



# SUBIC BAY FREEPORT ZONE

New Business Proposal       Renewal of Contract       OTHER Request/s: \_\_\_\_\_

FOR SBMA USE:  
Reference: DMS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
COMPANY/APPLICANT:

**CHECKLIST:  
REQUIREMENTS FOR NEW BUSINESS PROPOSAL:**

- 1. Investment Application Form (duly accomplished, signed, and notarized)
- 2. Business Plan
  - Scope of Operation
  - For development projects: Proposed site development plan with perspective drawings with schedule\*\*\*
  - For applicants with parent company: 3 Years Audited Financial Statements\*\*\*
- 3. For **Direct Lease** with SBMA:
  - Letter of Conformity [To be prepared by the Business and Investment Department]
  - Technical Plan [To be provided by Land & Asset Development Department]
- 4. For **Sublease/Assignment Arrangements**:
  - Sublease Agreement/Assignment of Leasehold Rights Agreement, duly signed and notarized
  - Locational map/ Building Lay-out
  - Technical plan/ As-built plan
  - Letter of endorsement from Sublessor/ Assignor
  - Consent to Sublease/ Assign from SBDMC, Inc. for tenants of Subic Bay Gateway Park, Phases I and II\*\*\*
- 5. Secretary's Certificate of the Authorized Signatory of contracts, duly signed and notarized, with copy of valid government-issued ID of Corporate Secretary and Authorized Signatory (For Partnership and Corporation)\*\*\*
- 6. Document of Authorization stating Official Representative, with copy of valid government-issued ID\*\*\*
- 7. Business Registration (any of the following)
  - For Partnership and Corporation: Certified True Copy (CTC) of Securities and Exchange Commission (SEC) Certificate of Registration with Articles of Incorporation and By-Laws
    - Copy of updated General Information Sheet filed with SEC within the current year (if registered for more than a year)\*\*\*
  - For Sole Proprietor: Department of Trade and Industry (DTI) Registration
  - For Cooperative: CTC of Cooperative Development Authority Registration
- 8. Personal Information Sheet of each Incorporator/Shareholder with the following attachments:
  - For Filipino Citizens: photocopy of any two (2) valid Government-issued Identification IDs
  - For Foreign Nationals:
    - Photocopy of valid passport and/or visa
    - Valid Alien Certificate of Registration issued by the Bureau of Immigration\*\*\*
    - Clearance from embassy of country of origin (translated in English with official seal)
- 9. For Development Projects: Proof of Financial Capacity\*\*\*
- 10. Permits/ licenses from other government agencies, as necessary: \_\_\_\_\_
- 11. Copy of Income Tax Return with Audited Financial Statements filed with BIR within the current year (if operating for a year or more)\*\*\*
- 12. Proof of payment of Filing fee (US\$50.00 or equivalent in Philippine Peso)  
**[To be billed upon complete submission of requirements.]**

**CHECKLIST:  
REQUIREMENTS FOR RENEWAL OF CONTRACT:**

- 1. Letter of Intent to renew contract
- 2. For **Sublease Arrangements**:
  - Sublease Agreement, duly signed and notarized
  - Locational map/ Building Lay-out
  - Technical plan/ As-built plan
  - Letter of endorsement from Sublessor
  - Consent to Sublease from SBDMC, Inc. (for tenants of Subic Bay Gateway Park, Phases I and II)\*\*\*

**NOTE: \*\*\* IF APPLICABLE**





# SUBIC BAY FREEPORT ZONE

- New Business Proposal**       **Renewal of Contract**       **OTHER Request/s:** \_\_\_\_\_

FOR SBMA USE:  
 Reference: DMS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 COMPANY/APPLICANT: \_\_\_\_\_

- 3. Secretary’s Certificate stating the Authorized Signatory of Contracts, with copy of government issued IDs (For Partnership and Corporation)\*\*\*
- 4. Document of Authorization of the official representative, with copy of government-issued IDs, if applicable \*\*\*
- 5. GSIS Insurance Policy, for direct leases\*\*\*
- 6. Copy of Income Tax Return with Audited Financial Statements filed with BIR within the current year
- 7. Copy of updated General Information Sheet filed with SEC within the current year
- 8. Permits/ licenses from other government agencies, as necessary: \_\_\_\_\_

**CHECKLIST:****REQUIREMENTS FOR OTHER REQUESTS: (Except for Withdrawal of Approved Projects, Pre-termination, and Non-Renewal)**

- 1. Letter of Intent
- 2. For **Sublease Arrangements:**
  - Amended Sublease Agreement, signed and notarized,
  - Locational map/ Building Lay-out
  - Technical plan/ As-built plan
  - Letter of endorsement from Sublessor
  - Consent to Sublease from SBDMC, Inc.(for tenants of Subic Bay Gateway Park, Phases I and II)\*\*\*
- 3. Secretary’s Certificate stating the Authorized Signatory of Contracts, with copy of government issued IDs (For Partnership and Corporation)\*\*\*
- 4. Amendment of SEC Registration, Articles of Incorporation, By Laws
- 5. Document of Authorization of the official representative, with copy of government-issued IDs \*\*\*
- 6. GSIS Insurance Policy, for direct leases\*\*\*
- 7. Copy of Income Tax Return with Audited Financial Statements filed with BIR within the current year
- 8. Copy of updated General Information Sheet filed with SEC within the current year
- 9. Permits/ licenses from other government agencies, as necessary: \_\_\_\_\_

**NOTES:**

- 1) **Please submit/drop all documentary requirements at the designated DROP BOX of the General Business and Investment Department.**
- 2) **You may also submit thru email at [bid.gbid@sbma.com](mailto:bid.gbid@sbma.com)**
- 3) **To visit the Offices, kindly make prior appointments to prevent crowding at the lobby.**
- 4) **Reminders, the following are NOT APPLICABLE DURING PANDEMIC AND QUARANTINE.**
  - **APPLICATIONS RECEIVED FROM 3:00 p.m. ONWARDS ARE CONSIDERED SUBMISSION IN NEXT WORKING DAY.**
  - **Please bring original copies for verification purposes only.**

**NOTE: \*\*\* IF APPLICABLE**

