

3. PROVISION OF TAX INCENTIVES TO BUSINESSES (EXTERNAL SERVICES)

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"> Three (3) copies of application with Board Resolution authorizing the filing of application (if applicable) Project feasibility study of the proposed investment Business Permit and other applicable clearances/permits (if needed) Order of payment from LEDIPO Payment receipt 				
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	Hazel F. Castillo Administrative Aide I Location: LEDIPO, 2 nd Floor City Hall Building, Brgy. San Vicente, City of Ilagan
2. Payment of Registration Fee	Assist investor/client	Registration Fees: If investment Capital is: Over P3M-P5M – P1,000 Over P5M- P15M – P3,000 Over P15M- P100M – P5,000	10 minutes	Revenue Collection Clerk Location: City Treasury Office, 1 st Floor City Hall Building, City of Ilagan

		Over P100M – P10,000		
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)	Provide investor/client with a timeline follow-up date Deliver certificate of registration	None None	20 days 10 minutes	Hazel F. Castillo Administrative Aide I Location: LEIPO, 2 nd Floor City Hall Building, Brgy. San Vicente, City of Ilagan
4. Release of Certificate of Registration <i>(The Certificate is valid for a period of 1 year)</i>				Danver Albert R. Arzaga LEDIPO Location: LEDIPO, 2 nd Floor City Hall Building, Brgy. San Vicente, City of Ilagan
TOTAL			20 days 30 mins	