

information (flyers, manuals, clippings, etc.) appropriately

Product Development

1. Assessment of the needs of clients on product development



2. Dissemination of brochures, flyers and catalogues

Trade Promotion

1. Dissemination of trade-related materials
2. Scouting for exhibitors for the trade fairs
3. Matching clients with buyers using the information made available on-line or other available databases

Financing Facilitation

1. Dissemination of information among clients on financing facilities/programs available for MSMEs
2. Matching / linking micro-small enterprises with local financing institutions

Investment Promotion

1. Identifying investment opportunities
2. Inviting local investors to participate in investment-related activities
3. Dissemination of investment-related information
4. Inviting local proponents to participate in the organized missions and matching



Who can avail of these services?



MSMEs, as defined in Section 3 of RA No. 9501, may avail of the services of the Negosyo Center. In particular, “any business activity or enterprise engaged in industry, agribusiness and/or services, whether single proprietorship, cooperative, partnership or corporation whose total assets, inclusive

of those arising from loans but exclusive of the land on which the particular business entity’s office, plant and equipment are situated, must have value falling under the following categories:

- Micro : not more than PhP 3,000,000
- Small : PhP 3,000,001 – PhP 15,000,000
- Medium : PhP 15,000,001 – PhP 100,000,000”



Enabling Business, Empowering Consumers

NEGOSYO CENTER



Frequently Asked Questions (FAQs)

for MSMEs

What is a Negosyo Center?

NEGOSYO CENTER Republic Act No. 10644, otherwise known as the “Go Negosyo Act,” provides that Negosyo Centers shall be established in all provinces, cities and municipalities all over the Philippines. These Negosyo Centers shall be responsible for promoting ease of doing business and facilitating access to services for MSMEs within its jurisdiction.

How can the Negosyo Center help my business?

Negosyo Centers are established to provide or facilitate access to various

business development services for MSMEs.

What are the services offered?

Business Registration

1. Processing of Business Name and BMBE Registrations
2. Liaison functions with Securities and Exchange Commission (SEC) and Cooperative Development Authority (CDA) and concerned government agencies to process duly accomplished forms submitted by the MSMEs

3. Assistance and facilitation of Mayor's Permit Registration processes

Business Advisory

1. Provision of data and information or available printed materials to MSMEs
2. Conduct of diagnostic evaluation of existing MSMEs

Business Information and Advocacy

1. Collection of relevant business data and information for the preparation of directory, industry study and profiles, and such other materials
2. Dissemination of the processed



In applying for a DTI-approved business name including new/renewal of business permit/license, the MSME may go to the nearest Negosyo Center and follow this process:

1

1. Go to the Negosyo Center in the city/municipality/province in which the business is located with the accomplished *unified application form* for business name registration or business permit/license with the necessary supporting documents.

2

2. Submit the documents to the receptionist/information officer for business name/permit/license facilitation.

3

3. Processing of DTI Business Name Registration*

The receptionist/information officer will turn over the documents to the Business Name Registration Section of the DTI Office for appropriate same-day processing and will request the client to refer to said section and wait for further instructions.

** For Negosyo Centers equipped with Philippine Business Registry (PBR) kiosk, the receptionist/information officer will refer the application to an in-house Business Counselor who shall provide the assistance to register through the PBR System.*

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4. Processing of Business (Mayor's) Permit or other licenses*

For facilitation of Business Permit or other licenses, the receptionist/information officer will prepare the Request for Processing Form to the appropriate agency/LGU which will be attached to the complete set of documents.

5

5. The information officer releases the approved registration/permit/license to the client's representative.