

## **CITY TOURISM OPERATIONS OFFICE**

DOOR # 8, MAGSAYSAY PARK COMPLEX, DAVAO CITY

TELEPHONE NOS. 222-1956 TO 58

### **PROCESSING GUIDE FOR LICENSING OF BOUTIQUES/ SOUVENIR SHOPS/ GIFT SHOPS**

- [ ] 1. Application Form duly **accomplished** and **notarized**.
- [ ] 2. For corporation or partnership, photocopy of the **Artices 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).
- [ ] 4. Price list of items for sale and other services offered.

Note:

- \* 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.