



Office of the City Mayor
**City Investment &
Promotion Division**
External Service



MANDATE

Facilitate the preparation, coordination and execution of local economic and investment promotion policies, projects and activities of the City Government of Cotabato.

Provide basic information about business potentials of the city including services to prospective investors to attract more investments to flow in the city.

Coordinate with other offices in the promotion of economic activities such as the City Planning & Development, Treasury and Budget Office and the Sanguniang Panlungsod.

Coordinate with the private sector in investment promotion campaigns.

VISION

The Investment Promotion Division under the Office of the City Mayor is envisioned to be the office responsible for the promotion of Cotabato City as a business, trade and investment hub to foster inclusive growth through enterprise development job generation in partnership with the private sector.

MISSION

To establish coordinative undertakings with other Local Government Units, the private sector, National Government Agencies, Non- Government Organization for an effective and efficient promotion of economic growth and investments.

To enhance the city’s competitiveness for investment through improvements in its regulatory processes thereby sustaining a business-friendly environment.

To promote economic development and environmental protection through responsible utilization of raw materials and resources in the city of Cotabato.

To harness local investors through implementation of various MSME development projects in line with the Philippine MSME Development Plan.

SERVICE PLEDGE

SERVICE AND HOW TO AVAIL THEM

INVESTMENT FACILITATION AND SERVICING

| | |
|-----------------------------|--|
| Office/Division: | Office of the City Mayor-Investment Promotion Division |
| Classification: | Simple |
| Type of Transaction: | G2C – Government-to-Citizen |
| Who may avail? | Potential Business Owners and Leaders who will operate business in Cotabato City; Existing Business Owners and Leaders in Cotabato City |



| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
|---|---|-----------------|----------------------|--------------------|
| ✓ Request letter for kind of assistance needed | | | ✓ Client | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit letter-request to OCM-Investment Promotion Division | 1. Receiving clerk records request for assistance and stamp received. | None | 1 minute | Receiving Clerk |
| None | 1.2 Route the physical document to the Supervising Trade and Industry Development Specialist | None | 1 minute | Receiving Clerk |
| 2. Explain the nature of the assistance requested | 1.3 Discuss with the client the specifics of the assistance needed; a. request for business-related data | None | 30 minutes | STIDS |
| | b. assistance in business permit processing | None | 20 minutes - 1 day | OCM-IPD Staff |
| TOTAL | | NONE | 52 minutes (minimum) | |

BUSINESS NAME REGISTRATION
(CO-LOCATION AT THE BUSINESS-ONE-STOP-SHOP)

| Office/Division: | Office of the City Mayor-Investment Promotion Division / Cotabato City Negosyo Center | | |
|--|---|--------------------------------|--|
| Classification: | Simple | | |
| Type of Transaction: | G2B – Government-to-Businesses | | |
| Who may avail? | Businessmen/Entrepreneurs | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| <i>For Original Application by a Filipino Citizen</i> ✓ Applicant must be at least 18 years old ✓ Duly filled-out Application Form ✓ Presentation of proof of owner’s identity/one (1) government issued ID | | ✓ Cotabato City Negosyo Center | |
| <i>Additional requirement for those whose Filipino Citizenship is Acquired by naturalization, election or</i> | | | |



| <i>by any other means as Provided by the law.</i> <ul style="list-style-type: none"> ✓ Present original and submit photocopy of any of the following: ✓ Naturalization Certificate or Oath of Allegiance ✓ Affidavit of Election ✓ Valid identification cards issued by the Bureau of Immigration (BI) | | <ul style="list-style-type: none"> ✓ Bureau of Immigration (BI) ✓ COMELEC ✓ Bureau of Immigration (BI) | | |
|--|--|---|-----------------|------------------------|
| <i>Additional requirements if filer is other than the applicant</i> <ul style="list-style-type: none"> ✓ Authorization letter from the owner ✓ Valid ID of the authorized representative | | <ul style="list-style-type: none"> ✓ Applicant | | |
| <i>For Renewal Application</i> <ul style="list-style-type: none"> ✓ Same requirements as that for new application ✓ Submission of original copy of Certificate of BN Registration or Affidavit of loss | | <ul style="list-style-type: none"> ✓ Applicant or Notary Public | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Secure Application Form (Applicant can also download Application form from www.bnrs.dti.gov.ph) | 1. Provide BN Application Form and assist client | None | 1 minute | Frontline Desk Officer |
| 2. Submit duly accomplished Application Form together with supporting documents | 2. Encode and validate the suggested business name thru the Business Name Registration Portal (BNRS) 2.1 Give client the Transaction Reference Number (TRN) for payment | None | 1-3 minutes | BN Processor |
| 3. Pay the registration fee and wait for the print out of the Certificate of Registration and other documents | 2.2. Process the online payment and wait for the documents to download 2.3 Print the downloaded documents - | 1. Registration Fees: <ul style="list-style-type: none"> ▪ Barangay 200.00 ▪ City/Municipality 500.00 ▪ Regional | 1-5 minutes | BN Processor |



| | | | | |
|---|---|---|-------------------|--------------|
| | Certificate of Registration, Official Receipts, Business Name Registration Sole Proprietorship Application Form and Undertaking | 1,000.00 ▪ National 2,000.00 2. Documentary Stamp Tax ▪ 30.00/ application | | |
| Receive the Business Name Certificate, Official Receipts, BNR Sole Proprietorship Application Form (All original documents) and signs the logbook | 2.4. Release the printed documents except the Undertaking and retains 1 copy of official receipt 2.5 Record all documents in the logbook | None | 1 minute | BN Processor |
| TOTAL | | Varies on type of Registration | 10 minutes | |

| | | | | |
|--|--|------------------|------------------|--------------|
| <i>For online transactions:</i> 1. Request for print-out of Certificate of Registration | 1. Verify the online transaction of the requesting party | None | 1 minute | BN Processor |
| 2. Pay the certification fee at the Cashier and present OR to BN Processor | 1.2 Prints the downloaded documents and release the same - Certificate of Registration, Official Receipt Business Name Registration Sole Proprietorship Application Forms, (all original documents) to the client except the Undertaking | 80.00 | 1 minute | BN Processor |
| TOTAL | | 80.00 Php | 2 minutes | |



**APPLICATION FOR TAX INCENTIVES UNDER THE REVISED 2017 COTABATO CITY
INVESTMENT INCENTIVE CODE (ORDINANCE NO. 4487 S. 2017)**

| | | |
|---|--|--|
| Office/Division: | Office of the City Mayor-Investment Promotion Division | |
| Classification: | Highly Technical | |
| Type of Transaction: | G2B – Government-to-Businesses | |
| Who may avail? | Business Owners who will operate business in Cotabato City; Existing Business Owners in Cotabato City | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| ✓ 1. Accomplished CCIB Form 101 (Duly notarized)-3 copies | | ✓ OCM-Investment Promotion Division |
| ✓ 2. a. Certificate of Business Name Registration <i>– for Single Proprietorship</i> ✓ b. 1. Certified True Copy of the Original Certificate of Registration and one (1) Certified True Copy of the company’s Articles of Partnership/Incorporation and By-Laws <i>– for Partnership or Corporation</i> b. 2. Secretary’s Certificate or Board Resolution authorizing the Partners or the Board of Directors, or any of their authorized representative as the case may be, to file the application. ✓ c. 1. A certified true copy of the Certificate of Registration from Cooperative Development Authority <i>– for Cooperatives</i> c. 2. Secretary’s Certificate or Board Resolution authorizing the Partners or the Board of Directors, or any of their authorized representative as the case may be, to file the application. ✓ d. <i>For Expansion or Diversification Projects:</i> d. 1. Copy of the enterprise annual sales performance/gross sales with corresponding tax due from the City Treasurer’s Office for the last three (3) years. d. 2. Copy of the enterprise annual real property tax assessment or tax due from the City Treasurer’s Office for the last three (3) years. | | ✓ Cotabato City Negosyo Center ✓ Securities and Exchange Commission (SEC) ✓ Cooperative Development Authority (CDA) ✓ Office of the City Treasury |
| ✓ 3. Environmental Compliance Certificate (ECC) | | ✓ DENR |
| ✓ 4. Project Feasibility Study / Report | | ✓ Applicant |



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|--------------------------------------|-----------------|--|
| 1. Submit duly accomplished CCIB Form together with the required documents | 1. Provide CCIB Form 101 2. Receiving clerk records the application in the registration book | None | 5 minutes | Receiving Clerk |
| None | 2.1. Evaluates the submitted documents for presentation to the CCIB-TWG | | Within 3 days | Supervising Trade and Industry Dev't. Specialist |
| None | 2.2. Call for a meeting of the CCIB-TWG for assessment of the granting of Incentives | None | 3 days | STIDS |
| None | 2.3 Schedule for a meeting of the Cotabato City Investment Board for the approval/disapproval of the TWG recommendations | None | 3-5 days | STIDS |
| 2. Receive notice of approval/disapproval from the CCIB-TWG | 2.4. Issuance of the notice of approval/disapproval | None | 5 minutes | STIDS |
| 3. Proceed to the City Treasurer's Office for the Payment of Fees – for approved applications 3.1 Provide Xerox copy of the Official Receipt | 2.4 Receive xerox copy of the CTO Official Receipt | Please refer to CHART A below | 5 minutes | CTO Cashier |
| None | 2.5 Prepares CCIB Registration Certificate for signature of the city Mayor | None | 1 day | STIDS |
| 4. Receive Certificate of Registration from | 2.6 Record the approved CCIB Certificate of | None | 5 minutes | Releasing Clerk |



| | | | | |
|--------------|--------------|--|---------------------------|--|
| the OCM-IPD | Registration | | | |
| TOTAL | | | 12 days 20 minutes | |

CHART A:

| CCIB Registration Fee: | |
|------------------------|-------------------------|
| <u>Project Cost</u> | <u>Filing Fee (Php)</u> |
| 3M-5M | 5,000.00 |
| 5M+-10M | 10,000.00 |
| 10M+-25M | 25,000.00 |
| 25M+-50M | 50,000.00 |
| 50M+-100M | 75,000.00 |
| 100M+-500M | 100,000.00 |
| 500M+ | 125,000.00 |

APPLICATION TO JOIN CAPDEV TRAININGS FOR MSMEs

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|--|---|--|--|
| Office/Division: | Office of the City Mayor-Investment Promotion Division | | |
| Classification: | Simple | | |
| Type of Transaction: | G2C – Government-to-Citizen | | |
| Who may avail? | Any MSME who wish to join/avail of trainings/seminars/trade fairs & exhibits conducted by the OCM-IPD | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| ✓ Duly accomplished application form | | ✓ OCM-Investment Promotion Division Cotabato City Negosyo Center | |
| Copy of any of the following certificates/documents: ✓ DTI Business Name Certificate ✓ SEC Certificate of Registration ✓ Updated Business Permit ✓ CDA Registration (for Cooperatives) ✓ DOLE Certificate of Registration ✓ f. Halal Certification | | ✓ Cotabato City Negosyo Center or any Negosyo Center ✓ Securities and Exchange Commission ✓ Local Business-One-Stop-Shop/BPLO ✓ Cooperative Dev't. Authority ✓ Department of Labor ✓ Any Halal Certifying Board | |



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-------------------|--------------------|
| Submit duly accomplished training application form with the supporting document/s <ul style="list-style-type: none">Answer questions regarding the nature of his/her business/enterprise | Provide training application form and verify submitted documents | None | 5 minutes | Business Counselor |
| Listen to orientation regarding the training/seminar to be conducted | Conduct orientation regarding the training/ seminar to be conducted | None | 5 minutes | Business Counselor |
| TOTAL | | NONE | 10 minutes | |

APPLICATION TO CONDUCT TRADE FAIRS/EXHIBITS IN PUBLIC PLACES

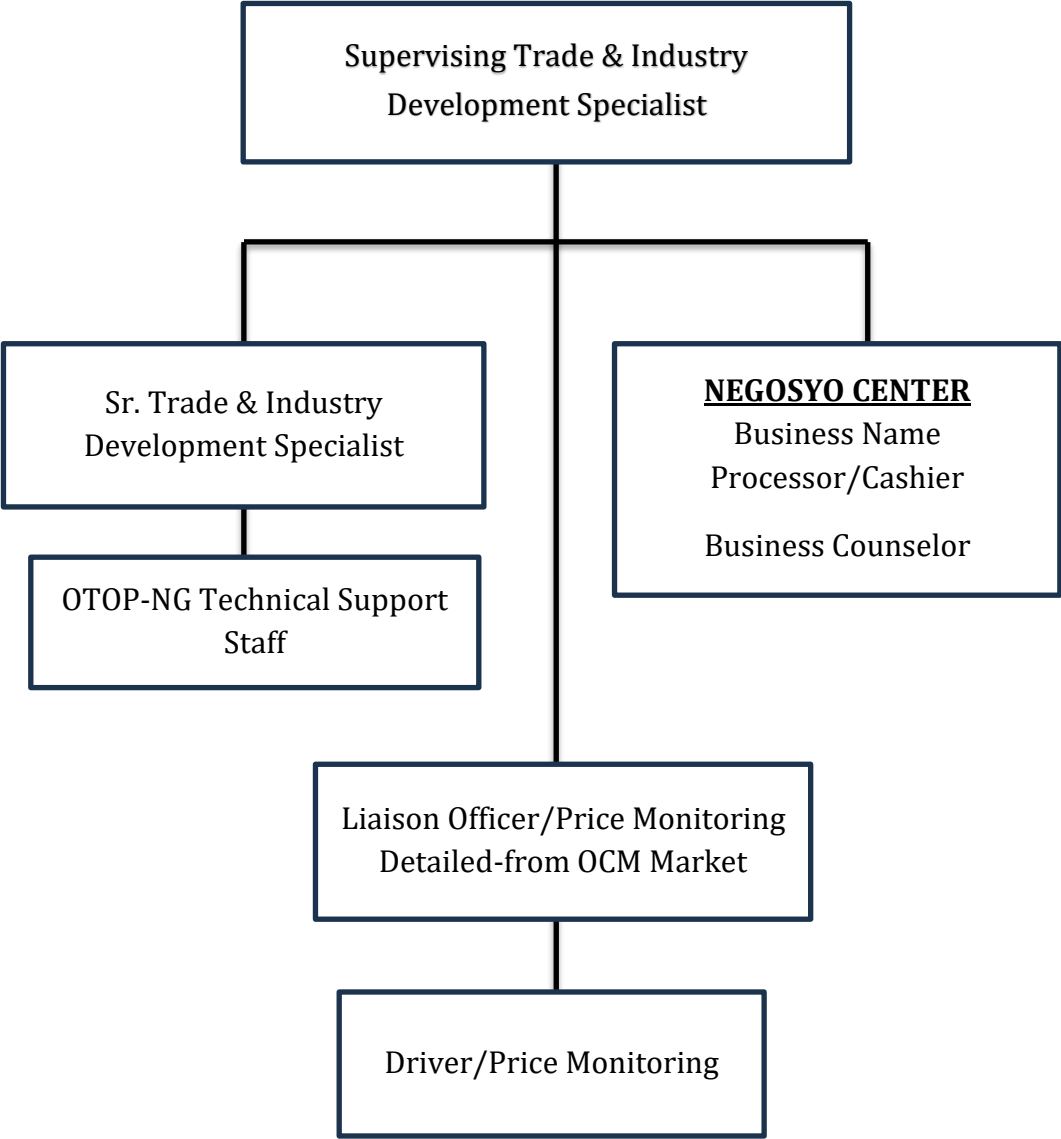
| Office/Division: | | Office of the City Mayor-Investment Promotion Division | | |
|--|---|---|-----------------|------------------------|
| Classification: | | Highly Technical | | |
| Type of Transaction: | | G2C – Government-to-Citizen | | |
| Who may avail? | | Any NGO or GA who wish to conduct a trade fair or exhibit in a public place such as the city plaza | | |
| CHECKLIST OF REQUIREMENTS | | | | WHERE TO SECURE |
| <ul style="list-style-type: none">✓ Request letter to conduct the event✓ Detailed plan of the venue, number of exhibitors and their product lines and schedule of the event | | | | ✓ Client |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit letter-request to Office of the City Mayor-Investment Promotion Division with the required documents | 1. Receiving clerk records request and stamp received. | None | 1 minute | Receiving Clerk |
| None | 1.2 Route the physical documents to the Supervising Trade and Industry Development Specialist | None | 1 minute | Receiving Clerk |



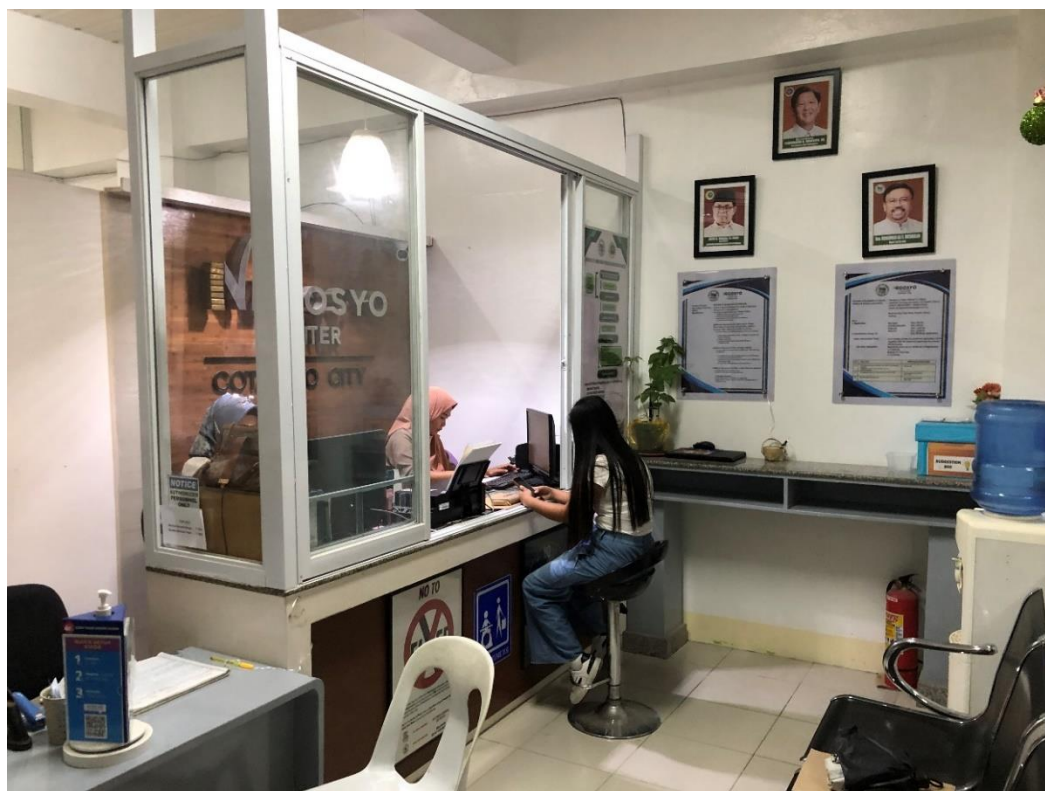
| | | | | |
|--|---|----------------------|-------------------------------|--|
| 2. Explain the nature of the proposed event | 1.3 Review and discuss with the client the specifics of the event to be conducted | None | 15 to 30 minutes | STIDS |
| None | 1.4 Route the physical documents to the Office of the City Mayor <i>* the City Mayor will approve or disapprove the request</i> 1.5 If approved, endorse to the Sangguniang Panlungsod for deliberation | None | 1 day | OCM-IPD Staff Secretary to the City Mayor |
| 3. Awaits result of Committee Hearing * client may be invited to attend the committee hearing | 1.6 Deliberate on the endorsed request during committee hearing 1.7 Deliberate on the committee's recommendation during the SP session | None | 7 to 10 days | Members of the Sangguniang Panlungsod |
| None | 1.8 Prepares the SP Resolution approving or disapproving the conduct of the event | None | 2 to 3 days | Secretary to the Sanggunian |
| 4. Receive copy of the SP Resolution | 1.9 Release copies of the Resolution to the client and to the concerned government offices/agencies | None | 1 day | Secretary to the Sanggunian |
| 5. Pay temporary business permit fee at the Cashier (City Treasurer's Office) | 1.10 Receive payment and issue Official Receipt | P1,000/per exhibitor | 1 minute | Cashier |
| TOTAL | | 1,000 Php | 15 days and 33 minutes | |



OFFICE OF THE CITY MAYOR -
INVESTMENT PROMOTION DIVISION
Organizational Chart

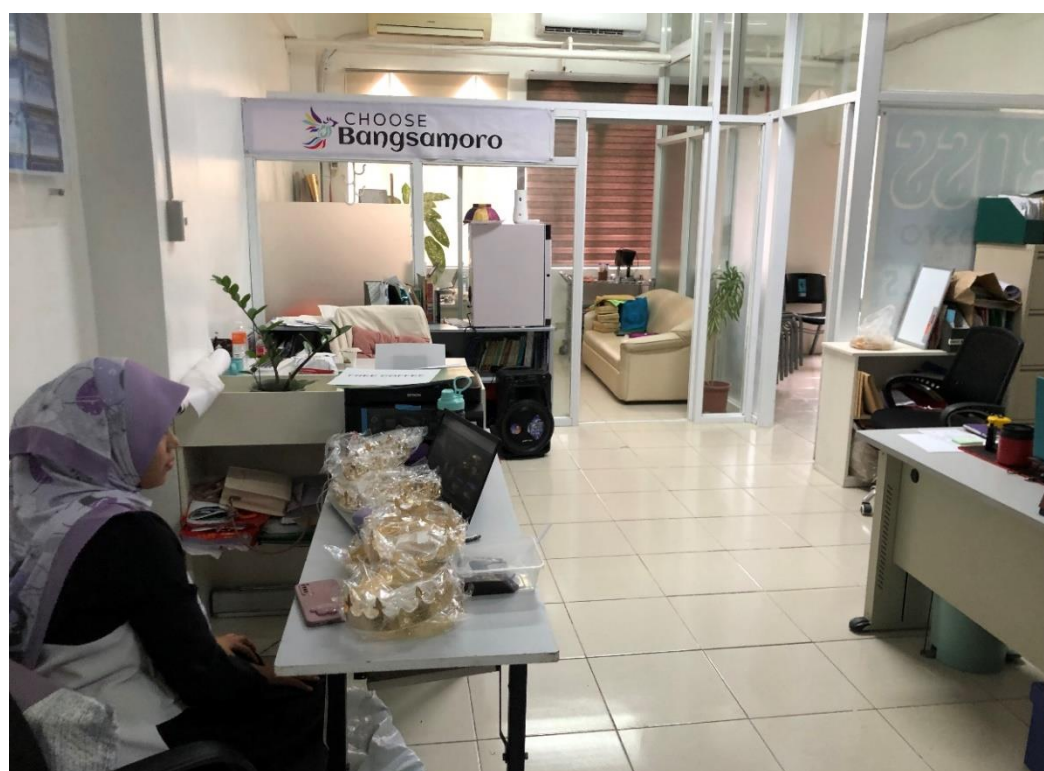


FRONT DESK



ONE TOWN ONE PRODUCT DISPLAY (SOME OF OTOP PRODUCTS)





TRAINING ROOM

