



**SUBIC BAY METROPOLITAN AUTHORITY
TOURISM DEPARTMENT**

Bldg. 662, Taft St, Subic Bay Freeport Zone, Philippines 2222
Tel (+63-47)252.4655/4049/4242 Fax (+63-47)252-4194
www.sbma.com

APPLICATION FOR TOURISM CLASSIFICATION STANDARDS

Monday - Friday / 8AM-5PM

REQUIRED DOCUMENTS

For Initial Tourism Classification

1. Application Form
2. Letter of Intent
3. Current Lease/Sub-Lease Agreement
4. List of Officials
5. Copy of CRTE or RC
6. Certificate indicating the entity's SBF Authorized person to transact business
7. Company Profile/Brochures
8. List of employees assigned at a SBFZ with Medical Certificate or Annual Physical Exam from Public Health and Safety Department (Health and Safety Certificate)
9. Occupational Permit issued by the Building Permit and Safety Department, Environmental Permit/clearance from Ecology Center, Fire & Safety Certification from the Fire Department, Sanitation Clearance from Public Health & Safety Department

Additional Requirement for SPAs

DOH (Department of Health) Licensed as Massage Therapist for Supervisors

Additional Requirement for Restaurants

Sanitary Clearance from Occupational and Public Health and Safety Department

Additional Requirements for Tour Operator/Travel Agencies

1. Financial Statement
2. Location Plan
3. Proof of Experience on tour/travel Operation
4. Proof of In-bound and Local Operation
5. Tour Packages

6. Proof of Compliance with working minimum capital requirement with Department of Tourism (DOT)
7. Billboard/Signage (Ingress and Egress)

Additional Requirements for Tourist Transport

1. Certificate of Public Convenience
2. Motor Vehicle Liability Insurance Policy
3. Official Receipt and Certificate of Registration of the Vehicle (ORCR)
4. Road Worthiness (to be verified by the tourism Standards Inspector)



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5. Fire Fighting Equipment
6. First Aid Kit
7. Drivers with complete Uniforms
8. Certificate of Training/Seminar issued by DOT (Department of Tourism) and/or SBMA Tourism

RENEWAL OF TOURISM CLASSIFICATION

A. Spa, Training Center, Travel & Tours, Duty Free Shop/Store and other Tourism-related Establishments

- Letter of Intent
- Application Form
- Copy of CRTE or RC
- List of employees assigned at a SBFZ with Medical Certificate or Annual Physical Exam from Occupational and Public Health and Safety Department
- Financial Statement
- Latest Fire & Safety Certification, Sanitation Permit, Health and Safety Certification

B. Hotel, Resort, Restaurant

- Letter of Intent
- Application Form
- Copy of CRTE or RC
- List of employees assigned at a SBFZ with Medical Certificate or Annual Physical Exam from Occupational and Public Health and Safety
- Sanitary Clearance from Occupational & Public Health & Safety
- Latest Fire & Safety Certification, Sanitation Permit, Health & Safety Certification

C. Tourist Transport

- Letter of Intent
- Application Form
- Latest Certificate of Accreditation from MVRO (Motor Vehicle Registration Office)
- Updated Insurance Policy
- List of Drivers with Medical Certificate or Annual Physical Exam from Public Health and Safety Department

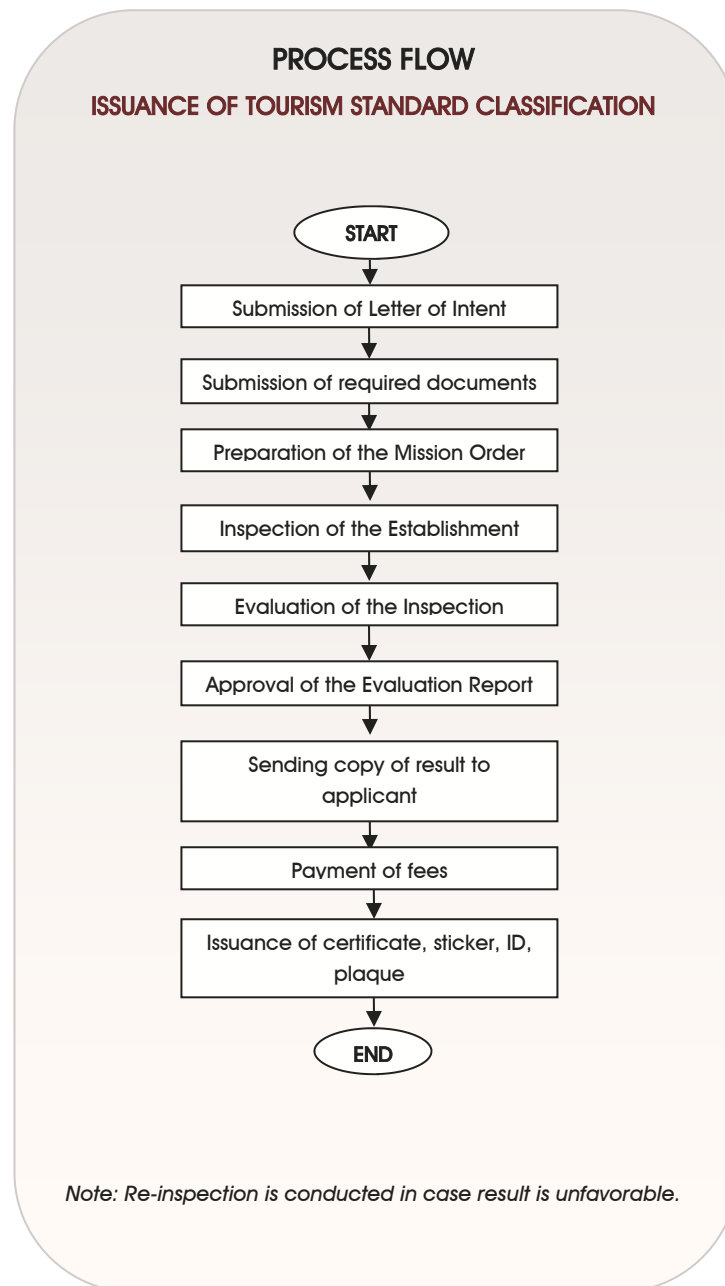


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PROCESS FLOW

ISSUANCE OF TOURISM STANDARD CLASSIFICATION





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FEES AND VALIDITY OF PERMITS

Certificate/Permit	Fees (in PHP)	Validity
Plaque	1,000	One Year
Sticker (Big)	200	One Year
Sticker (Small)	100	One Year
Tourism Standards ID	100	One Year

Accommodation Facilities	Fees (in PHP)	Validity
Classification: Hotel		One Year
• Deluxe	2,700	
• First Class	1,800	
• Standard	1,000	
• Economy	700	
Classification: Resort		One Year
• Class "AAA"	2,000	
• Class "AA"	1,200	
• Class "A"	1,000	
• Special Interest	750	
• Tourist Inn	750	
• Pension Houses	750	
• Retirement Village	750	
• Apartment Hotels, housing units, apartelles	750	
• Motorist Hotel	750	
• Home stay	750	



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Travel and Tours Services	Fees (in PHP)	Validity
Tour Operator	1,000	One Year
Professional Congress Organizer	500	
Tour Guide/Mt. Guide/Jungle Guide/Eco Guide	200	
Tourist Water Transport	1,000	
Tourist Air Transport	1,000	
Tourist Land Transport		
Bus	500	
Coaster	300	
Van	200	
Car	150	

Tourism-related Establishments	Fees (in PHP)	Validity
Classification: Restaurant		One Year
• Class "AAA"	1,000	
• Class "AA"	750	
• Class "A"	500	
Tertiary Hospital for Medical Tourism	1,500	
Spa Center	1,000	
Department Store/Duty-free Shop	1,000	
Sports/Club Recreational	500	
Museums/Galleries	500	
Rest Area/Gas Station	500	