



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

NCIB Form No. 09

**CHECKLIST OF REQUIREMENTS**  
(Application for Incubation)

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

**STATUS OF ENTERPRISE**

New Firm       Existing Firm

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

- Duly Accomplished and Notarized Application Form
- Registration with the Appropriate Government Agency (for existing firms)
  - DTI Business Name Certificate (Sole Proprietorship)
  - SEC Registration (Partnership or Corporation)
  - CDA Registration (Cooperative)
  - Mayor's Permit to Operate
- 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

RECEIVED BY : \_\_\_\_\_  
SIGNATURE : \_\_\_\_\_  
POSITION / DESIGNATION : \_\_\_\_\_  
DATE : \_\_\_\_\_