

**GENERAL SANTOS CITY INVESTMENTS PROMOTION CENTER  
Office of City Economic Management and Cooperative Development**

**Sample Format**

**PROJECT STUDY – PROFILE (3 copies)**

**I. PROJECT TITLE**

**II. PROJECT FEATURES SUMMARY**

1. Preferred Area of Investment
2. Brief Project Description
3. Project Location
4. Total Employment to be Generated  
    Direct : \_\_\_\_\_  
    Indirect : \_\_\_\_\_
5. Project Capitalization
6. Total Project Cost

Land:  
Building:  
Machine / Equipment:  
Working Capital:

**III. MARKET STUDY / ANALYSIS**

1. Product Concept
2. Target Market
3. Marketing, Distribution and Pricing Strategies
4. Promotions Activity
5. Other Market Considerations

**IV. PRODUCT / OPERATIONS**

1. Location
2. Product / Operational Facilities
3. Operation / Production Process
4. Operation / Production System
5. Manpower Requirements
  - a. Scheduling
  - b. Quality Control
  - c. Inventory Control
6. Environmental Considerations

## **V. ORGANIZATION**

1. Management System
2. Organization Structure
3. Functions and Responsibilities

## **VI. FINANCE**

1. Estimated Project Cost and Sources of Financing
2. Financial Projections and Assumptions
3. Financial Analysis (based on pro-forma financial statements)
  - a. Return on Investment (ROI)
  - b. Investment Turn-over
4. Pro-forma Financial Statements (at least 3 years)
  - a. Projected Income Statement
  - b. Projected Balance Sheet
  - c. Cash Flow Statement

## **VII. SOCIO – ECONOMIC IMPACT**

1. Impact on Employment Generation
2. Impact on Community Needs
3. Impact on Government
4. Impact on the Environment

LIST OF TABLES  
LIST OF EXHIBITS  
LIST OF APPENDICES

**REQUIRED BASIC DOCUMENTS** (To be submitted in 3 copies)

- Letter of Application addressed to City Mayor Complied/Date : \_\_\_\_\_
- Authority from Partners/ Board of Directors to file application inclusive of Board Resolution signifying intention to avail of incentives (for Partnership & Corporation only) Complied/Date : \_\_\_\_\_
- GSCIPC Application Form Complied/Date : \_\_\_\_\_
- Project Study Complied/Date : \_\_\_\_\_
- Copy of DTI Certificate Business Registration (for Single Proprietorship) Cert. No./Date : \_\_\_\_\_
- Copy of CDA Certificate of Registration (for Cooperative only) Cert. No./Date : \_\_\_\_\_
- Copy SEC Articles of Incorporation / Partnership & By-laws (for Partnership & Corp. only) Cert. No./Date : \_\_\_\_\_
- Copy of Business/Mayor's Permit Permit No./Date: \_\_\_\_\_
- Department of Tourism Accreditation Certificate (for Tourism Establishment) Cert. No./Date : \_\_\_\_\_
- Copy of O.R. payment for filing fee (to be paid after the conduct of ocular inspection) O.R. No./Date : \_\_\_\_\_

**ADDITIONAL REQUIREMENTS APPLICABLE ON THE NATURE OF BUSINESS**

- Copy of Certification as to Zoning Classification of Prospective Site or Business Activity from City Planning Office Cert. No./Date : \_\_\_\_\_
- Copy of Environmental Compliance Certificate from DENR ECC No./Date : \_\_\_\_\_
- Copy of Certificate of Non Tenancy Coverage from DENR CNC No./Date : \_\_\_\_\_
- Copy of Transfer Certificate of Title TCT No./Date : \_\_\_\_\_
- Copy of Lease Contract Complied/Date : \_\_\_\_\_
- Copy of Barangay Council Resolution approving the establishment of business in the area Resolution No./Date : \_\_\_\_\_
- Copy Building Permit (for project under construction) Permit No./Date: \_\_\_\_\_