

CITY TOURISM OPERATIONS OFFICE

DOOR # 8, MAGSAYSAY PARK COMPLEX, DAVAO CITY

TELEPHONE NOS. 222-1956 TO 58

PROCESSING GUIDE FOR LICENSING OF HOTELS

- [] 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. Resolution of the Board of Directors of the Corporation authorizing the filling of application and designating the person authorized to sign and act for, on its behalf and transact business with the office.
- [] 4. **List of** managerial and rank & file **employees** with their respective **position, citizenship** and **home address** (w/ house no. & type written on a separate sheet).
- [] 5. List of all foreign nationals indicating their citizenship, foreign & local address, positions, dates when they assumed such position and status of stay. Submit employment contract, bio-data, valid visa from Bureau of Immigration and Deportation (ICR for native born/ resident aliens and visa for pre-arranged employees) and permit from Department of Labor and Employment (alien employment Permits for non-residents) Submit documents of resident aliens only once.
- [] 6. **Comprehensive General Liability Insurance** for guests in the amount of not Less than Php 50,000.00 , according to category;

Deluxe	Php 100,000.00
First Class	100,000.00
Standard	50,000.00
Economy	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)
- [] 7. Food and beverages price list and 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.