

Name of Company: _____

CHECKLIST OF REQUIREMENTS FOR APPLICATION OF INVESTMENTS

General Requirements (New Enterprise)

- ☐ Letter of Intent/Application addressed to the Provincial Governor which shall contain the following initial information:
 - a. Type of Business
 - b. Product Lines
 - c. Proprietor or Manager of the business
 - d. Estimated Total Workforce
 - e. Initial Capital
- ☐ 4 copies of duly accomplished and notarized application form, copies of which can be secured from PEDIC or downloaded from <https://investnegrosoccidental.com/download>;
- ☐ 4 copies of the complete project study of the proposed investment;
- ☐ Copy of Business Permit and Barangay Resolution interposing no objection to the project;
- ☐ Copy of Audited Financial Statements (if existing);
- ☐ Copy of Certificate of Land Zoning Classification from Municipal Planning and Development Coordinator's Office.

Additional Requirements:

For Single Proprietorship (New Enterprise)

- ☐ 4 copies of its Certificate of Business name Registration from DTI, SEC or CDA, whichever is applicable

For Partnerships and Corporations (New Enterprise)

- ☐ 4 copies of the company's Articles of Partnership/Incorporation and By-Laws as approved by the Securities and Exchange Commission (for Corporations and partnerships) or Cooperative Development Authority for Cooperatives;
- ☐ Board Resolution authorizing the partners or the Board of Directors, or any of their authorized representatives as the case may be, to file the application.

For Cooperatives (New Enterprise)

- ☐ Four (4) copies of the Certificate of Registration from the Cooperative Development Authority;
- ☐ Board Resolution authorizing any member of their Board of Directors, or any of their authorized representatives as the case may be, to file the application;

For Expanding Enterprises

- ☐ 4 copies of the enterprise' Annual Audited Financial Statement for the last 3 years;
- ☐ Copy of the enterprise' Real Property Tax Clearance and Certificate of Real Property Tax payment.