



Republic of the Philippines  
 Province of Isabela  
**CITY OF ILAGAN**  
**ISO 9001:2015**

**LOCAL ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTIONS  
 OFFICE (LEDIPO)**

**CHECKLIST OF REQUIREMENTS FOR REGISTRATION AND APPLICATION OF  
 INCENTIVES**

Date: \_\_\_\_\_

Company Name :			
Company Address:			
Business Permit No. :			
Type of Registration:	New: <input type="checkbox"/>	Expansion: <input type="checkbox"/>	
Total Investment Cost :			

FOR ALL APPLICATIONS		Submitted	Remarks
<b>A. REGISTRATION REQUIREMENTS</b>			
1. Three (3) copies of Duly Accomplished Application Form			
2. Board Resolution (if applicable)			
3. Copy of Project Feasibility Study of the Proposed Investment			
4. Copy of Permits/Clearances	a. Certificate of Registration (SEC/DTI/CDA)		
	b. Business Permit		
	c. Environmental Clearance (if applicable)		
	d. Other applicable permits/clearances		
<b>B. ADDITIONAL REQUIREMENT</b>			
1. Workforce (80% of employees must be residents of the City of Ilagan)	Total Number		
	Number of bonafide residents of Ilagan employed		
<b>C. REGISTRATION FEE</b>			
1. Official Receipt	OR No.:		
	Date:		
	Amount:		

Submitted by: \_\_\_\_\_  
 (Name and Signature)

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

Contact No.: \_\_\_\_\_

(DO NOT FILL-OUT. For LEDIPO only)

Received by: \_\_\_\_\_  
 (Name and Signature of Receiver)

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Checked by: **DANVER ALBERT R. ARZAGA**  
 Local Economic Development and  
 Investment Promotions Officer