



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 - SOUVENIR SHOP

1. Annual Regulatory Fee (new and old applicant): Php 500.00
2. Inspection of the City Tourism Department
3. List of officials and employees with designated position
 - A. Managerial position
 - B. Rank &File. (For alien personnel, valid visa from the Bureau of Immigration & Deportation, Working Permit from DOLE).
4. If Corporation or Partnership, copy Articles of Incorporation/Partnership, List of BOD's, For Corporations, Certificate of Registration from CDA, Resolution of the BOD of Corporation & Its By-Laws; If Single Proprietorship, Business Name Certificate (DTI).
5. Updated Business Profile – please get the form from the City Tourism Office