

<b>3. PROVISION OF TAX INCENTIVES TO BUSINESSES (EXTERNAL SERVICES)</b>				
Description of the Service: Availment of Tax Incentives				
Office/Division:	Local Economic Development and Investment Promotion Office			
Classification:	Simple			
Type of Transaction:	Incentives			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"><li>• Three (3) copies of application with Board Resolution authorizing the filing of application (if applicable)</li><li>• Project feasibility study of the proposed investment</li><li>• Business Permit and other applicable clearances/permits (if needed)</li><li>• Order of payment from LEDIPO</li><li>• Payment receipt</li></ul>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application to avail tax incentive together with complete requirements	For Approval of the City Mayor	None	10 minutes	<b>Hazel F. Castillo</b> Administrative Aide I  Location: LEDIPO, 2 <sup>nd</sup> Floor City Hall Building, Brgy. San Vicente, City of Ilagan
2. Payment of Registration Fee	Assist investor/client	<b>Registration Fees:</b>  If investment Capital is: Over P3M-P5M – <b>P1,000</b>  Over P5M-P15M – <b>P3,000</b>  Over P15M-P100M – <b>P5,000</b>	10 minutes	<b>Revenue Collection Clerk</b>  Location: City Treasury Office, 1 <sup>st</sup> Floor City Hall Building, City of Ilagan

		Over P100M – <b>P10,000</b>		
3. Present receipt of registration fee and please wait for the evaluation of the application for tax incentive by the City Investments and Incentives Board (CIIB)  4. Release of Certificate of Registration  (The Certificate is valid for a period of 1 year)	Provide investor/client with a timeline follow-up date  Deliver certificate of registration	None  None	20 days  10 minutes	<b>Hazel F. Castillo</b> Administrative Aide I  Location: LEIPO, 2 <sup>nd</sup> Floor City Hall Building, Brgy. San Vicente, City of Ilagan  <b>Danver Albert R. Arzaga</b> LEDIPO  Location: LEDIPO, 2 <sup>nd</sup> Floor City Hall Building, Brgy. San Vicente, City of Ilagan
TOTAL			20 days 30 mins	