

## **CITY TOURISM OPERATIONS OFFICE**

DOOR # 8, MAGSAYSAY PARK COMPLEX, DAVAO CITY

TELEPHONE NOS. 222-1956 TO 58

### **PROCESSING GUIDE FOR LICENSING OF RESORTS**

- [ ] 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** ( with house no. & type written on a separate sheet).
- [ ] 4. List of all sports/ recreational facilities and other services offered, room rates, and price list of all food and beverages.
- [ ] 5. **Comprehensive General Liability Insurance** for guests in the amount of not less than the following;

Class "AAA"	Php	100,000.00
Class "AA"		50,000.00
Class "A"		20,000.00
"Special Interest"		20,000.00

Validity period of insurance should be coterminous to the expiration of Business Permit. (Period of insurance should **end exactly** on **December 31** of the current year)

- 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.