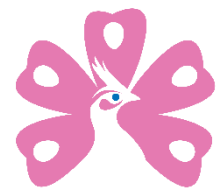




Republic of the Philippines  
**CITY TOURISM DEPARTMENT**  
**Standards and Services Division**

City of Puerto Princesa  
Tel No.: (048) 717-8035; (048) 434 4211  
Email: puertoturismo@yahoo.com



*Puerto Princesa*  
Where nature begins and never ends

## REQUIREMENTS - HOTEL

### 1. Payment and Prescribed fees:

#### ONE TIME Registration Fee for NEW APPLICANT:

Deluxe Class Hotel:	Php <b>11,000.00</b>
First Class Hotel:	Php <b>8,800.00</b>
Standard:	Php <b>5,500.00</b>
Economy and Budget Class:	Php <b>3,300.00</b>

#### ANNUAL REGULATORY FEE (old and new applicant):

Deluxe Class:	Php <b>1,980.00</b>
First Class Hotel:	Php <b>1,760.00</b>
Standard Class:	Php <b>1,540.00</b>
Budget Class:	Php <b>1,100.00</b>
Economy Class:	Php <b>1,320.00</b>

### 2. Department of Tourism Accreditation (In accordance with Republic Act 9593)

### 3. Inspection report of the City Tourism Office

4. If Corporation or Partnership, copy Articles of Incorporation/Partnership & Its By-Laws; If Single Proprietorship, Business Name Certificate (DTI). (NEW APPLICANTS).

5. Resolution of the Board of Directors of the corporation, association or other entity authorizing the filing of application and designating its representative authorized to act for and in its behalf.

6. List of officials and employees and with respective designation.

For alien personnel- valid visa from the Bureau of Immigration & Deportation.  
Work Permit from DOLE.

7. Comprehensive General Liability Insurance for the guest of php500,000.

8. Schedule of Current Room Rates and Latest Brochure.

9. Medical Services – (MOA with a Physician).

10. Lifeguard Training Certificate (Applicable for establishment with swimming pool/ beach front) (*Photocopy*)

11. Tourist Arrival Report – registration in TOURLISTA is a requirement

12. Updated Business Profile – please get the form from the City Tourism Office