e) Database of all the existing enterprise. Shall provide a free service industry database which will be located at the links section of the Municipality's official website containing information about supporting industries, this will serve as a yellow page through which new and existing enterprise can shop for cost effective products that meet the company's needs;

f) Active Private Sector/Civil Society Participation. Non-government organizations, civic groups, association of professionals such as the Roxas Chamber of Commerce and others may offer funding possibilities to viable projects and serving the interests and needs of the town's investment environment, invaluable support and a host of other important services.;

g) Free publication via its own paper or social media account as the case maybe Every month, the Public Information Office may issue a newspaper wherein a classified ads section shall be created to help the investors/enterprise to promote their businesses by offering advertisement absolutely free of cost.

h) Recognition and Rewards. Many enterprises find that having trophies on display increases their business by increasing credibility. The Municipality of Roxas shall recognize outstanding enterprise who demonstrated responsible business practices. Investors who put in effort or make achievements shall be rewarded by the LGU to motivate and inspire them to serve their clients better and the community as well.

CHAPTER VI
INVESTMENT PROMOTION CENTER

Section 15. **The Investment Promotion Center** is hereby created as the central service arm for matters of investment of the Board and shall intensifies the promotion of the municipality's various services, programs and activities. The Local Economic Development and Investment Promotions Office (LEDIPO) shall act as the technical secretariat under the supervision of the board.

Section 16. The Investment and Promotion Center shall have the following Powers, Duties and Responsibilities:

a) Organize with a view to helping promote investment, such activities like exhibitions, annual "Investment Week" and "Investment Forum" locally or abroad as may be appropriate, give advisory support to investors;

b) Collect, compile, analyze and disseminate information on resource potential of the municipality and on investment opportunities it offers, and promote concrete investment projects;

c) Prepare and distribute pamphlets, brochures and other materials that help enhance investment;

d) Conduct studies and research concerning areas that may be considered as preferred areas of investment by the Board;

e) Process, approve and grant application for incentive availment with the Board;

f) Supervise and monitor a performance tracking process that includes timely and consistent report and visible action plan to ensure that the provision of this Code is complied with;

g) Check and verify the compliance of registered enterprises;

h) Initiate and submit to the Board implementation measures needed to create a conducive investment climate for both domestic and foreign investors on the results in the implementation of this Code;

i) Publicly notify investors of directives the Board issues from time to time;

j) To recommend to the Board any changes, modifications and/or amendments to existing legislation and procedure concerning local investments;

k) Perform such other functions that may help to enhance and promote investment.

CHAPTER VII
QUALIFICATIONS AND REGISTRATION OF ENTERPRISES

Section 17. **Qualifications of New Enterprise.** A new enterprise which intends to avail the incentives provided by the Code must meet the following qualifications:

a) The new business enterprise must have complied with the minimum requirements mandated under existing national and local laws and the Constitution.

b) The prospective investor's place of operation or production is located within the territorial jurisdiction of Roxas, Oriental Mindoro.

c) The prospective investment must be among the approved preferred/priority areas of investments and falls under the provision of Section 11 of this Code.

d) The new enterprise must provide employment for Bonafide residents of Roxas, Oriental Mindoro labor and administrative, to no less than **70% of the total direct and indirect needed employees** and shall be accorded wages and benefits not less than those provided under the Labor and Employment and Regional Wage Board.

e) The new investors shall submit a copy of the project study.

f) The new enterprise should have, in their respective area's provisions/facilities for senior citizens/PWD's and special parking area.

g) The new enterprise should also have, in their respective area's facilities for proper handling of liquid and solid hazardous wastes to prevent any threat to the health and welfare of the constituents.

h) The new business enterprise with an initial capitalization of not less than One Million (P1,000,000.00) Pesos shall install a CCTV camera within the vicinity of the business establishment.

Section 18. **Qualifications of Existing Enterprise.** An existing enterprise which is expanding and/or diversifying and intending to avail of the incentives under the Code must meet the following qualifications:

a) The business enterprise must have complied with the minimum requirements mandated under existing local and national laws and the Constitution;

b) The expansion/diversification must be among the approved preferred/priority areas of investors;

c) The investors have no outstanding obligation with the municipal government.

Section 19. **Registration Requirements.** Application for registration by any and all interested enterprises, whether new or existing, should be filed with the Investment Promotion Center. All registrants shall be recorded sequentially in a registration book and the date appearing therein and stamped on the application shall be considered the date of the official receipt thereof.

A non-refundable filing fee shall be paid by the applicant together with the submission of the following documents for registration:

a) Duly accomplished application form in three (3) copies;
b) Project profile;
c) Certified true copy of the applicant's Certificate of Registration with the Securities and Exchange Commission, Department of Trade and Industry, Board of Investments or other concerned licensing agency of the national government, as may be applicable;
d) Special Power of Attorney in the case of application made through an agent;
e) Project study for proposed investment showing that the project is economically, technically and financially feasible and viable;
f) Secretary's Certificate of the applicant's Board of Director's resolution authorizing the applicant and the designation of representative to sign documents and transact business with the Board;
g) For an existing enterprise, audited financial statements and income tax returns for the past three (3) years;
h) Evidence of compliance with the condition of their approval in order to claim incentive benefits.
i) Other relevant information relating to the particulars of the project.

Section 20. **Filing Fee.** The following non-refundable filing fee shall be paid as follows:

a) Cottage/Small Industries	-	500.00 Php
b) Medium Industries	-	1,000.00Php
c) Large Industries	-	1,500.00Php

Section 21. **Registration Procedures and Approval of Applications.** The Board shall formulate appropriate rules and regulations to facilitate actions on applications filed with it and to prescribe criteria for the evaluation of applications and to standard forms for use by the applicants.

Section 22. **Certificate of Registration.** An approved application by the Board shall be considered a registered enterprise as such, legally entitled to fully avail of any and all of the incentives provided by this Code. A registered enterprise