brgy Dad. East, GSC
For 3-Wheelers:	



14. Certificate of Accreditation from the Sangguniang Panlungsod		Sangguniang Panglungsod, Roxas Street, Cor. Osmeña Street, Brgy Dad. East, GSC		
Committee on Cooperatives, Livelihood, People Empowerment and Participation, for those operating for more than a year (photocopy)				
15. MTFRB Franchise of Tricycle for hire for Tricycle Cooperatives (photocopy)		MTFRB, 4th Floor, Investment Action Center Bldg., GSC		
C. Partner Financial Institution (PFI)				
1. Duly accomplished Loan Application (4 original copies)		CEMCDO and Negosyo Center, G/F Investment Action Center Bldg., GSC		
2. SEC Certification of Incorporation (photocopy)		Securities and Exchange Commission		
3. Mayor's/Business Permit (photocopy)		CMO-Business Permits and Licensing Div. G/F Investment Action Center Bldg., GSC		
4. Business Plan or Feasibility Study (original copy)		Client		
5. Credit Line Agreement (original copy)		CEMCDO and Negosyo Center, G/F Investment Action Center Bldg., GSC		
6. Audited Financial Statements for two years (photocopy)		Client		
7. Organizational Structure showing Capability on Retail Lending Operation (photocopy)		Client		
8. Schedule of borrowing, including details on terms of payment, collateral cover and credit line (photocopy)		Client		
9. Board Resolution to borrow from LGU Gensan (original copy)		Client		
10. Certificate of Good Standing from Creditors (recommended)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about availing loan under Gensan BEST Fund Program	Orient clients about the program and provide a list of requirements and forms to be filled out.	None	30 Minutes	<i>PDO II, PDO I, Admin Aide III, Admin Aide III</i>  <i>City Economic Management and Cooperative Development Office (CEMCDO), Special</i>



				<p><i>Projects Division, 3rd Floor Investment Action Center Building and Negosyo Center, Ground Floor, Investment Action Center Building</i></p>
<p>2. Submit properly filled out forms together with complete requirements.</p>	<p>2.1 Check the completeness and correctness of requirements and forms</p>	<p>None</p>	<p>30 Minutes</p>	<p><i>PDO II, PDO I, Admin Aide III, Admin Aide III</i></p> <p><i>City Economic Management and Cooperative Development Office (CEMCDO), Special Projects Division,3rd Floor Investment Action Center Building and Negosyo Center, Ground Floor, Investment Action Center Building</i></p>
<p>3. No Activity</p>	<p>3.1 Conduct of background and credit investigation prior to the scheduled BEST Board Meeting; 3.2 prepare evaluation report</p>	<p>None</p>	<p>1 day</p>	<p><i>PDO II, PDO I, Admin Aide III, Admin Aide III</i></p> <p><i>City Economic Management and Cooperative Development Office (CEMCDO), Special Projects Division,3rd Floor Investment Action Center Building and Negosyo Center, Ground Floor, Investment Action Center Building</i></p>
<p>4.) Attend or Present Project Proposal if</p>	<p>4.1 Facilitate deliberation of loan application and project proposal on</p>	<p>None</p>	<p>1 day</p>	<p><i>PDO II, PDO I, Admin Aide III, Admin Aide III</i></p> <p><i>City Economic</i></p>



required by the BEST Board	scheduled BEST Board Meeting			<i>Management and Cooperative Development Office (CEMCDO), Special Projects Division, 3rd Floor Investment Action Center Building and Negosyo Center, Ground Floor, Investment Action Center Building</i>
5. No Activity	5.1 Inform client if their loan application is approved or disapproved and to comply additional requirements (Notarized application form and submission of collateral)	None	30 Minutes	<i>PDO II, PDO I, Admin Aide III, Admin Aide III  City Economic Management and Cooperative Development Office (CEMCDO), Special Projects Division, 3rd Floor Investment Action Center Building and Negosyo Center, Ground Floor, Investment Action Center Building</i>
6. Comply and submit additional requirements	6.1 Receive and check completeness of submitted additional requirements	None	30 Minutes	<i>PDO II, PDO I, Admin Aide III, Admin Aide III  City Economic Management and Cooperative Development Office (CEMCDO), Special Projects Division, 3rd Floor Investment Action Center Building and Negosyo Center, Ground Floor, Investment Action Center Building</i>



7. No Activity	7.1 Submit to ROD the documents for mortgage, in case a land title collateral is required by BEST Board	None	1hr	<i>PDO II, PDO I, Admin Aide III, Admin Aide III</i>  <i>City Economic Management and Cooperative Development Office (CEMCDO), Special Projects Division, 3rd Floor Investment Action Center Building and Negosyo Center, Ground Floor, Investment Action Center Building</i>
8. No Activity	8.1 Prepare financial documents and requirements and submit to City Accountant's Office for processing of loan documents according to standard accounting and auditing procedure.	None	2 days	<i>PDO II, PDO I, Admin Aide III, Admin Aide III</i>  <i>City Economic Management and Cooperative Development Office (CEMCDO), Special Projects Division, 3rd Floor Investment Action Center Building and Negosyo Center, Ground Floor, Investment Action Center Building</i>
	<b>Total</b>	<b>None</b>	<b>4 days and 2 hrs.</b>	
<b>END OF TRANSACTION</b>				
<b><i>This process requires a multi-stage process based on Ordinance No. 52, Series of 2018</i></b>				