Subic Bay Metropolitan Authority
Land Asset Development Department

Bldg. 332, Burgos St., Central Business District, Subic Bay Freeport Zone, 2222 Philippines
Tel: +6347 252-418/4529/4409/4147/4775 Fax: +6347 252-4715

General Quality Form
Document Code: LADD-TOC
Rev. No. 01
Effectivity date: 06-01-2022

TRANSFER OF CUSTODY

(SBMA to Locator)

LADD-TOC– 22-___-___

Part 1. Business & Investment Department for _____

Company Name: _____

Leased Property Location: _____

TERM SHEET APPROVAL

MAP		PBA	
Date Approved:		Board Resolution No:	
Docket No:		Date Approved:	

INFORMATION ON SECURITY DEPOSIT, ADVANCE RENTAL & PERFORMANCE BOND

Security Deposit						
Required			Proof of Remittance			
					Amount	
Months	USD	PHP	OR No.	OR Date	USD	PHP

Advance Rental						
Required			Proof of Remittance			
					Amount	
Months	USD	PHP	OR No.	OR Date	USD	PHP

Performance Bond for Investment Commitment						
Required			Details of Performance Bond			
					Amount	
Bank	USD	PHP	PB No.	PB Date	USD	PHP

INFORMATION ON LEASE AGREEMENT

Lease Term: _____

Commencement Date: _____

Contract Date: _____

Notary Date: _____

Notarized by: _____

Doc. No. _____

Page No. _____

Book No. _____

Series of 20 _____

Area of Lease Property: Lot: _____ square meter Building: _____ square meter

Special Provisions: _____
_____
_____
_____

Prepared by: _____ Approved by: _____

(Signature over Printed Name) (Signature over Printed Name)

BID Account Officer BID Department Manager

Part 2. Airport/Seaport Department

To be filled out for Airport / Seaport Properties Only

ACCESS CLEARANCE

Department	
Remarks:	

Prepared by: _____ Approved by: _____

(Signature over Printed Name) (Signature over Printed Name)

Airport/Seaport Personnel Airport/ Seaport Manager

Part 3. Land & Asset Development Department

The Subic Bay Metropolitan Authority, through Land and Asset Development Department (LADD), hereby transfers to / receives from _____(name of company)_____ the custody of property described as follows:

Building no.:		Area:	
Lot no.:		Area:	
Others:			
Date of Transfer/Receipt:			
Location:			
Property Inspection Report No:			

Prepared by: _____ Approved by: _____

(Signature over Printed Name) (Signature over Printed Name)

LADD Officer Department Manager

LESSEE'S ACKNOWLEDGEMENT

Name:		Position:	
Signature		Date:	