

CITY TOURISM OPERATIONS OFFICE

DOOR # 8, MAGSAYSAY PARK COMPLEX, DAVAO CITY

TELEPHONE NOS. 222-1956 TO 58

PROCESSING REQUIREMENTS FOR PROFESSIONAL CONGRESS ORGANIZER

- [] 1. Application Form duly **accomplished** and **notarized**.
- [] 2. For corporation or partnership, photocopy of the Registered Articles of Incorporation/ Partnership and its by-laws, showing a paid-up Capitalization of Php 500,000.00 for corporation and Php 100,000.00 capitalization for Partnership. For single proprietorship, Business Name Registration Certificate and Php 500,000.00 capitalization supported by a **bank certification**.
- [] 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. Latest Income Tax Returns and Audited Financial Statements for the preceding taxable year.
- [] 5. **Surety Bond** in the amount of Php 100,000.00 issued by a duly licensed Insurance or Bonding company in favor of the City Government of Davao to answer for any liability resulting from or incurred in the course of the business operations of such PCO in accordance with the findings and resolution of the Department which shall be valid for a period of one (1) year from the date of issuance of the licence.
- [] 6. Proof that the applicant has successfully organized and managed, promoted, and/ or arranged in the past two (2) years, at least five (5) national and/ or inter-National conventions (proof shall consist of written testimonials from the Presidents or Chairmen of the events claimed to have been handled.
- [] 7. Resolution of the Board of Directors of the Corporation designating the person authorized to sign and act for on its behalf and transact business with the Office. For single proprietorship or partnership, a letter of authority from the owner/ partners.
- [] 8. Documents of the Congress Manager/ officer to prove that he/ she is a Filipino Citizen, a degree holder in Management or document to prove that the Congress Manager has supervisory experience in congress management for at least two (2) years and NBI clearance valid for one (1) year from the date of issuance.

- 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.