



Republic of the Philippines
Province of Ilocos Norte
ILOCOS NORTE TRADE AND INVESTMENT PROMOTION CENTER (INvest Office)

INVESTMENT INCENTIVES APPLICATION FORM

The Provincial Investment Board require the following information in order to process and evaluate an application for incentives whereas this application does not guarantee an incentive grant until it is reviewed and approved by the board.

The Applicant acknowledges that the Provincial Government of Ilocos Norte is governmental body subject to the Data Privacy Act of 2012 and thus may be required to release information in accordance with the data privacy act. Any information the Applicant considers to be proprietary, trade secret, or otherwise confidential in its application or other information furnished to the Provincial Investment Board to facilitate the procedures for notice to third party under the data privacy act should be marked and noted.

SECTION A. COMPANY CONTACT INFORMATION

1. Name of the Company: _____
2. Type of Enterprise: New Enterprise Existing Enterprise
3. Main Office Address: _____
City/Town: _____ Country: _____ Zip: _____
4. Name of Contact Person: _____
Phone: _____ Email: _____
5. Ownership: Private Public Public-Private Partnership
6. Category of Business Ownership: Ilokano Owned Filipino Owned Foreign Owned
7. Business Structure: Sole Proprietor Partnership Corporation
 Cooperative Others, please specify: _____

SECTION B. PROPOSED PROJECT DETAILS

8. Proposed Location Address: _____
City/Town: _____ Country: _____ Zip: _____
9. Building: New Construction Expansion Improvements
10. Acquisition: Purchased Leased
11. If applicable, indicate date of acquisition: _____
12. Specify Investment Areas: Tourism Creatives Renewable Energies
 Agriculture Mining
 Manufacturing Others
 Services
- If others, please specify: _____
13. List other communities considered for this project: _____
14. Has the company previously received incentives? Yes No

SECTION C. JOB WAGE AND BENEFITS INFORMATION

15. Provide number of **FULL-TIME** jobs, with hourly wage/salary, to be created or retained. (Fringe benefits are not to be concluded in these calculations.) Include current employment number if applicable. **Attach additional sheets if necessary.**

Title or Occupation Code	Number of Employees	Hourly wage per employee	Annual Salary
16. Provide number of **PART-TIME** jobs, with hourly wage/salary, to be created or retained. (Fringe benefits are not to be concluded in these calculations.) Include current employment number if applicable. **Attach additional sheets if necessary.**

Title or Occupation Code	Number of Employees	Hourly wage per employee	Annual Salary

17. Total company workforce (global / national workforce): _____
18. If available, include the expected number of construction jobs: _____
19. Total local jobs to be created (part-time, full-time, construction): _____
20. Provide total annual payroll years 1-5, as required, **excluding** benefits:

	Year 1 (202_)	Year 2 (202_)	Year 3 (202_)	Year 4 (202_)	Year 5 (202_)
Existing jobs					
New jobs					
Total Annual Payroll					

21. What percentage of health care benefits is covered by the employer: _____%

SECTION D. INVESTMENT INFORMATION

22. Total peso investment for the proposed project:

Real Property	
Land	P
Existing Building Improvements	P
New Building Improvements/Construction	P
(a) Total	P
Personal Property	
Equipment	P
Computers	P
Machinery	P
Furniture and Fixtures	P
(b) Total	P
GRAND TOTAL (a+b)	P

(you can use separate sheet or presentation for total investment)

23. Please provide yearly investment breakdown:

Capital Investment	
Year 1 (202_)	P
Year 2 (202_)	P
Year 3 (202_)	P
Year 4 (202_)	P
Year 5 (202_)	P
Training Investment	
Year 1 (202_)	P
Year 2 (202_)	P
Year 3 (202_)	P
Year 4 (202_)	P
Year 5 (202_)	P

SECTION E. ADDITIONAL COMPANY INFORMATION

24. Please include the following attachments:

- Letter of Intent
- Three (3) copies of duly completed application form
- Three (3) certified true copies of the Business Plan for the Proposed Investment, Expansion, or Diversification
- Three (3) certified true copies of Certificate of Registration issued by SEC, DTI, BOI or CDA, as the case maybe
- Photocopy of Article of Incorporation and By-Laws if applicable
- Document(s) showing that the project (new or expansion) cost is not less than P5 million for Ilocano investors, P10 million for Filipino investors, and P20 million for business with foreign investment
- For existing enterprises, a copy of the latest Audited Financial Statement with Notes to Financial Statements
- For corporate type of ownership, a board resolution authorizing the person to file the application
- List of directors and other principal officers in their respective nationalities and current addresses certified by the Corporate Secretary or list of officers for single proprietorship as certified by the owner – applicant
- Bank Certificate with actual deposit of the required amount of investment
- Environmental Clearance and Certification on Non-Coverage
- All licenses, permits, clearances, and similar documents as required by law and the Board

SECTION F. CERTIFICATION

I hereby certify that I am familiar with the provisions contained in The Revised Ilocos Norte Investment Code of 2021. I also certify that I am authorized to sign this application and that the information provided here is true and correct, and that knowingly providing false information may result in voiding this application and termination of any incentive agreement.

Name: _____ Title: _____
Signature: _____ Date: _____

Submit the following application and additional documents (i.e. Section E) to:

ILOCOS NORTE TRADE AND INVESTMENT PROMOTIONS CENTER (INvest Office)
Office Address: Provincial Capitol, Brgy. 10, J.P. Rizal Street Laoag City 2900, Philippines
Tel. No: (077) 772-1212 loc. 112 / CP No: 09686821720
Email: invest.ilocosnorteph@gmail.com / Website: www.ilocosnorte.gov.ph / Facebook: Invest Ilocos Norte