



Republic of the Philippines  
City of Naga  
**NAGA CITY INVESTMENT BOARD**

NCIB Form No. 01

**CHECKLIST OF REQUIREMENTS**

Name of Applicant/Company : \_\_\_\_\_  
 Official Representative : \_\_\_\_\_  
 Position in the Company : \_\_\_\_\_  
 Mailing Address : \_\_\_\_\_  
 Telephone Number/s : \_\_\_\_\_  
 Fax Number/s : \_\_\_\_\_  
 E-mail Address/es : \_\_\_\_\_  
 Type of Project : \_\_\_\_\_  
 Location of Project : \_\_\_\_\_

**STATUS OF ENTERPRISE**

New Firm       Existing Firm

**CLASSIFICATION OF INVESTMENT / PROJECT**

New/Proposed       Expansion/Modernization       Green Investment

**DOCUMENTS REQUIRED (2 copies each):**

- Duly Accomplished and Notarized Application Form
- Registration with the Appropriate Government Agency
  - DTI Business Name Certificate (Sole Proprietorship)
  - SEC Registration (Partnership or Corporation)
  - CDA Registration (Cooperative)
  - Mayor's Permit to Operate (Expansion Projects & Green Investments)
- If Partnership, Corporation or Cooperative, Articles of Incorporation/Partnership/Cooperation and By-Laws
- Application Letter or, in the case of partnership, corporation or cooperative, Board Resolution authorizing the application and designating an official representative to the Naga City Investment Board
- Owner, company and product profiles, if any
- Simplified Business Plan
- Application Fee in the Amount of PhP \_\_\_\_\_

RECEIVED BY : \_\_\_\_\_  
 SIGNATURE : \_\_\_\_\_  
 POSITION / DESIGNATION : \_\_\_\_\_  
 DATE AND O.R NO. : \_\_\_\_\_