



Republic of the Philippines  
City Government of Puerto Princesa  
**LOCAL ECONOMIC AND DEVELOPMENT MANAGEMENT DIVISION**  
**OFFICE OF THE CITY MAYOR**

PPCIB Form No. 2

**Application Form**

Date \_\_\_\_\_

**I. BUSINESS/ENTERPRISE INFORMATION**

Name of Business Enterprise: \_\_\_\_\_

Address: \_\_\_\_\_

**II. APPLICANT'S INFORMATION**

Name of Applicant: \_\_\_\_\_

Office Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**III. APPLICANT'S REPRESENTATIVE**

Authorized Representative: \_\_\_\_\_

Designation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**IV. PROJECT INFORMATION**

Project Location: \_\_\_\_\_

Project Description: \_\_\_\_\_

Project Cost: \_\_\_\_\_

**V. PREFERRED INVESTMENT AREAS (Please check (✓) all that apply)**

**A. Agriculture/Fishery/Forestry**

1. Mariculture Development
  - Hatchery Complex
  - Seaweed Processing
  - Mariculture Park
2. Integrated Agro/Marine Processing Center
3. Integrated Corn Processing Complex
4. Coconut By-Products Production
  - Coconut Coir
5. Livestock and Poultry
6. Commercial Hatchery Operations
  - Dairy Farm
  - Integrated Beef Cattle Production (Commercial Operations)
  - Commercial Meat Processing Plant
7. Operations of a Cold Chain Process for Agriculture Products (Crops, Meat, Fish, Etc.)
8. Commercial Plantation (Fruits, Fruit trees, Vegetables)

**B. Tourism Facilities**

**Primary Enterprise**

1. Hotel
2. Resort
3. Tourist Inn
4. Pension House
5. Apartment Hotel (Apartment)
6. Tourist Transport Operator

**Secondary Enterprise**

1. Spa
2. Sports and Recreational Center
3. Souvenir Shop

**Other Tourism Related Facilities**

1. Eco-Tourism and Agri-Tourism Facilities other than Accommodation / Resort Facilities
2. Theme Parks (Nature and Adventure-Related Activities)
3. Marina
4. Medical Tourism Hospital
5. Tourism Estates and Tourism Economic Zones
6. Convention Centers and Cultural Facilities

**C. Renewable Energy / Sustainable Energy**

1. Waste to Energy
2. Solar Power
3. Hydro Power
4. Tidal Power
6. Wind Power
7. Biomass / Biogas
8. Natural Gas

**D. Information and Communications**

**Technology Facilities**

1. Business Processing Outsourcing
2. Call Centers



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**LOCAL ECONOMIC AND DEVELOPMENT MANAGEMENT DIVISION**  
**OFFICE OF THE CITY MAYOR**

PPCIB Form No. 1

**STATUS OF ENTERPRISE(Please check (✓) all that apply)**

New Firm

Existing firm

**CLASSIFICATION OF INVESTMENT(Please check (✓) all that apply)**

New / Proposed

Expansion / Modernized

**DOCUMENTS REQUIRED (Please check (✓) all that apply)(2 copies each)**

Duly Accomplished and Notarized Application Form (PPCIB Form No. 2B)

Registration with Appropriate Government Agency

DTI Business Name Certificate (Sole Proprietorship)

SEC Registration (Partnership of Corporation)

CDA Registration (Cooperative) w/ Certificate of Good Standing from CDA

Mayor's Permit

Other National Government Agency Accreditation (DOH, DOT, etc.)

If Partnership, Corporation or Cooperative, Articles of Incorporation / Partnerships and by Laws

Application Letter in the case of Partnership, Corporation / Cooperative, Board Resolution authorizing the application and designating an official representative to the Puerto Princesa City Investment Board

Owner, Company and Product Profile, if any

Simplified Business Plan (PPCIB Form No. 3) with list of officers and the person responsible for the project, with their bio-data

Official Receipt of the Non-Refundable filing fee of ₱10,000

Proof of Capitalization

RECEIVED BY:

\_\_\_\_\_

SIGNATURE:

\_\_\_\_\_

POSITION / DESIGNATION:

\_\_\_\_\_

DATE AND O.R. NO.

\_\_\_\_\_

**VI. COMPANY INFORMATION**

**Form of Business Organization**

- Single Proprietorship       Corporation       Others, Please Specify \_\_\_\_\_
- Partnership                       Cooperative

**Capitalization**

Single Proprietorship:	P _____	P _____	
Partnership / Corporation /			
Cooperative	P _____	P _____	_____
	(authorized)	(subscribed)	(paid-up)

**Ownership (please attach additional sheets, if necessary)**

Name	Address	Nationality	% Share
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Principal Officers and Board of Directors (please attach additional sheets, if necessary)**

Name	Designation	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Certified Correct:

\_\_\_\_\_  
Signature of Representative

**REPUBLIC OF THE PHILIPPINES )  
CITY OF PUERTO PRINCESA ) SS**

SUBSCRIBED and SWORN to before me this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ in the City of Puerto Princesa affiant exhibited to me his Community Tax Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_.

Page No. \_\_\_\_\_  
 Doc. No. \_\_\_\_\_  
 Book No. \_\_\_\_\_  
 Series of \_\_\_\_\_

NOTARY PUBLIC



Republic of the Philippines  
 City Government of Puerto Princesa  
**LOCAL ECONOMIC AND DEVELOPMENT MANAGEMENT DIVISION**  
**OFFICE OF THE CITY MAYOR**

PPCIB Form No. 2B

**Simplified Business Plan**

**I. GENERAL INFORMATION**

Business Name: \_\_\_\_\_  
 Owner / Registrant: \_\_\_\_\_  
 Business Location: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Form of Ownership: \_\_\_\_\_  
 Capitalization / Total Assets: \_\_\_\_\_  
 Nature of Business: \_\_\_\_\_

**II. MARKETING ASPECT**

Product Description : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Perspective Market: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Marketing Channels: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Supply and Demand: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Projected Volume of Sales: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Proposed Selling Price: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Marketing Strategies: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**III. TECHNICAL AND PRODUCTION ASPECT**

Project Site Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*(Use separate sheet if necessary)*

Raw Materials, Supplies and Sources: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Operation and Processes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Machineries and Equipment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Production Schedule: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. ORGANIZATIONAL ASPECT**

Pre Operating Aspect: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organizational Structure: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Manpower Requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. FINANCIAL ASPECT**

Total Project Cost: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Source of Funds: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Projected Income Statement for 5 Years: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Use separate sheet if necessary)*

