

## **Processing of New Business Proposal and Locator's Request for Renewal of Lease/Sublease Agreement**

### **A. New Investment**

1. Signed and notarized Investment Application Form
2. Business Plan
  - a. Scope of Operation
  - b. For development projects: Proposed site development plan with perspective drawings
  - c. For client/applicants with parent company: 3 years Audited Financial Statements
3. For Direct Lease with SBMA:
  - a. Letter of Conformity, duly signed by cognizant Business and Investment Department (BID) and Client/Applicant, containing initial terms and conditions discussed between the said properties to be presented for evaluation; and
  - b. Technical Plan
4. For Sublease/Assignment Arrangement:
  - a. Draft SBMA standard sublease/assignment agreement with locational plan and technical plan/as-built plan; and
  - b. Letter of endorsement from Sublessor/Assignor
  - c. For clients/applicants at the Subic Gateway Parks and Subic Techno Park: Consent to Sublease from SBDMC, Inc. and/or Subic Technopark Corporation;
5. Document of Authorization stating Official Representative with photocopy of valid government-issued ID
6. Business Registration:
  - a. For existing parent Corporation/ Partnership: Certified True Copy (CTC) of Securities and Exchange Commission (SEC) Certificate of Registration with Articles of Incorporation and By-Laws
  - b. For new Corporation: Proof of System generated SEC Name Reservation Confirmation
  - c. For Sole Proprietor: Department of Trade and Industry (DTI) Registration
  - d. For Cooperative: CTC of Cooperative Development Authority (CDA) Registration
7. Personal Information Sheet (PIS) of each Incorporators/Shareholders with the following attachments:
  - a. For Filipino Citizens: photocopy of any two (2) valid government-issued IDs
  - b. For Foreign Nationals:
    - i. Photocopy of valid passport, valid Alien Certificate of Registration issued by the Bureau of Immigration and Clearance, and
    - ii. Clearance from Embassy of country of origin (translated in English with Official Seal)
8. For development projects: Proof of financial capacity/funds (i.e. Bank Certificate of deposits/credit line/ approved loan or credit and Certification, duly signed and notarized, stating the deposit/funds is intended for the development (original document)
9. Permits and licenses required by law as necessary.
10. Proof of Payment of Filing Fee of US\$50.00 or its equivalent in Philippine Peso.

### **B. Renewal of Lease/Sublease Agreement**

1. Letter of Intent
2. For Sublease/Assignment Arrangement:
  - a. Draft SBMA standard sublease/assignment agreement with locational plan and technical plan/as-built plan
  - b. Letter of endorsement from Sublessor/Assignor
  - c. For clients/applicants at the Subic Gateway Parks and Subic Techno Park: Consent to Sublease from SBDMC, Inc. and/or Subic Technopark Corporation.

