

## **CITY TOURISM OPERATIONS OFFICE**

DOOR # 8, MAGSAYSAY PARK COMPLEX, DAVAO CITY

TELEPHONE NOS. 222-1956 TO 58

### **PROCESSING GUIDE FOR TRAVEL AND TOUR AGENCY ( Renewal )**

- [ ] 1. Application Form duly accomplished and notarized.
- [ ] 2. Application for permit to work as general manager with two (2) pcs. 1x1 picture. ( **for new General Manager** )
- [ ] 3. **Current NBI Clearance** of **General Manager**.
- [ ] 4. **List of employees**, complete home address and citizenship. Include notarized certification that the said employees are without criminal record.
- [ ] 5. For alien officials, valid visa from the Bureau of Immigration ( I.C.R. for native born resident aliens and a visa for pre-arranged employees) and permit from the Department of Labor and Employment for non-residents.
- [ ] 6. Resolution of the Board of Directors of the Corporation authorizing the continuation of the travel and tour business and designating the person authorized to sign and act for and on its behalf and transact business with the Office.
- [ ] 7. **Current appointments** of the agency as an agent of at least **three (3)** International airlines operating in the Philippines ( not applicable to agencies with permanent appointments).
- [ ] 8. Articles of Incorporation or articles of partnership and its by-laws ( applicable only if there are revisions).
- [ ] 9. **Business Name Registration** from the Department of Trade and Industry ( photocopy with original exhibited for verification). ( applicable only if business name is changed).
- [ ] 10. **Original** copy of **previous license**.
- [ ] 11. **Contract of lease** for the office space occupied.

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.  
\* Failure to renew license will be subjected to a penalty of Php 10,000.00 per year.