



# 1. ISSUANCE OF TOURISM CERTIFICATE OF REGISTRATION

## **PAGBIBIGAY NG TOURISM CERTIFICATE OF REGISTRATION**

The Tourism Certificate of Registration is issued to tourism enterprises that submitted the minimum requirements and paid the corresponding registration fee. The certification contains basic information about the tourism enterprises and certifies that the enterprises is registered with QC Tourism Department.

*Ang Tourism Certificate of Registration ay ibinibigay sa mga negosyo ng turismo na nakapagpasa ng mga minimum na kahingian at nakapagbayad ng kaukulang fee. Naglalaman ang sertipikasyon ng mga pangunahing impormasyon tungkol sa negosyo ng turismo at pinatutunayang nakarehistro sa Kagawaran ng Turismo ng QC.*

<b>Office/Department:</b> <i>Opisina/Departamento</i>	Q.C. Tourism Department <i>Kagawaran ng Turismo ng Lungsod Quezon</i>
<b>Classification:</b> <i>Klasipikasyon:</i>	Complex <i>Complex</i>
<b>Type of Transaction:</b> <i>Uri ng Transaksiyon:</i>	G2B – Government to Business Entity <i>G2B – Gobyerno sa Entidad Pangnegosyo</i>
<b>Who May Avail:</b> <i>Sino ang maaaring makakuha:</i>	QC Tourism Enterprises Owners/Operators <i>Mga May-ari/Operator ng mga Negosyo ng Turismo sa QC</i>
<b>CHECKLIST OF REQUIREMENTS</b> <i>TSEKLIST NG MGA KAHINGIAN</i>	<b>WHERE TO SECURE</b> <i>SAAN MAKUKUHA</i>
<b>A. For New Applicant-Tourism Enterprises (As submitted to BPLD)</b> <i>Para sa mga Bagong Aplikant-Mga negosyo ng Turismo (Gaya ng isinumite sa BPLD)</i>	
Unified Business Permit Application Form (1 photocopy, present original copy/ecopy ) <i>Unified Business Permit Application Form (1 photocopy, kasalukuyang orihinal na kopya/ecopy)</i>	Business Permits and Licensing Dept., QC Hall <i>Departamento ng Permit ng Negosyo at Paglilisensiya, QC Hall</i>
Department of Trade and Industry/ Securities and Exchange Commission Registration (1 photocopy, present original copy/ecopy) <i>Kagawaran ng Kalakalan at Industriya (DTI)/Komisyon sa mga Panagot at Palitan (SEC)</i>	Department of Trade and Industry / Securities and Exchange Commission <i>Kagawaran ng Kalakalan at Industriya/Komisyon sa mga Panagot at Palitan (SEC)</i>



<p><i>(1 photocopy, kasalukuyang orihinal na kopya/ecopy)</i></p>	
<p>Barangay Clearance          (1 photocopy, present original copy/ecopy)  <i>Barangay Clearance          (1 photocopy, kasalukuyang orihinal na kopya/ecopy)</i></p>	<p>Barangay Hall where the business address is located  <i>Barangay Hall kung saan matatagpuan ang adres ng negosyo</i></p>
<p>Tax Bill and Official Receipt for the Current Year that includes Tourism Registration Fee          (1 photocopy, present original copy/ecopy)  <i>Tax Bill at Opisyal na Resibo para sa Kasalukuyang Taon na kasama ang Tourism Registration Fee          (1 photocopy, kasalukuyang orihinal na kopya/ecopy)</i></p>	<p>QC Treasurer's Department          Assessment Windows and Cashier  <i>QC Treasurer's Department          Assessment Windows and Cashier</i></p>

<p><b>Additional Requirement for Travel Agency Only</b>          Surety Bond (1 Original Copy)          (Insurance Coverage: P500,000.00)  <i>Dagdag na Kahingian para sa mga Travel Agency lamang          Surety Bond (1 Orihinal na Kopya)          (Insurance Coverage: P500,000.00)</i></p>	<p>Bonding Agencies/Companies  <i>Bonding Agencies/Companies</i></p>
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<b>B. For Renewal of Certificate of Registration – Tourism Enterprises (As submitted to BPLD)</b> <i>Para sa Renewal ng Certificate of Registration – Mga Establisimyento ng Turismo (Gaya ng isinumite sa BPLD)</i>	
Unified Business Permit Application Form (1 photocopy, present original copy/ecopy ) <i>Unified Business Permit Application Form (1 photocopy, kasalukuyang orihinal na kopya/ecopy)</i>	Business Permits and Licensing Dept., QC Hall <i>Departamento ng Permit ng Negosyo at Paglilisensiya, QC Hall</i>
Current/Previous Business Permit (1 photocopy, present original copy/ecopy) <i>Kasalukuyan/Dating Business Permit (1 photocopy, kasalukuyang orihinal na kopya/ecopy)</i>	Business Permits and Licensing Dept., QC Hall <i>Departamento ng Permit ng Negosyo at Paglilisensiya, QC Hall</i>
Tax Bill and Official Receipt for the Current Year that includes Tourism Registration Fee (1 photocopy, present original copy/ecopy) <i>Tax Bill at Opisyal na Resibo para sa Kasalukuyang Taon na kasama ang Tourism Registration Fee (1 photocopy, kasalukuyang orihinal na kopya/ecopy)</i>	QC Treasurer's Department Assessment Windows and Cashier <i>QC Treasurer's Department Assessment Windows and Cashier</i>
<b>Additional Requirement for Travel Agency Only</b>	
Surety Bond (1 Original Copy) (Insurance Coverage: P500,000.00) <i>Dagdag na Kahingian para sa mga Travel Agency Surety Bond (1 Orihinal na Kopya) (Insurance Coverage: P500,000.00)</i>	Bonding Agencies/Companies <i>Bonding Agencies/Companies</i>



<b>CLIENT STEPS</b> <b>MGA GAGAWIN</b> <b>NG KLIYENTE</b>	<b>AGENCY ACTION</b> <b>MGA AKSIYON</b> <b>NG AHENSIYA</b>	<b>FEES TO BE PAID</b> <b>MGA</b> <b>BABAYARAN</b>	<b>PROCESSING TIME</b> <b>PANAHO</b> <b>N NG</b> <b>PAGPRO</b> <b>SESO</b>	<b>PERSON RESPONSIBLE</b> <b>NAKATAGLAGAN</b> <b>TAUHAN</b>
<p>1. Log on to <a href="https://qceservices.quezoncity.gov.ph/bpld/">https://qceservices.quezoncity.gov.ph/bpld/</a> and submit the accomplished Unified Business Permit Application Form online together with the necessary supporting documents, depending on your application type.</p> <p><i>Mag-log on sa <a href="https://qceservices.quezoncity.gov.ph/bpld/">https://qceservices.quezoncity.gov.ph/bpld/</a> at isumite ang sinagutang Unified Business Permit Application Form nang online, kasama ang mga kinakailangang dokumentong pansuporta, depende sa uri ng iyong aplikasyon.</i></p>	<p>The BPLD forwards the same to the ancillary departments and evaluate completeness of requirements.</p> <p><i>Ipapasa ng BPLD ang parehong dokumento sa mga kaukulang tanggapan at susuriin ang pagiging kompleto ng mga kahingian.</i></p>	<p>None <i>Wala</i></p>	<p>10 minutes <i>10 minuto</i></p>	<p><i>Tourism Receptionist/ Tourism Assistant (Tourism Services Division)</i></p> <p><i>Tourism Receptionist/ Tourism Assistant (Dibisyon ng mga Serbisyong Panturismo)</i></p>



<b>CLIENT STEPS</b> <b>MGA GAGAWIN</b> <b>NG KLIYENTE</b>	<b>AGENCY ACTION</b> <b>MGA AKSIYON</b> <b>NG AHENSIYA</b>	<b>FEES TO BE PAID</b> <b>MGA BABAYARAN</b>	<b>PROCESsing TIME</b> <b>PANAHO N NG PAGPROSES</b>	<b>PERSON RESPONSIBLE</b> <b>NAKATALAGANG TAUHAN</b>
2. Wait for email reply.  <i>Hintayin ang tugon sa email.</i>	Acknowledge receipt of complete documents/ application or ask for lacking document through email  <i>Ipababatid sa pamamagitan ng email ang pagkakatanggap ng mga kompletong dokumento/aplikasyon o hihingin ang mga kulang na dokumento.</i>	None <i>Wala</i>	10 minutes <i>10 minuto</i>	<i>Tourism Receptionist/ Tourism Assistant (Tourism Services Division)</i>  <i>Tourism Receptionist/ Tourism Assistant (Dibisyon ng mga Serbisyong Panturismo)</i>
3. Wait for email on details of release of Certificate of Registration  <i>Hintayin sa email ang mga detalye ng pagpapalabas ng Certificate of Registration</i>	Process the application for Tourism Certificate of Registration/ (may conduct inspection of enterprise and/or verification of submitted records)  <i>Ipoproseso ang aplikasyon para Sertipiko ng Tourism Certificate of Registration/ (maaaring magsagawa ng inspeksiyon ng establisimyento</i>	None <i>Wala</i>	4 days and 7 hours  <i>4 na araw at 7 oras</i>	<i>Tourism Assistant, Tourism Officer and Division Head (Tourism Services Division)</i>  <i>Tourism Assistant, Tourism Officer, at Puno ng Dibisyon (Dibisyon ng mga Serbisyong Panturismo)</i>



	<p><i>at/o beripikasyon ng mga isinumiteng rekord)</i></p>			
	<p>Approve/sign the requested Certificate of Registration</p> <p><i>Aaprobahan/ lalagdaan ang hiniling na Certificate of Registration</i></p>	<p>None <i>Wala</i></p>	<p>1 day <i>1 araw</i></p>	<p><i>City Mayor, Department Head and Division Head (Tourism Services Division)</i></p> <p><i>Alkalde ng Lungsod, Puno ng Departament o, at Puno ng Dibisyon (Dibisyon ng mga Serbisyong Panturismo)</i></p>
	<p>Email/text message the client that Tourism Certificate of Registration is ready for pick-up or can be endorse to BPLD for door to door delivery.</p> <p><i>Mag email/ magpadala ng mensahe sa kliyente na ang Tourism Certificate of registration ay maari ng kunin o maaring i-endorso sa BPLD para sa door to door na paghatid</i></p>	<p>None <i>Wala</i></p>	<p>30 minutes <i>30 minuto</i></p>	<p><i>Tourism Receptionist, Tourism Assistant, (Tourism Services Division)</i></p> <p><i>Tourism Receptionist / Kawaksing Panturismo (Dibisyon ng mga Serbisyong Panturismo)</i></p>



<b>CLIENT STEPS</b> <b>MGA GAGAWIN</b> <b>NG KLIYENTE</b>	<b>AGENCY ACTION</b> <b>MGA AKSIYON</b> <b>NG AHENSIYA</b>	<b>FEES TO BE PAID</b> <b>MGA BABA YARAN</b>	<b>PROCESsing TIME</b> <b>PANAHOON NG PAGPROSES</b>	<b>PERSON RESPONSIBLE</b> <b>NAKATALAGANG TAUHAN</b>
4. Inform QCTD if Tourism Certificate of Registration will be picked-up or endorse to BPLD for door to door delivery  <i>Ipatatid sa QCTD kung ang Tourism Certificate of Registration ay kukunin sa opisina o i-endorso sa BPLD para sa door to door na paghatid.</i>	Wait for the client to pick-up or process the delivery of Tourism Certificate of Registration/ Endorsement  <i>Hihintayin ang kliyente na makuha o maiproseso ang delivery ng Tourism Certificate of Registration/ Endorsement</i>	None <i>Wala</i>	1 day <i>1 araw</i>	<i>Tourism Receptionist/ Tourism Assistant (Tourism Services Division)</i>  <i>Tourism Receptionist/ Tourism Assistant (Dibisyon ng mga Serbisyong Panturismo)</i>
5. Wait/claim Tourism Certificate of Registration  <i>Hintayin/Kunin ang Tourism Certificate of Registration/ Endorsement</i>	Release Tourism Certificate of Registration/ through pick-up or door to door delivery ng BPLD  <i>Ibibigay ang Tourism Certificate of Registration sa pamamagitan ng delivery o pick up</i>	None <i>Wala</i>	10 Minutes <i>10 minuto</i>	<i>Tourism Receptionist/ Tourism Assistant (Tourism Services Division)</i>  <i>Tourism Receptionist/ Tourism Assistant (Dibisyon ng mga Serbisyong Panturismo)</i>
<b>TOTAL</b> <b>KABUOAN</b>		None <i>Wala</i>	7 days <i>7 araw</i>	

**Note**

*Paunawa*

- Processing time starts upon acceptance of application with complete requirements.

*Nagsisimula ang oras ng pagproseso kapag natanggap na ang aplikasyon na*



*kasama ang kompletong kahingian.*

- Senior citizens, pregnant women, persons with disabilities and liaison officers with multiple transactions (10 branches/companies and above) maybe entertain as “walk-in applicants”

*Ang mga senior citizen, buntis, may kapansanan, at mga opisyal sa liason na mayroong maramihang transaksyon (10 branch/kompanya at higit pa) ay maaaring asikasuhin bilang mga “walk-in applicant.*