

CHECKLIST

- Letter of intent
- BIEPC Form No. 01
- BIEPC Form No. 02
- Terms and Conditions
- The following documentary requirements depending on the type of business:

A. SINGLE PROPRIETORSHIP

- Copy of Business Name Registration issued by the Department of Trade and Industry (DTI);
- Mayor's Permit and Barangay Clearance
- Copy of Audited Financial Statement (if existing)
- Environmental Compliance Certificate (ECC) or Certificate of Non- Coverage or Certificate of Exemption, if applicable
- Project profile or brief
- Project study indicating the financial viability, socio-economic and environment impact of the project and;
- Other documentary requirements as may be indicated in the application guidelines.

B. FOR PARTNERSHIP/CORPORATION

- Copy of the Articles of Incorporation;
- Certified true copy of its Certificate of Registration issued by the Securities and Exchange Commission (SEC)
- Resolution of the applicant's Board of Directors, in case of a corporation authorizing the filing application;
- Copy of Audited Financial Statement (if existing)
- Environmental Compliance Certificate (ECC) or Certificate of Non- Coverage or Certificate of Exemption, if applicable
- Project profile or brief
- Project feasibility study/report and supporting documents indicating environment and social acceptability, among others, including compliance with existing laws, ordinances and guidelines; and,
- Other documentary requirements as may be indicated in the application guidelines.

C. FOR COOPERATIVES

- Copy of the Articles of Cooperation and By-Laws approved by the Cooperative Development Authority (CDA);
- Certified true copy of the Certificate of Registration issued by the Cooperative Development Authority (CDA);
- Authority from the Board of Directors to file the application;
- Mayor's Permit and Barangay Clearance;
- Project study of the proposed investment indicating the financial viability and the socio-economic and environmental impact of the project.

3. Official Receipt from Provincial Treasurers Office.

 Please submit in four copies each