

CITY TOURISM OPERATIONS OFFICE

DOOR # 8, MAGSAYSAY PARK COMPLEX, DAVAO CITY

TELEPHONE NOS. 222-1956 TO 58

PROCESSING GUIDE FOR TRAVEL AND TOUR AGENCY (BRANCH OFFICE)

- [] 1. Application Form duly **accomplished** and **notarized**.
- [] 2. Prior approval of the establishment of branch office.
- [] 3. Application for permit to work of general manager with 2 pcs. 1x1 ID picture.
- [] 4. Resolution of the Board of Directors of the Corporation approving the establishment or renewal of the branch and designating the person authorized to sign and act for on its behalf and transact business with the office.
- [] 5. Affidavit executed by the general manager of main office acknowledging the operations and certifies that it is not managed nor operated by persons/ entities other than the duly accredited employee or officers of the main office.
- [] 6. List of personnel and their respective designation, citizenship, home address. **certified** by the general manager of the main office, that they are without criminal record and **notarized**.
- [] 7. **Current NBI clearance** of the General Manager.
- [] 8. **Contract of Lease** of office space occupied or sworn statement by the lessor that the said agency is a lessee thereof.

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.