

III. REGISTRATION REQUIREMENTS

1. Business Name Certification

Department of Trade & Industry (DTI) within NCR

- a. 12/F Trafalgar Plaza, 105 H.V. Dela Costa St.,
Salcedo Village, Makati City
Tel. No.: 811.8232 loc. 208
- b. 2/F Park N' Ride, Lawton, P. Burgos Ave., Dr. Basa St.,
Ermita, Manila
Tel. No.: 536.7153
- c. G/F Highway 54 Plaza, EDSA Mandaluyong City
(across SM Megamall)
Tel. No.: 706.1767
- d. 5/F Araneta Square Mall, Monumento Circle,
Caloocan City
Tel. No.: 332.0854 / 332.0829

DTI Provincial Office where the business is located or log on to www.bnrs.dti.gov.ph for online registration
Validity: 5 years

2. Mayor's Permit/ Residence Certificate & Sanitary Permit

From the local municipality where the business is located
Validity: 1 year

3. Tax Identification Number (TIN)

Bureau of Internal Revenue National
Office, Agham Road, Diliman, Quezon City
Trunkline: (632) 981.70000 / 981.8888
Email: contact_us@cctr.bir.gov.ph
www.bir.gov.ph

IV. FINANCING

- **SSS Special Financing Program**
Social Security System (SSS)
Loans and Investment Office
SSS Building, East Avenue, Diliman, Quezon City
Tel. Nos.: (632)920.6401 / 920.6446
Email: member_relations@sss.gov.ph
www.sss.gov.ph
- **Small & Medium Enterprise Credit**
Phil. Business for Social Progress
18th Flr., Phil. Social Dev't. Center,
Magallanes cor. Real St., Intramuros, Manila
Tel. Nos.: (632)527.7741 to 51 or 527.3751
Fax No.: (632)527.3743
Email: pbsp@pbsp.org.ph or smec@pbsp.org.ph
www.pbsp.org.ph
- **People's Credit and Finance Corporation**
395 Sen. Gil Puyat Ave. Makati
Tel. Nos. (632) 897.8549 / 897.5822
Fax No. (632) 897.8523 / 897.8528
Email: info@pcfpc.ph
www.pcfpc.gov.ph

TECHNICAL ASSISTANCE

- **DTI-Cottage Industry Technology Center (CITC)**
20 Russet St., SSS Village, Marikina City
Tel. Nos.: (632) 942.0880 / 942.3974
Email: citc_dti@yahoo.com
- **Technology Resource Center (TRC)**
TLRC Building, 103 J. Abad Santos cor. Lopez Jaena Sts.,
Little Baguio, San Juan, Metro Manila
Tel. Nos.: (632) 727.6205
www.tlrc.gov.ph
- **Technical Education and Skills Development Authority For Women Center (TESDA-WC)**
37 East Service Rd., South Superhighway, Taguig City
Telefax. No.: (632) 818.8062
Trunkline: (632) 814.4076 loc. 278
Email: tesdawomen@yahoo.com
<http://twc.tesda.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.: (02) 897.1693 / 897.7596 / 890.4968
Fax No.: (02) 896.7916 ♦ Email: bmsmed@dti.gov.ph
www.dti.gov.ph

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Starting A Business



DIPPED & MOLDED CANDLES

The **candle making** business demand is still very much valuable in several places around the globe. Candle making is an ancient technique with significant uses, which still makes it a promising business venture.

I. INVESTMENT COSTS

Materials	Qty.	Cost
Paraffin wax granules (P75.00/kg.)	10 kg.	750.00
Polyethylene wax* (P180.00/kg.)	10 kg.	1,800.00
Crystal wax (P192.00/kg.)	8 kg.	1,536.00
Gel wax (P270.00/kg.)	5 kg.	1,350.00
Dyes (P60.00/pk.)	5 packs	300.00
Separator (petroleum jelly, cooking oil, liquid soap, etc.)		120.00
Nylon wick (P36.00/pk.)	2 packs	72.00
Bamboo sticks (P30.00/bundle)	1 bundle	30.00
Scent (P85.00 to P360.00/bottle)	3 bottles	255.00
Subtotal		6,213.00

* Polyethylene from Germany (P150.00 /kg.) and Thailand (P70.00 /kg.)

Tools and Equipment	Qty.	Cost
Heat source (P300.00/unit)	2	600.00
Heating pans (P350.00/unit)	2	700.00
Molders (P350.00/molder)	5	1,750.00
Subtotal		3,050.00
TOTAL COST		9,263.00

* Based on 2009 prices

II. GENERAL PROCEDURE

1. Prepare the waxes. For every Kg of paraffin wax, add 100 grams of polyethylene wax and 30 to 50 grams of crystal wax. If the paraffin wax is in a slab form, break it first into small pieces.
2. Heat the wax in a container other than the dipping tube. The safest way is to use a double boiler. If without a double boiler, heat the wax slowly in a pouring pot or saucepan.
3. Wax is completely melted if the liquid is clear and the bottom of the container is seen. DO NOT BURN WAX (indicated by smoky fumes and brown coloration).
4. Remove from heat source and transfer contents into another container either in dipping tube or metal cup with spout. Add dye and scent (optional). The wax is now ready for dipping and/or molding.

A. DIPPED CANDLES (Oldest and simplest way of making candles)

1. Cut wick(s) into several inches longer than the desired candle length.
2. If you wish to dip several candles at the same time, tie the wicks 2 to 3 inches apart on a rod or a hoop.
3. Dip the wick into the melted wax. Withdraw the wick and pull on the other end to make it taut. Dip the wick again after the first layer of wax hardens.
4. Continue dipping the candles until it reaches the desired thickness. Allow each layer of wax to cool and harden after every dipping.
5. To make the bottoms of the dipped candles flat and smooth, heat a metal spatula over a gas flame or electric burner. Rub the candle bottoms against hot metal surface, melting away until the bottoms are flat.

ESTIMATED COSTING AND PRICING

a. **Direct Cost of Materials*** .94
(Paraffin wax, crystal wax, polyethylene wax, dyes, nylon wick, scent)

b. **Indirect Cost**

Particulars	Cost
Labor Cost (P382/day min. wage x 2 / 5000 pcs.)	.19
Transportation cost (75.00) /5000 pcs.)	.02
Water and electricity (60.00 /5000 pcs.)	.01
Contingency cost (10% of direct cost)	.09
Total Indirect Cost per piece	.27

* Based on 5000 pcs. dipped candles daily produce of 2 skilled workers.

Estimated Product Costing and Pricing

Particulars	Cost
Total Direct Cost	.94
Add: Total Indirect Cost	.27
Estimated Production Cost	1.21
Add: 10% - 20% mark-up	.24
Estimated Selling Price per piece	1.45
Market Price	2.50 – 3.00

Estimated Income /day	Cost
Dipped Candles Php5,000 pcs. x 1.45	7,250.00
Less: All Expenses	
Raw Materials (.94 x 5,000)	4,700.00
Overhead (75.00 + 60.00)	135.00
Labor (382.00 x 2)	764.00
Estimated Income per Day	1,651.00

B. MOLDED CANDLES (Molders can be purchased, made or found).

1. Prepare mold to release candle by applying the inside of the molder with a thin layer of separator.
2. Prepare the wick. The size of the wick depends on the size of the candle. The wick is usually placed in the mold before the wax is poured. However, certain candles require that the wick be inserted after the candle is made. This is done by piercing a wick hole in the candle with a hot ice pick.
3. Hold mold in a slanting position. Pour hot wax from pot to metal cup with spout, then, from cup slowly into the mold.
4. Cool mold by placing it in a pail with cold water. Hold down with a heavy object.
5. After cooling, notice that portion about the wick recedes. Puncture and pour wax into the cavity until filled.
6. Cool the mold again. After the wax has set, remove mold from water. Pull wick gently to release the candle. Trim excess wick.

ESTIMATED COSTING AND PRICING

a. **Direct Cost of Materials**

Particulars	Cost
Paraffin wax 10 Kg.	750.00
Polyethylene wax	1,800.00
Crystal wax	1,536.00
Wick	36.00
Scent (optional)	255.00
Dyes	300.00
Total Direct Cost	4,677.00

**You can produce 3 molded candles per kilogram of paraffin wax

b. **Indirect Cost**

Particulars	Cost
Labor Cost (P382/day min. wage) x 2 / 300	2.55
Transportation Cost (75.00) /300	.25
Water and Electricity (50.00 /300)	.20
Contingency Cost (10% of direct cost)	15.59
Total Indirect Cost	18.59

* Based on 300 molded candles daily produce of 2 skilled workers.

c. **Product Cost**

Particulars	Cost
Total Direct Cost (4,677 / 300)	15.59
Add: Total Indirect Cost	18.59
Estimated Production Cost	34.18

d. **Product Pricing**

Particulars	Cost
Production cost per molded candle	34.18
Add: 10% - 40% mark-up	13.67
Estimated Selling Price	47.85
Market Price	50.00 – 100.00
Estimated Income /day	Cost
Molded Candles Php300 pcs. x 47.85	14,355.00
Less: All Expenses	
Raw Materials	4,677.00
Overhead (75.00 + 60.00)	135.00
Labor (382.00 x 2)	764.00
Estimated Income per Day	8,779.00

SAFETY PRECAUTIONS

1. Always have a fire extinguisher within reach.
2. Never use water to extinguish a wax fire. Liquid wax behaves much the same way as oil, and therefore needs to be treated like an oil fire.
3. NEVER LEAVE MELTING WAX UNATTENDED.
4. Constantly monitor the temperature of the wax. If wax reaches the flash point, then the vapors produced are extremely flammable. The flash point of wax is typically above 300° F. Never let wax exceed 250° F.
5. Always use a double boiler. A double boiler helps distribute heat and prevents dangerous temperatures. Never melt wax directly on your stove.
6. Use an electric heat source if possible. If, by accident, the wax reaches the flash point, vapors may find a flame and become ignited on an electric heat source. Any open flame such as that found on a gas stove, will ignite wax vapors.
7. Always use a thermometer to monitor the wax temperatures. Put it on your list of things to get before you start making candles.