



External

3. SERVICENAME: PROVISION OF TAX INCENTIVES TO BUSINESSES

Description of the Service: Availment of Tax Incentives

Office or 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	Jean C. Ngayanan Administrative Aide I Location: LEDIPO,



				2nd 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 Over P100M – P10,000	10 minutes	Revenue Collection Clerk Location: City Treasury Office, 1st Floor City Hall Building, City of Ilagan



<p>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)</p>	<p>Provide investor/client with a timeline follow-up date</p>	<p>None</p>	<p>20 days</p>	<p>Jean C. Ngay-an Administrative Aide I Location: LEDIPO, 2nd Floor City Hall Building, Brgy. San Vicente, City of Ilagan</p>
<p>4. Release of Certificate of Registration (The Certificate is valid for a period of 1 year)</p>	<p>Deliver certificate of registration</p>	<p>None</p>	<p>10 minutes</p>	<p>Danver Albert R. Arzaga LEDIP Officer Location: LEDIPO, 2nd Floor City Hall Building, Brgy. San Vicente, City of Ilagan</p>
<p>TOTAL</p>		<p>None</p>	<p>20 days 30 mins</p>	