

PROCESSING OF APPLICATION FOR ISSUANCE OF CERTIFICATE OF START OF BUSINESS OPERATIONS (SBO)

Applicants

· **Registered TEMFS, RTE or their duly-authorized representative**

Requirements to be presented

- Notarized Certification on the date of actual start of business operations signed by the Registered Tourism Enterprise (RTE)'s highest official to be submitted to TIEZA within seven (7) days from date of actual start of business operations
- Copy of Registration Agreement
- Certified True Copy of first issued BIR Official Receipt
- Authorization letter for company representative to pick-up Certificate of SBO
- Letter request

Note:

- The Certificate of SBO shall only be applied once

Availability of Service

Monday to Thursday, 8:00 am to 4:00 pm

Processing Time

3 Days (Under normal circumstances)

HOW TO AVAIL OF SERVICE

Step	Applicant	Agency Action	Office/Person Responsible	Processing Time	Fees, if applicable	Form/s Used
1	Submits notarized certification of Start of Business Operations together with supporting document	Checks the completeness of the request, certification, and requirements	TEZ Frontline Office trunk line (02) 8249-5900 loc. 754	15 minutes		Application Form for Certification of Start of Business Operations
2	Pays the processing fee and submits the deposit slip either through TEZ Frontline Office or electronically	Accepts duly accomplished and notarized certification with necessary attachments, prepares and forwards Authority to Accept Payment (ATAP) to Treasury	TEZ Frontline Office trunk line (02) 8249-5900 loc. 754	15 minutes	Php 600.00	Authority to Accept Payment (ATAP)
3		Endorses request and documentary requirements to Incentives Administration Division	TEZ Frontline Office trunk line (02) 8249-5900 loc. 754	5 minutes		

4		Evaluates application by checking completeness and correctness of the applied SBO Drafts Certificate of SBO	Enterprise Services Specialist <i>Incentives Administration Division</i> trunk line (02) 8249-5900 loc. 726	1 hour		
5		Validates correctness of the applied SBO Submits Recommendation Report and prepares memo to ACOO	Sr. Enterprise Services Specialist / Enterprise Services Supervisor / Enterprise Services Chief <i>Incentives Administration Division</i> trunk line (02) 8249-5900 loc. 726	1 hour		
6		Approves Recommendation Report, reviews Memo to ACOO and the draft Certificate of SBO	Manager <i>Incentives Administration Division</i> trunk line (02) 8249-5900 loc. 726	30 minutes		
7		Signs the Memo to ACOO and forwards the draft Certificate of SBO	Manager <i>TEZ Regulation Department</i>	30 minutes		

			trunk line (02) 8249-5900 loc. 722			
8		Affixes signature in the Certificate of SBO	ACOO <i>TEZ</i> <i>Management Sector</i> trunk line (02) 8249-5900 loc. 724	30 minutes		
9		Forwards signed Certificate of SBO to TEZ Frontline Office	Office of the ACOO <i>TEZ</i> <i>Management Sector</i> trunk line (02) 8249-5900 loc. 724	5 minutes		
10	Receives the copy of the Certificate of SBO	Releases the Certificate of SBO Forwards the received copy of Certificate of SBO to Incentives Administration Division	TEZ Frontline Office trunk line (02) 8249-5900 loc. 754	5 minutes		Certificate of SBO

END OF PROCESS

For comments and feedback, you may reach us via e-mail at cart@tieza.gov.ph or through our trunk line (02) 8249-5900 loc. 754