

CITY TOURISM OPERATIONS OFFICE

DOOR # 8, MAGSAYSAY PARK COMPLEX, DAVAO CITY

TELEPHONE NOS. 222-1956 TO 58

PROCESSING GUIDE FOR LICENSING OF TOURISM RELATED ESTABLISHMENT

- [] 1. Application Form duly **accomplished** and **notarized**.
- [] 2. For corporation or partnership, photocopy of the **Articles of Incorporation/ Partnership and its By-Laws: DTI Business Name Certificate** for single proprietorship (not applicable for lic. renewal unless there are amendments).
- [] 3. **List of** managerial and rank & file **employees** with their respective **position, citizenship** and **home address** (w/ house no. & type written on a separate sheet).

Note: * Assessment of payment shall be determined by the City Tourism Office upon Evaluation.

* All documents stated above shall be photocopied for submission to the City Tourism Operations Office. (include regulatory fee payment receipt)

* Bring original documents for reference and verification.