

CITY TOURISM OPERATIONS OFFICE

DOOR # 8, MAGSAYSAY PARK COMPLEX, DAVAO CITY

TELEPHONE NOS. 222-1956 TO 58

PROCESSING GUIDE FOR LICENSING OF TOURIST INNS/ APARTELS/ LODGING HOUSES

- [] 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** all the names of **officials and employees** with their respective **position, citizenship** and **home address** (w/ house no. & type written on a separate sheet).
- [] 4. For alien personnel, valid visa from the Commission on Immigration and Deportation and labor permit from the Department of Labor and Employment.
- [] 5. Comprehensive General Liability Insurance for guests in the amount of not Less than Php 50,000.00. Period of insurance should be **coterminous with the Business Permit** (period of insurance should **end exactly Dec. 31** of the current year)
- [] 6. List of current room rates.

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.