

IV. REGISTRATION REQUIREMENTS

1. Business Name Registration
Department of Trade and Industry (DTI)
DTI Provincial Office where the business is located
Website: www.bnrs.dti.gov.ph
Validity: 5 years
 - a. Area 1 Office (Manila, Pasay, Makati)
Mezzanine Floor, Roxas Strip Bldg., Roxas Blvd., corner Arnaiz Avenue, Pasay City
Tel. No.: (632) 659.4203 / Fax No.: (632) 804.0307
Email: emma_asusano@hotmail.com
 - b. Area 2 Office (Las Piñas, Parañaque, Pasig, Muntinlupa)
2/F Atrium of Makati Bldg., Makati Ave., corner Paseo de Roxas St., Makati City
Tel. No.: (632) 864.0847 / Fax No.: (632) 864.0829
Email: dtincr2@gmail.com
 - c. Area 3 Office (Mandaluyong, Quezon City, Marikina, San Juan)
G/F Highway 54 Plaza, EDSA Mandaluyong City (across SM Megamall)
Telefax. Nos.: (632) 706.1767 / 706.1703
Email: dtincr3@info.com.ph
 - d. Area 4 Office (Caloocan, Malabon, Navotas, Valenzuela)
5/F Araneta Square Mall, Bonifacio Monumento Circle, Rizal Avenue, Ext. Cor. Samson Rd., Caloocan City
Tel. No.: (632) 332.0829
Fax No.: (632) 322.0854
Email: emd@dtincr.ph / dtincr4@info.com.ph

For businesses located outside Metro Manila, you can register your business at the DTI Provincial Office where the business is located or log on to www.bnrs.dti.gov.ph for online registration

Validity: 1 year

2. Mayor's Permit
Municipality or city where the business is located
3. Tax Identification Number (TIN)
Bureau of Internal Revenue (BIR)
National Office, Agham Road, Diliman Quezon City
Tel. Nos.: 929.7676 / 927.2511
Email: contact_us@cctr.bir.gov.ph
Website: www.bir.gov.ph
4. Food and Drugs Administration (FDA)
Civic Drive, Filinvest Corporate City, Alabang Muntinlupa City
Tel. No.: 842.5606
Fax No.: 807.8275
Website: www.fda.gov.ph

V. FINANCING

1. People's Credit and Finance Corporation (PCFC)
2/F Accelerando Building
395 Sen. Gil Puyat Avenue, Makati City
Tel. Nos.: 897.8521 / 752.3745
Fax Nos.: 896.1610 / 325.0449
Email: info@pcfc.ph

VI. TECHNICAL ASSISTANCE

1. Technology Resource Center (TRC)
2/F, Jacinta II Building
EDSA, Guadalupe, Makati City
Trunkline: 822.9712/822.5087/822.5418
loc. 201/203
Website: www.trc.dost.gov.ph
2. Department of Science and Technology (DOST)
General Santos Avenue, Bicutan, Taguig City
Tel. No.: 837.2071 to 82
Fax No.: 837.8937
Email: efa@dost.gov.ph
Website: www.dost.gov.ph



BUREAU OF MICRO, SMALL AND MEDIUM ENTERPRISE DEVELOPMENT (BMSMED)
5/F, Trade and Industry Building
361 Sen. Gil J. Puyat Ave. Makati City
Tel. Nos.: (632) 897.1693 / 897.7596 / 890.4968
Fax No.: (632) 896.7916 ♦ Email: bmsmed@dti.gov.ph
www.dti.gov.ph

Starting A Business



KAONG PROCESSING

Kaong or sugar palm (*Arenga pinnata*) is a minor forest species that produces food. It's nuts are made into kaong preserve which is good for dessert or as ingredient in fruit salads and the palm sap is made into vinegar. These products are sold in the local and export markets.

I. ESTIMATED INVESTMENT COST

Production Cost/Capital Outlay

Particulars	Cost
Materials	
White sugar, 360 kgs. @ P44/kg	P 15,840.00
Sodium metabisulfide, 200 g	40.00
Bottles, 2,880 pcs @ P20/bot.	57,600.00
Plastic sealer, 2,880 pcs. @ P/pc.	2,880.00
Fuelwood, 100 bundles @ P20/bundle	2,000.00
Ladle, 2 pcs. @ P50/pc.	100.00
Oil can, 10 pcs. (5 gal. cap. @ P50/pc.)	500.00
Wok, 1 pc.	450.00
Strainers, 2 pcs. @ P200/pc.	400.00
Kaong nuts, 1,200 bunches @ P60/bunch	72,000.00
Sub-total	P 151,810.00
Labor	
Procurement of nuts (3 mandays/mo. @ Php 380/head x 12 mos.)	13,680.00
Cooking and extraction of nuts (6 mandays/mo. @ Php 380/head x 12 mos.)	27,360.00
Sterilization, bottling, sealing @ Php 3/bot. x 2,880 bottles	8,640.00
Sub-total	P 49,680.00
Transportation	
(1,200 kg/mo x 12 @ Php 0.40/kg.)	7,200.00
Utilities	
Electricity	7,596.00
Water	3,042.60
Sub-total	P 10,638.60
Estimated Total Investment Cost	P 219,328.60
*As of February 2009 prices	

II. PROCEDURE

Harvesting:

1. Select the bunch having mature fruits. A bunch may contain 4,000-5,000 fruits.
2. Cut selected bunch using a sharp bolo (30-50 cm) from the main trunk.
3. Bundle the bunch of the fruits for easy handling and transporting.
4. Detach individual fruit using a knife. Do not touch the sap as it causes skin irritation.

Extraction:

1. Place the fruits in the container and add water just within the level of the fruits.
2. Boil for two to three hours.
3. Cut the tips of the fruit at 1 cm crosswise from the apical portion.
4. Prick the meat in the upper portion of the fruit using a knife.
5. Wash the meat with clean water, two to three times to eliminate unnecessary materials.
6. Soak the meat in water overnight to maintain the freshness.
7. Strain the meat in the plastic mesh/strainer.
8. Unsweetened kaong is ready for market.
Caution: Kaong fruits are toxic for dogs.

Processing into Kaong Preserves:

1. Prepare syrup by boiling two cups white sugar, one cup water, and 0.1% sodium metabisulfide.
2. Add three cups of kaong to the boiling syrup.
3. Cook for 10 minutes and cool.
4. Place kaong in a sterilized bottle and seal.
5. After sealing, boil for another 10 minutes to eliminate the air bubbles.
6. Label before marketing.

Source: Department of Environment and Natural Resources "Sustainable Livelihood Options for the Philippines"

III. ESTIMATED COSTING AND PRICING

A. Product Costing

1) Direct Cost

Particulars	Cost
Kaong nuts	P 72,000.00
White sugar	15,840.00
Sodium metabisulphide	40.00
Bottles	57,600.00
Fuelwoods	2,000.00
Water	3,042.60
Labor (include procurement of nuts, cooking and extraction of nuts, sterilization, bottling, and sealing)	49,680.00
Total Direct Cost	P 200,202.60

Plastic sealer	2,880.00
Ladle	100.00
Oil cans	500.00
Wok	450.00
Strainers	400.00
Electricity	7,596.00
Transportation	7,200.00
Total Indirect Cost	P 19,126.00

3. Production Cost

Total Direct Cost	P 200,202.60
Add: Total Indirect Cost	19,126.00
Estimated Production Cost	P 219,328.60

2. Indirect Cost

Total Production Cost	P 219,328.60
Add: 10% mark up	21,932.86
Total	P 241,261.46

Estimated Selling Price/bottle

(Total production cost + 10% mark up divided by 2,880 bottles of 900g/bottle)

P 83.77

Market Price/bottle of 900 g **P 85.00 or more**

B. Product Pricing

The producer may opt to sell kaong preserves in bottles of varied size.