

*Form No.* **T-RD-APP-2C**

(+632) 249-5900 ext. 747

tez.secretariat@tieza.gov.ph tez.secretariat@gmail.com

www.tieza.gov.ph

7th Floor, Tower 1

Double Dragon Plaza

Double Dragon Meridian Park

Macapagal Avenue corner

EDSA Extension Bay Area

Pasay City 1302

**APPLICATION FORM**

**REGISTRATION OF OTHER TOURISM ENTERPRISE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Instructions: Submit this application together with the required supporting documents in six (6) sets of hard copies and soft copies to TEZ Regulation Department subject to the payment of application fee.* | | **FOR TIEZA USE ONLY** | | | | |
| **Application No.** | | | | |
| **Date Filed** | | | | |
| **Application Fee: PhP** | | | | |
| **O.R. Number** | | **Date of Payment** | | |
| **PROPONENT’S INFORMATION** | | | | | | |
| Name of the Proponent |  | | | | | |
| Address |  | | | | | |
| TIN |  | | | | | |
| Telephone No. | Fax No. | E-mail Address | | | Website | |
| **PROPONENT’S AUTHORIZED REPRESENTATIVE TO TIEZA** | | | | | | |
| Authorized Representative |  | | | | | |
| Company |  | | Position: | | | |
| Office Address |  | | | | | |
| Telephone No. | Fax No. | E-mail Address | | | | Website |
| **TYPE OF APPLICATION** | | **TYPE OF ENTERPRISE** | | | | |
| As New Tourism Enterprise Inside a TEZ | | 🞎Tourism Estate Management Facilities and Services (for TEZ Operator)  🞎Meetings, Incentives, Conventions, Events (M.I.C.E.)  🞎 Health and Wellness Service  🞎 Travel and Tours  🞎 Recreational Facilities  🞎 Others (Specify type of enterprise) \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Existing Tourism Enterprise Inside a TEZ  (Undertaking Expansion or Upgrade)  Transfer  Registration No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of Registration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

|  |  |  |
| --- | --- | --- |
| **PROJECT DETAILS** | | |
| Proposed Enterprise Name |  |  |
| Name of TEZ / Enterprise Address |  | |
| Project Investment Cost (PhP) |  | |

|  |  |  |
| --- | --- | --- |
| **EXISTING BUSINESS REGISTRATION WITH OTHER GOVERNMENT AGENCIES (if any)** | | |
| Office | Registration No. | Date Registered |
| PEZA |  |  |
| Board of Investments |  |  |
| Others, please specify |  |  |

*I give my consent, by filling the details and affixing my signature, to TIEZA, to collect and process all information requested in the application. Privacy rights under R.A. No. 10173 (or the “Data Privacy Act”) shall be exercised in accordance with this Act and its relevant rules and issuances. (TIEZA Privacy Policy:* http://tieza.gov.ph/tieza-privacy-policy/)

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature over Printed Name Date*



|  |  |  |  |
| --- | --- | --- | --- |
| **CHECKLIST OF DOCUMENTARY REQUIREMENTS** | | | |
| **DOCUMENTS** | | **PRO-FORMA** | **NUMBER OF COPIES** |
|  | 1. Duly Accomplished TIEZA Application Form (T-RD-APP-2C) | **✔** | Six (6) ring-bind copies in A4 paper and Six (6) electronic copies (CD/USB) |
|  | 1. Project Brief | **✔** |
|  | 1. DTI Business Registration /Securities and Exchange Commission’s Certificate of Registration; Articles of Incorporation and By-Laws |  |
|  | 1. Secretary’s Certificate or Board Resolution authorizing the filing with TIEZA and submission of name of a representative who will transact business with TIEZA | **✔** |
|  | 1. Endorsement Letter from TEZ Operator |  |
|  | 1. 10-Year Financial Projection | **✔** |
|  | 1. Other supporting documents/papers/clearances as may be required by the TIEZA depending upon the nature of the business and the type of business organization of the applicant, if applicable: 2. Certificate of land ownership, lease contract, rights or agreement entered into for the development of the land; 3. Detailed Engineering Design Plans preferably in A3 size; and 4. Environmental Compliance Certificate from the DENR |  |

*\*Master List of Importables (MLOI) shall be submitted and approved by TIEZA Board of Directors prior to actual importation*



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**APPLICANT’S NOTARIZED UNDERTAKING**

# In applying for TIEZA registration, the Applicant herewith makes the following undertaking:

1. That Applicant will operate on a sound and efficient basis and contribute to the objectives of the TEZ and to the development of the national economy in general.
2. That Applicant is economically, technically, and financially sound.
3. That Applicant will engage in good faith in creating a market for its products/services.
4. That Applicant will install an accounting system adequate to identify the investments, revenues, costs and profits or losses of the project covered by this application separately from the aggregate investments, revenues, costs and profits or losses of the other business activities of the applicant not registered under R.A. 9593, or establish separate entity for the project covered by this application if so required by the Authority. (Applicable only if applicant is engaged or proposes to engage in undertaking or activities in addition to the project covered by this application.)
5. That Applicant shall use domestic raw materials and supplies in preference to imported goods whenever these are available at comparable quality and price.
6. That Applicant shall submit periodic reports and other information that TIEZA may require on its activities.
7. That Applicant has read Republic Act 9593 and its Implementing Rules and Regulations, and commits to abide by the provisions thereof and amendments thereto.
8. That Applicant shall start and operate the project covered by this application upon approval of the development plan by the TIEZA Board.
9. That, if the Applicant is a corporation, its board of directors has authorized the filing of this application in accordance with the terms thereof.
10. That the Applicant has not ordered neither opened nor cause to be opened a letter of credit or entered into any contract for the importation of capital equipment for which tax exemption will be claimed, prior to its registration with the Authority. (Approval of the project brief containing a list of capital equipment proposed to be imported does not amount to an implied approval of the tax-free importation of said capital equipment; a separate application for this importation should be submitted for TIEZA approval.)
11. That, pursuant to the provisions of Sec. 3 and Sec. 14 of R.A. 3019 (Anti-Graft and Corrupt Practices Act), the Applicant has not given or promised to give and will not give any gift to any officer or employee of the Tourism Infrastructure and Enterprise Zone Authority in connection with the filing and processing of this application.
12. That based on the records of the Applicant, no Board member or TIEZA official has an investment or any other financial interest, direct or indirect, in the applicant’s enterprise.
13. That there exists no dummy relationship between the stockholders or Directors of the Applicant and any foreigner.
14. That the Applicant attests to and warrants the veracity, genuineness and authenticity of the documents submitted for purposes of its application for registration as a tourism enterprise.
15. That the documents submitted by the Applicant are obtained in good faith and through legal means, and based on factual sources and free from any misrepresentation or erroneous data.
16. That the Applicant commits to the faithful implementation of the development plan it submitted to TIEZA.

Done in the City/Province of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this \_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20 \_\_\_\_\_\_.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Affiant Designation

Republic of the Philippines )

City/Province of ) S.S.

Subscribed and sworn to before me this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_, 20 \_\_\_\_\_\_ in the City/Province of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Affiant exhibited to me his Residence Tax Certificate No. A. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issued at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on \_\_\_\_\_\_\_, 20\_\_\_\_\_\_.

Doc. No. \_\_\_\_\_\_\_\_\_\_

Page No. \_\_\_\_\_\_\_\_\_\_

Book No. \_\_\_\_\_\_\_\_\_\_

Series of \_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Notary Public

Until December 31, 20 \_\_\_\_



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**SECRETARY’S CERTIFICATE**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, of legal age, Filipino, with business address at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, swearing under oath, hereby depose and state:

That I am the duly elected Corporate Secretary of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ (the “Applicant-Company”), a domestic corporation duly organized and existing under the laws of the Republic of the Philippines with principal office at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and

That at a duly convened meeting of the Board of Directors of the Applicant Company held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the following resolutions were unanimously approved:

*“Whereas the Company wishes to apply for registration of its \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project with the Tourism Infrastructure and Enterprise Zone Authority (“TIEZA”);*

*“Now, therefore, be it resolved, as it is hereby resolved, that, the Board authorize the Company to proceed with its application for the registration of its \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project with TIEZA; and*

*“Resolved, further, as it is hereby resolved, that the Board authorizes the Company’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to be designated representative of the Company in all dealings and transactions with TIEZA in relation to the registration of the Company’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project with the TIEZA.”*

That the foregoing is a true and correct copy of the resolution appearing in the minutes of the Applicant-Company and is, as of this date, in full force and effect.

In witness whereof, I have hereunto set my hand at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Corporate Secretary

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_ 20 \_\_\_. Affiant exhibited to me his Driver’s License/Passport ID No. \_\_\_\_\_\_\_\_ issued at \_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20 \_\_\_\_\_.

Notary Public

Until December 31, 20 \_\_\_\_\_

Doc. No. \_\_\_\_\_\_\_\_\_\_

Page No. \_\_\_\_\_\_\_\_\_

Book No. \_\_\_\_\_\_\_\_\_

Series of \_\_\_\_\_\_\_\_\_

**PROJECT PLAN**

1. **PROFILE OF THE PROPONENT**
2. Company profile of the proponent containing basic data/information
3. List of completed and/or ongoing tourism-oriented projects in the last 5 years
4. List of Directors, principal officers and major stockholders

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STOCKHOLDERS** | **NATIONALITY** | **NO. OF SHARES** | **AMOUNT SUBSCRIBED (PhP)** | **AMOUNT**  **PAID UP (PhP)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL** |  |  |  |  |

1. Capital Structure

|  |  |
| --- | --- |
|  | **AMOUNT (PhP)** |
| Authorized Capital Stock |  |
| Amount Subscribed |  |
| Total paid-up capital |  |

1. **PROJECT DESCRIPTION**
2. Project Name
3. Detailed description of the Tourism Enterprise
4. Touristic value of the project
5. State the need for and purpose of the project
6. Facilities, amenities and services offered
7. **PROJECT LOCATION AND AREA**
8. Name of TEZ and size of the property to be developed as a Tourism Enterprise
9. Access to the Project Site
10. Site Development Plan and Location Map
11. **PROJECT PLAN AND COMPONENTS**
12. Detailed architectural and engineering plans
13. Perspective Drawings
14. **MANPOWER REQUIREMENT**

*(Projected female-male ratio of employee)*

* + - * + Construction Phase (Permanent and Contractual)
        + Operational Phase (Permanent and Contractual)

1. **PROJECT COST**

* Estimated Total Project Cost (detailed)

|  |  |
| --- | --- |
| **COMPONENT** | **AMOUNT (PhP)** |
| Building |  |
| Machinery and Equipment |  |
| Furniture and Fixtures |  |
| Pre-operating Expenses |  |
| Others (Please Specify) |  |
| **TOTAL** |  |

* Sources of Financing

|  |  |
| --- | --- |
| **SOURCES** | **AMOUNT (PhP)** |
| Equity |  |
| Loans |  |
| Others |  |
| **TOTAL** |  |

1. **PROJECT TIMETABLE**

|  |  |
| --- | --- |
| **ACTIVITY** | **DATE** |
| Target Date of Start of Construction |  |
| Target Date of Completion |  |
| Start of Commercial Operation |  |

1. **ECOLOGICAL CONSIDERATION**

*Proponent’s narrative discussion on the quality of design plans ensuring the sustainable development of the proposed RTE and strategies to mitigate potential negative impacts to the environment. (20%)*

* Identify strategies and mechanisms on disaster risk reduction and climate change adaptation measures through efficient use of energy resources, green technology, water preservation, reducing pollution and wastage i.e. solar power, water efficiency technologies, etc.
* Identify strategies and mechanisms on efficient environmental management such as but not limited to: solid and waste water disposal and treatment system, setbacks etc.
* Discuss other environmental mechanism initiatives of the proponent to ensure sustainable tourism development.

1. **ECONOMIC CONSIDERATION**

*The proposed tourism enterprise must open the gates for employment livelihood opportunities and must serve as an economic catalyst, in terms of amount of foreign exchange and/or direct, indirect or induced effects to local communities (20%)*

* Discuss the positive economic impacts of the proposed developments in the local and national level (e.g. impacts on the national economy: increase in tourist arrivals and employment, increase in revenues of local and national government, increased capital investments, etc. Impact on the local economy: opportunities for local businesses for the supplies of food and beverages, arts and crafts, and entertainment, employment of locals/indigenous people/persons with disabilities, etc.)
* Discuss possible negative impacts of the proposed developments to the local and national economy (e.g. increased cost of living, dependence to tourism alone, displacement of locals, etc.)
* Discuss the measures on mitigating the negative economic impacts of the project (e.g. provide better quality of employment which creates stable income of households in the community, provide training programs of livelihood apt for the industries present in the nearby communities, assist in the formation of cooperatives, etc.)
* Discuss other economic benefits of the community, local government, and the national government from the proposed tourism enterprise that will contribute to inclusive growth.

1. **COMPETITIVENESS AND LONG TERM FINANCIAL SUSTAINABILITY**

*The proposed tourism enterprise must clearly indicate and lay out the means and ways by which the project can contribute to the generation of income by the endorsing TEZ to maintain its operational and financial needs, taking into consideration the changing times as well as social, economic and political factors that could possibly affect its sustainability (20%)*

1. Marketing Plan

* Discuss the intended market positioning of the proposed RTE. Identify the RTE’s image or identity that the management wants to be perceived by the clients/market. (e.g. luxury island destination, largest indoor amusement park, etc.)
* Identify the target market (e.g. backpackers, family, millennial, etc.).
* Identify the facilities, amenities, and services to be offered with pricing.
* Discuss the marketing strategy/promotion approach such as but not limited to direct selling, print marketing, online marketing, and partnership marketing.
* Discuss medium and long-term studies on market trends, and corresponding development strategies for the proposed tourism enterprise.

1. Operations Plan

* Provide the proposed organizational structure of the RTE.
* Discuss the safety and security measures/standards that will be implemented by the RTE (e.g. installation of security cameras, provision of emergency power and fire alarms, availability of well-trained security guards, etc.)
* Discuss the crisis management plan that will be implemented for any emergency situation (e.g. tie up with local police authority for bomb threat emergency situation, there should always be a doctor on call for any illness and epidemic emergency case, conduct mock drills for earthquake and fire, etc.)
* Comply with standard requirements for primary tourism enterprises prescribed by the Department of Tourism
* Discuss other mechanisms to ensure the competitiveness and the long term financial sustainability of the proposed tourism enterprise.

1. **CULTURAL CONSIDERATION**

*The proposed project must be such that respects the local culture and boosts the people’s sense of cultural and national pride (20%)*

* Discuss RTE’s design, products, services, programs and/or activities that highlight/showcase and support local people, culture, tradition, heritage, crafts, arts, products and cuisine (e.g. local architectural design, local materials used for interior design, furniture and fixtures, performing arts/events, visual arts, sport and recreation, books and press, audio-visual/interactive media, creative services, local tourism, etc.).
* Discuss possible cultural impacts of the project to local residents, indigenous people (if any) and other stakeholders within the site and neighboring communities (e.g. cultural preservation, strengthening of local cultural value, acculturation, cultural assimilation, hybridization of culture, demonstration effect, cultural commodification, globalization, modernization, etc.)
* Discuss mitigating measures that will address negative cultural impacts (e.g. promotion of local products, employment of indigenous people, formulation of policies to protect local culture, etc.)
* Discuss other mechanisms that will enhance the cultural awareness and preservation in the host location of the proposed tourism enterprise.

1. **COMMUNITY & STAKEHOLDER ACCEPTABILITY**

*The success of TEZs relies highly on the support and acceptance of developments by the stakeholders (20%)*

* Discuss programs, policies, design consideration, employment or any information that are in support or in consideration with Gender and Development, Person with Disabilities and other marginalized sector of the community (e.g. PWD-friendly designs, equal distribution of men and women employees, gender-sensitive toilets, breastfeeding stations, etc.)
* Discuss possible social impacts of the project within the site and the surrounding communities (collectivism, empowerment of local residents, enhancement of skills, changes in value system/moral conducts, etc.)
* Discuss mitigating measures to address negative social impacts (e.g. employment of local residents, conduct trainings for local residents/employees, CSR activities, activities/programs involving stakeholders, formulation of policies to address stakeholders’ concerns, etc.)
* Discuss other efforts and programs that will show the acceptance of the community and its stakeholders on the proposed tourism enterprise.