



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 : _____