

SUBIC BAY FREEPORT

INVESTORS' GUIDE



This guidebook was produced by the Subic Bay Metropolitan Authority
through the efforts of the
Office of the Deputy Administrator for Corporate Communications and
in consultation with all concerned SBMA Departments and offices.

It is a compilation of all the current pertinent rules, regulations, procedures and
guidelines as of date of release and therefore are subject to review and amendments
from time to time by the SBMA.

Readers are encouraged to verify with concerned departments and offices
the current and latest updates of all the provisions therein.

(February 2014)

ACKNOWLEDGMENT

We would like to thank all the SBMA departments/offices and the SBF Chamber of Commerce for the
utmost cooperation in providing the data to produce this guidebook.

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As of February 2014

Introduction

The Subic Bay Metropolitan Authority (SBMA) welcomes you to Subic Bay Freeport, the pioneer Freeport of the Philippines.

As a locator in this Freeport, you are now part of a vibrant and dynamic business environment at the center of Asia's busiest cities and ports. As a valued member of a thriving business community of more than 1,000 local and foreign investors, you can look forward to fulfilling business experiences and growth opportunities here.

The SBMA, as a government institution and investment promotion agency, is committed not to promise but to deliver quality services and maintain an investor-friendly climate at all times to the satisfaction of existing and prospective clients.

The Agency shall treat your company fairly and with utmost transparency, and provide professional assistance and timely response in keeping with the highest standards of business ethics.

Every SBMA employee and department is ready to assist you and facilitate the processing of your business concerns with as much speed and ease as possible.

It is worthy to mention, too, that the SBMA has been consistent in its mandate to preserve and protect the Freeport's natural environment. In this aspect, your cooperation and compliance shall be most vital.

Purpose of the Guidebook

This guidebook is intended for the use of all SBF locators. It provides a clear view of the processes and procedures relevant to the establishment and operation of your business.

It also guides investors on the legal, taxation, and government policy aspects of investing in the Freeport.

For new investors, this manual provides both the simplest and the most critical details of setting up a business, including which SBMA Departments are tasked to deliver after-care investor services and assistance in addressing particular concerns.

For existing investors, the manual serves as a reference to the processes and procedures vital to the continuity of their operations.

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THE SBMA

The Subic Bay Metropolitan Authority (SBMA) is a government agency created under Section 13 of Republic Act 7227 otherwise known as the Bases Conversion Development Act of 1992, which was approved on March 13, 1992. Its mandate is to convert the 67,452 hectares former US military base into a dynamic economic growth center immediately after the Philippines-US Bases Treaty expired.

As part of its thrust to develop the Subic Special Economic Zone into a self-sustaining, industrial, commercial, financial, and investment center, the SBMA has attracted investments and created employment opportunities in various industries such as:

- Manufacturing
- Tourism
- Retailing
- Trading, warehousing and transshipment
- Maritime and shipbuilding/ship repair
- Port-related
- High value added and other services
- Institutions
- Estate Development & Management
- Utilities
- Information and Communications Technology (ICT)

ACCESSIBILITY

Access By Land

Approximately 2 hours drive from Manila (capital of the Philippines) via North Luzon Expressway (NLEX) and Subic-Clark-Tarlac Expressway (SCTEX)

Access By Air

Accessible from three international airports, namely, the Ninoy Aquino International Airport (NAIA) in Manila, the Diosdado Macapagal International Airport in Clark Freeport and the Subic Bay International Airport

Access By Sea

Via Port of Subic Bay

Tax Incentives

1. Exemption from all local and national taxes with only a 5% final tax on gross income earned computed based on Gross Sales less the following "allowable deductions" depending on the activities such as manufacturing, infrastructure, development, and service, in reference to Section 57 of the Rules and Regulations implementing R. A. 7227, as amended by R. A. 9400.
 - Raw Materials
 - Intermediate goods & finished products
 - Production/services supervision salaries
 - Direct salaries, wages, or labor expenses
 - Financing charges associated with fixed assets
 - Supplies and fuels used in the production/rendering services
 - Rent and utility charges associated with buildings and equipment
 - Depreciation, lease payments, or other expenditures on building and equipment
2. SBF enterprises, depending on the specific type of enterprise, are likewise allowed to deduct some other expenses as specified under the law.
3. Tax and Duty-free importations of raw materials, capital and equipment
4. Up to 100% foreign ownership
5. No foreign exchange control; full repatriation of profit is allowed
6. Percentage of Income Allowable from Sources Within the Customs Territory -
SBF Enterprises may generate income from sources within the Customs Territory of up to thirty percent (30%) of its total income from all sources; provided, that should an SBF Enterprise's income from sources within the Customs Territory exceed thirty percent (30%) of its total income from all sources, then it shall be subject to the income tax laws of the Customs Territory; provided, further, that in any case, customs duties and taxes must be paid with respect to income from sales of articles to the Customs Territory.

Other Incentives:

1. Visa-free entry for 14 days, and renewable
2. Special Subic-Clark visas available to expatriates

SECTION I

BUSINESS REGISTRATION

The Business and Investment Departments (BIDs) handle the registration and renewal of businesses in the Freeport.

Permit/s

Certificate of Registration and Tax Exemption (CRTE)
Registration Certificate (RC) (*formerly Permit to Operate*)

Office-in-Charge : Business and Investment Departments (BIDs)
Group/Department : BUSINESS AND INVESTMENT GROUP (BIG)
Office Location : Bldg.225, Dewey Ave.
Contact Numbers : Office of the SDA for Business and Investment Tel: 252.4365
Fax: 252.4498
Manufacturing & Maritime Tel: 252.4636
Logistics Tel: 252.4626
Leisure Tel: 252.4398
General Business Tel: 252.4634
Information & Communications Technology (ICT) Tel: 252.4215

Business Hours Monday – Friday / 8AM – 5PM; 9AM—6PM (No Noon Break)

BUSINESS REGISTRATION PROCESS

Date of Implementation: September 14, 2009

Reference/s: SBMA Board Resolution No. 09-07-3190

SCADC-SBMA-CDC-CIAC Business Registration System

Revision No. 0

REQUIRED DOCUMENTS FOR BUSINESS REGISTRATION

(Forms are available from the Business and Investment Group office)

A. STAGE 1 Requirements (DAY 1)

1. SBF Investment Application Form
2. Documentary Requirements
 - Letter of Intent
 - Business Plan
 - a. Company Profile
 - b. Scope of Operation
 - c. Proposed site development plan (*for development projects*)
with the following:
 1. perspective drawings
 2. development timetable
 3. development cost
 - d. Market Study
 - e. Sources of Funds
 - f. Financial Projections for the first five (5) years of operation
 - g. List of clients and suppliers with contact information
 - h. Brochures-*optional*
 - i. Letter of References-*optional*
 - Audited Financial Statements for the last three (3) years of operation of applicant's parent company, if applicable.
 - Latest income tax return of applicant's parent company, if applicable.
3. Document of Authorization stating Official Representative
4. Business Registration
 - For Existing Parent Corporation: Certified True Copy of Securities and Exchange Commission (SEC) Certificate with Articles of Incorporation and By-Laws
 - For New Corporation: SEC Name Reservation
 - For Sole Proprietor: DTI Registration
5. Personal Information Sheet (PIS) of Incorporators with the following attachments:
 - For Filipino Citizens: photocopy of valid identification cards or passport
 - For Aliens: photocopy of valid passport
6. Bank Certificate of Deposits or Certification of approved loan or credit line
7. For Sublease Arrangements: Draft sublease agreement with technical plan and location plan, and letter of endorsement from sublessor
8. Permits and licenses required by law as necessary
9. Proof of Payment of Filing Fee (US \$50.00)

B. STAGE 2 TO 5 Requirements (DAY 2-14)

1. Signed Letter of Conformity *(Stage 2, Day 2-5)*
2. Proof of payment of registration fee *(Stage 3, Day 6-8)*
3. Certified true copy of Securities & Exchange Commission (SEC) Certificate with Articles of Incorporation & By-laws for newly registered corporations *(Stage 4, Day 9-11)*
4. Clearance from SBMA Ecology Center *(Stage 4, Day 9-11)*
5. Signed Lease Agreement with proof of payment of Advance Rental and Security Deposit. *(Stage 5, Day 12-14)*

C. Requirements after Issuance of CRTE / RC

1. Submission of performance bond for those with development projects within thirty (30) days.
2. For Main Lessee with existing structure, the applicant shall submit the Insurance Policy with Government Service Insurance System stating SBMA as the beneficiary within thirty (30) days after issuance of signed and notarized Lease Agreement.

FEES AND VALIDITY OF PERMITS

Certificate/Permit	Fees	Validity
1. Filing Fee	US\$50.00	One Year
2. Certificate of Registration and Tax Exemption	US\$250.00	One Year
3. Registration Certificate	US\$150.00	One Year
4. Business License Plate Fee	US\$20.00	
5. Business Renewal Sticker	PHP200.00	One Year
6. Late Registration Penalty	12% of the CRTE or RC permit fee, per annum	

**THE 14-DAY BUSINESS REGISTRATION PROCESS
OF THE SUBIC AND CLARK CORRIDOR**

STAGE 1	<p>Day 1</p> <ul style="list-style-type: none"> The applicant shall submit a Letter of Intent, Business Proposal and other necessary documents to the Business & Investment Departments (BIDs)/Marketing Department
STAGE 2	<p>Day 2,3,4,5</p> <ul style="list-style-type: none"> The BIDs/Marketing Department, in coordination with other concerned departments shall evaluate the documents. The BIDs/Marketing Department shall facilitate the signing of Letter of Conformity (LOC) between the applicant and the Freeport Authority. The LOC shall contain the area, location, lease rate and terms and conditions agreed upon. The BIDs/Marketing Department shall submit its recommendation to the CEO based on existing policies, rules and regulations. In case of disapproval the BIDs/Marketing Department shall state the specific reason/s for the same and the applicant may file for reconsideration.
STAGE 3	<p>Day 6,7,8</p> <ul style="list-style-type: none"> Upon the approval of the proposal by the CEO, based on the favorable recommendation of the BIDs/Marketing Department, a 30-Day Business Permit may be issued. In case of disapproval, the same shall be stated in writing, and the applicant shall be allowed to re-submit appropriate requirements for consideration and approval.
STAGE 4	<p>Day 9, 10, 11</p> <ul style="list-style-type: none"> The Applicant shall submit other documentary requirements and clearances necessary for the issuance of CRTE/RC.
STAGE 5	<p>Day 12, 13, 14</p> <ul style="list-style-type: none"> The applicant and Freeport Zone Authority shall sign the Lease Agreement provided that the lessee has already acquired juridical personality either from Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI), in case of local companies; or license from SEC in case of foreign-registered corporation. The applicant shall pay the necessary fees. The Freeport Authority shall issue the CRTE/RC.

A. Requirements For Registration (Stage 4)

1. Proof of payment for CRTE/RC fee, advance rent, security deposit, business plate
2. Certified true copy of SEC Registration with Articles of Incorporation and By-Laws
3. Clearance from SBMA Ecology Center
4. Signed lease agreement

B. Requirements For Renewal

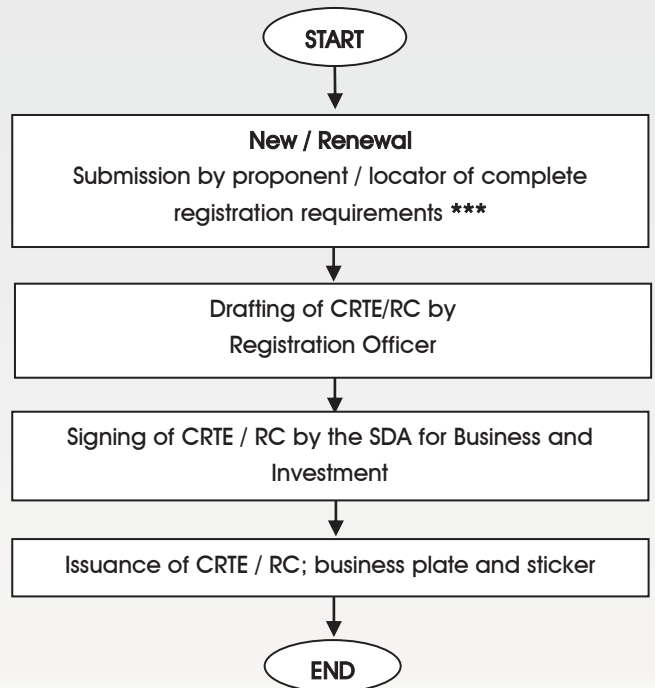
1. Copy of receipt for CRTE/RC, Business Plate Sticker
2. Insurance Policy, as applicable
3. Performance Bond Policy, as applicable
4. Audited financial statements
5. Income Tax Return
6. SEC – General Information Sheet (GIS)
7. Current Contract

C. Other government agencies' permits/licenses (as applicable) such as

MARINA Registration, PCAB Registration, BFAD, NTC/ CICT Clearance/Registration/License/Endorsement, Department of Tourism (DOT) Tourism Standard Classification

PROCESS FLOW

ISSUANCE/RENEWAL OF CERTIFICATE OF REGISTRATION AND TAX EXEMPTION (CRTE) AND REGISTRATION CERTIFICATE (RC) (STAGES 4 AND 5)



**PERFORMANCE BOND FOR MAIN LEASE AND
SUBLEASE DEVELOPMENT PROJECTS**

Date of Implementation: June 18, 2010

Reference/s: SBMA Board Resolution No. 10-06-3697

further modified thru Board Resolution No. 10-07-3761

Revision No. 0

I. Percentage of Performance Bond

Development Commitment (In US\$)	Rate per Form of Bond		
	Cash / Manager's Check	Bank Guarantee	Surety
Less than one (1) million	5%	10%	30%
One million but less than five (5) million	2.5%	5%	15%
Five (5) million but less than ten (10) million	1%	2.5%	7.5%
Ten (10) million and above	0.5%	1%	5%

II. Reacquisition of Performance Bond

The locator shall post a marginal performance bond corresponding to the outstanding development project. Upon reacquisition of a bond, the percentage or amount of the bond shall correspond to the remaining development project to be implemented.

Illustration of Marginal Bond

YR	Remaining Development to be Implemented (In US\$)	% of implemented development		Bond Rate		
				Cash / Manager's Check	Bank Guarantee	Surety
1	15 million	0%	completed	0.5%	1%	5%
2	9 million	40%	completed	1%	2.5%	7.5%
3	4.5 million	70%	completed	2.5%	5%	15%
4	0.5 million	97%	completed	5%	10%	30%

III. Surety Providers

Locators can refer to the updated list of surety providers posted by the Insurance Commission of the Philippines where they can apply for a bond, provided that the bank is located within Central Luzon or National Capital Region.

IV. Penalty

The following penalties shall apply for continually not posting a performance bond.

Period of non-compliance	Penalty/ies	
30 days from CRTE issuance	-	-
60 days from CRTE issuance	-	US\$500.00
90 days from CRTE issuance	CRTE suspension	US\$1,000.00
120 days from CRTE issuance	CRTE cancellation	US\$1,500.00

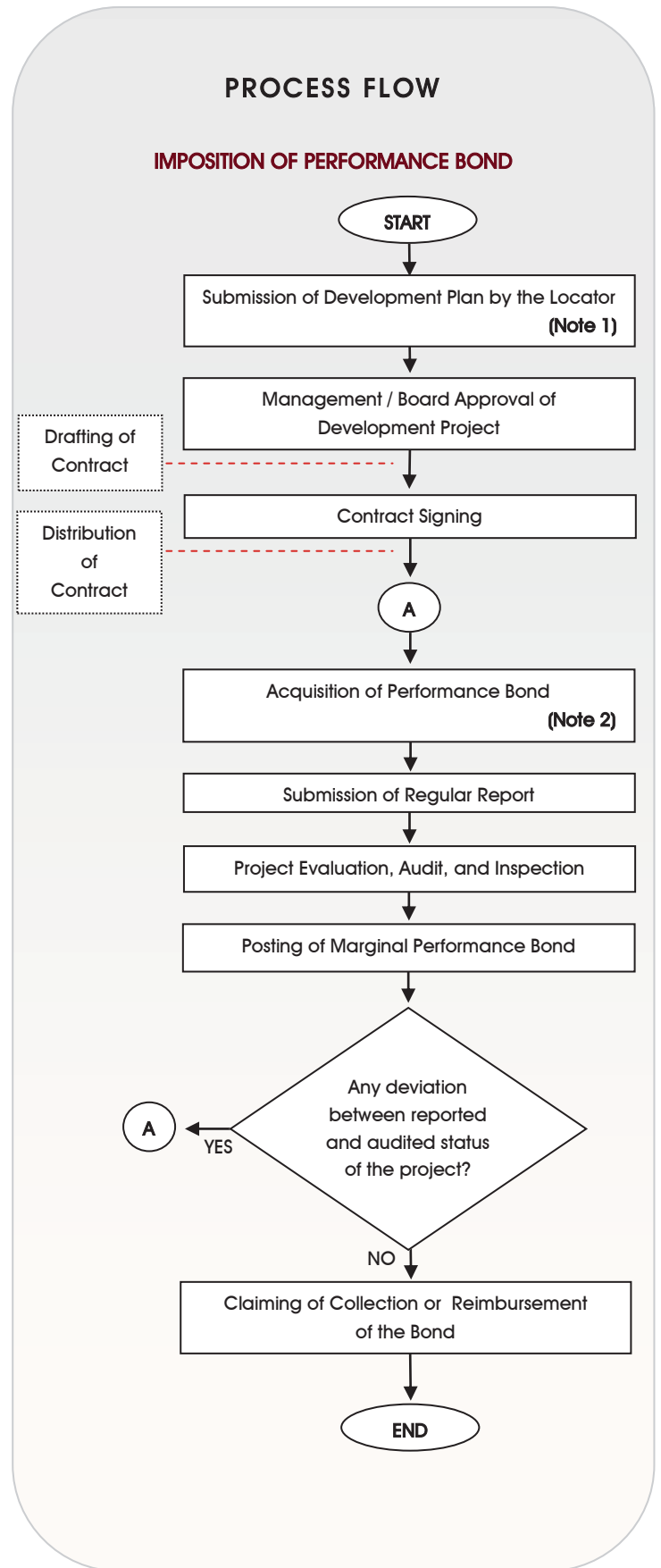
Note 1

Locator submits development project plan with the following:

- Amount of committed investment
- Development project cost
- Detailed timeline
- Projected Employment

Note 2

Account Officer (AO) monitors if the Locator is complying / acquiring a bond. Bond shall be submitted within 30 days from CRTE issuance or 30 days from Board approval in case of expansion.



SECTION II

LAND ASSET MANAGEMENT

The Land Asset Management Department (LAMD) issues survey authorization and conducts property lot survey. All estate management-related concerns of SBF locators and residents are also regulated by the SBMA through this department.

Permit/s

Survey Authorization
Property Lot Survey

Office-in-Charge : Land Administration / Estate Management
Group/Department : BUSINESS AND INVESTMENT GROUP /
LAND ASSET MANAGEMENT DEPARTMENT (LAMD)
Office Location : Bldg. 156, Quezon Street Extension
Contact Numbers : Land Administration - 252.4198/4148
Estate Management - 252.4147

Business Hours Monday – Friday / 8AM – 5PM

**SURVEY AUTHORIZATION AND
PROPERTY LOT SURVEY**

Date of Implementation:

Reference/s: Sec. 11 f (11) of the IRR in relation to Sec. 13 b(11) of

Republic Act No. 7227

Revision No. 0

PERMIT/S

1. SURVEY AUTHORIZATION

REQUIRED DOCUMENTS

- Request Letter
- Contract Agreement (Lease/Sublease/Joint Venture agreements)

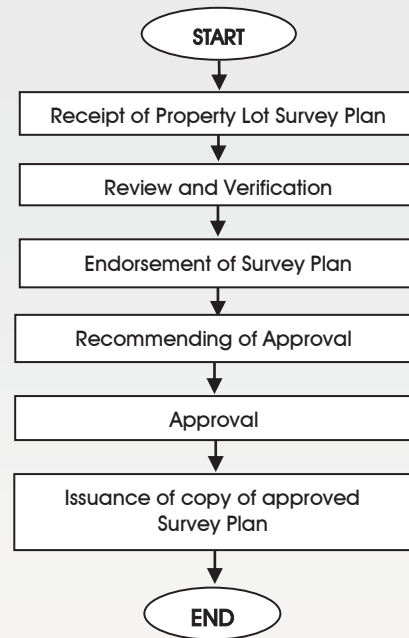
2. PROPERTY LOT SURVEY

REQUIRED DOCUMENTS

- Survey Authorization
- Originally signed and sealed survey plan/s by a duly licensed Geodetic Engineer
- Originally signed survey plan/s by the company's owner/representative
- Blue print copies (2) of the survey plan/s
- Complete Survey Returns (Field Notes Cover, Field Notes, Traverse Computation and Lot Data Computation)
- Machine Copy of Professional License and PTR of the Geodetic Engineer

PROCESS FLOW

PROPERTY LOT SURVEY



ESTATE MANAGEMENT**Requirements for Housing Residents****A. For Lease Proposal and other Contract-Related Requests**

- Letter of Intent
- Accomplished Lessee Info Sheet
- Photocopy of 2 valid IDs (for expats, submit photocopy of passport) and one 2x2 photo
- For corporations, copy of SEC Registration, Secretary Certificate of authorized signatory, 2 valid IDs of signatory
- For assignment of leasehold rights, Notarized Deed of Assignment
- Certification of No Outstanding Obligation with SBMA and Official Receipt of SBMA share

B. For Construction/Renovation Permit

- Request letter
- Plans (Architectural, Structural, Electrical, Mechanical, Plumbing, Others)
- Original structure and demolition plans, if applicable
- Bill of Materials
- Scope of Work and Specifications
- Structural Analysis (if necessary)
- Copy of lease/sublease contract and current insurance policy, if applicable

Note:

- 1) *All plans must be originally signed and sealed by a duly licensed Engineer/Architect*
- 2) *Changing of exterior painting is subject for approval by this office*

C. For Occupancy Inspection

- Request letter
- As-built plans (1 set-reproducible copy and 1 set-blue print copy)
- Megger Test Certificate
- Logbook
- Certificate of Completion

D. For Repair/Repainting Permit:

- Request letter
- Scope of Work
- Bill of Materials

E. For Endorsement of Request for issuance/Renewal of SBMA ID

- Request letter
- Filled-up Information Sheet
- 2 pcs 2X2 photo
- Copy of lease/sublease contract and current insurance policy, if necessary
- For caretaker, driver and gardener: latest NBI or Police Clearance

F. For Pull-out of Personal Effects/Belongings

- Request letter
- List of items to be pulled-out
- Clearance from Accounting Department

G. For Issuance of Certificate of Residency

- Request letter
- For release of shipment, copy of Airway Bill/Bill of Lading
- Clearance from Accounting Department
- Copy of lease/sublease contract, if necessary

H. For Water/Power Connection

- For Water Application with Subic Water & Sewerage Co., contract
- For permanent power connection, letter request and Megger Test Certificate

SECTION III

HIRING OF PERSONNEL

A. Manpower Hiring & Accreditation

The Labor Center has a ready pool of skilled workers for locators seeking recruitment assistance for its manpower requirements. It also issues certificates of accreditation to service providers of manpower, security, janitorial/messengerial and some port-related services. Passes and permits are also endorsed by this office to facilitate entry/exit of investors, workers of its contractors/subcontractors, and work permits of foreign employees in the company.

Permit/s

1. Certificate of Accreditation for the following:
 - Manpower Service providers
 - Security Service providers
 - Janitorial/ Messengerial Services
 - Other Port-Related Services
2. Endorsement for Issuance of Entry/Exit Pass (for Contractors/Sub-Contractors)
3. Manpower Sourcing Services
4. Endorsement for Issuance of Entry/Exit Pass for SBFZ Locators (Initial/Renewal)
5. Endorsement for Issuance of Work Permit
 - A. Provisional Permit To Work (PPW)
 - B. Special Work Permit (SWP)
 - C. Alien Employment Permit (AEP)

Office-in-Charge : Service Contracting Office/Manpower Services Division
Group/Department : INTERNAL SERVICES GROUP/LABOR DEPARTMENT
Office Location : Bldg.255, Barryman Road/Bldg.608
Contact Numbers : Accreditation and Gate Pass
Tel: 252.4861 / 4542; Fax: 252.4494
Manpower Sourcing, Others
Tel: 252.4073 / 4346; Fax: 252-4494

Business Hours Monday – Friday / 8AM – 5PM (No Noon Break)

1. APPLICATION FOR THE ISSUANCE OF CERTIFICATE OF ACCREDITATION

Date of Implementation: 27 December 2006

Reference/s: SBMA Office Order No. 06-12-278 Series of 2006;

SBMA Board Resolution No. 04-07-3883 or the Rules and Regulations on Accreditation of Manpower Placement Agencies

Revision No. 0

REQUIRED DOCUMENTS

New:

- Letter of Intent
- Application Form for Accreditation
- SBF Client's Endorsement/Service Contract
- Company Profile
- SEC/DTI/CDA Registration
- SSS, PhilHealth and HDMF Registration
- DOLE 1020 Registration
- DOLE 18-02 Registration (Manpower, Janitorial and Security Services)
- Income Tax Return w/ Audited Financial Statement
- List of Company Officers
- List of Employees
- Performance/Surety Bond (Chandling & Security Services)

Renewal:

- Certificate of Good Standing Performance from SBF Locator-Client
- 12-month payroll with corresponding Daily Time Records (DTRs)
- Proof of 13th Month Pay
- Proofs of SSS, PhilHealth & Pag-IBIG Remittances
- Clearances from the following SBMA units: Accounting Department, Legal Department, Intelligence Office

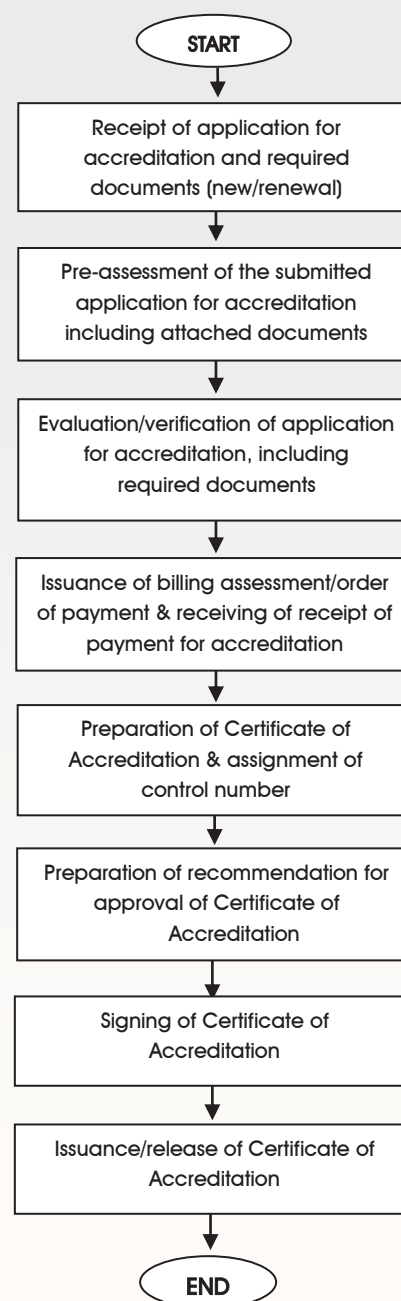
Other Requirements for New/Renewal of Certificate of Accreditation:

Clearances from the following SBMA units:

- Public Health & Safety Department
- Ecology Center
- Law Enforcement Department
- Seaport Department
- Accident insurance for high-risk jobs

PROCESS FLOW

ISSUANCE OF CERTIFICATE OF ACCREDITATION



2. ENDORSEMENT FOR ISSUANCE OF ENTRY/EXIT PASS (FOR CONTRACTORS/SUB-CONTRACTORS)

Date of Implementation:

Reference/s: Implementing Rules and Regulations
(IRR of SBMA) - Chapter X Paragraph C Section 118

Revision No. 0

REQUIRED DOCUMENTS

Initial:

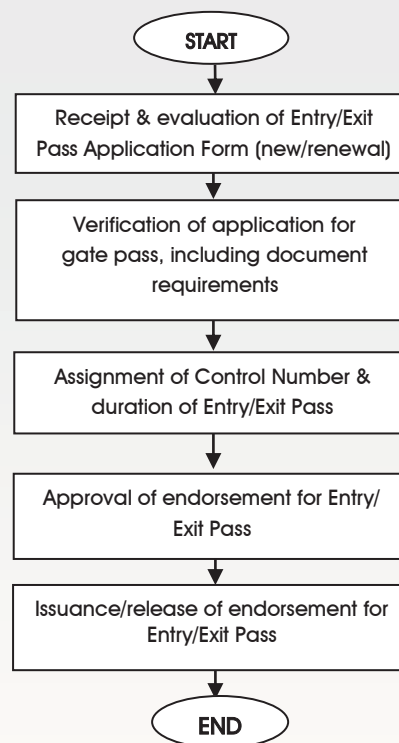
- Valid SBMA Certificate of Accreditation
- Entry/Exit Pass Application Form
- Police/NBI Clearance
- Resume/Bio-data with 2x2 photo

Renewal:

- Three (3) copies of duly accomplished Application for Gate Pass/ID Form
- Company letter request
- Photocopy of expired ID
- Police/NBI Clearance

PROCESS FLOW

ISSUANCE OF ENTRY/EXIT PASS (CONTRACTORS/SUBCONS)



3. MANPOWER SOURCING SERVICES

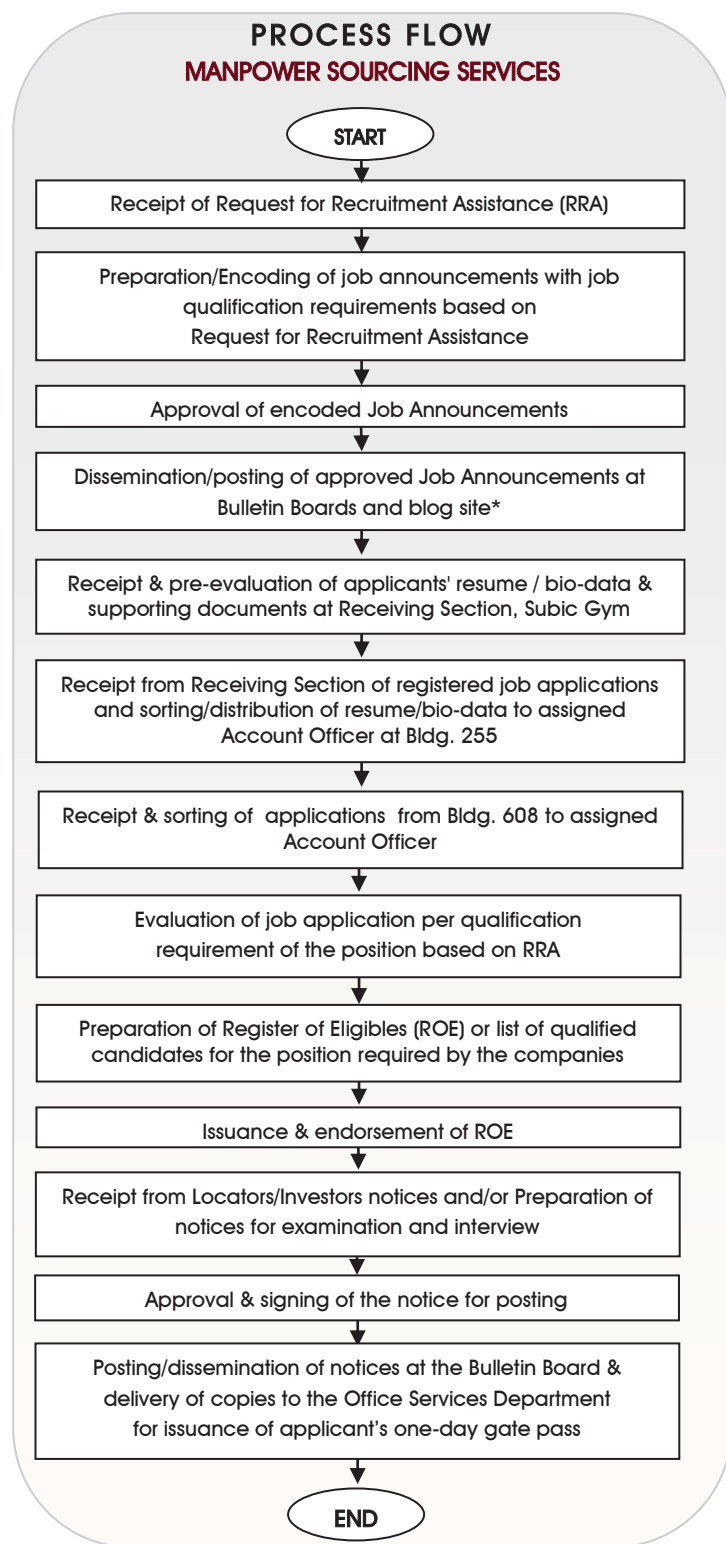
Date of Implementation:

Reference/s: Implementing Rules and Regulations (IRR of SBMA) - Chapter X Paragraph C Sections 113,115,116,118

Revision No. 0

REQUIRED DOCUMENTS

- Valid CRTE or RC
- Request for Recruitment Assistance (RRA) form duly signed by locator/Investor or authorized representative



4. ENDORSEMENT FOR ISSUANCE OF ENTRY/EXIT PASS FOR SBFZ LOCATORS (INITIAL/RENEWAL)

Date of Implementation:

Reference/s: Implementing Rules and Regulations (IRR of SBMA) - Chapter X Paragraph C Section 118

Revision No. 0

REQUIRED DOCUMENTS

Initial:

- Application for Gate Pass/ID
- Office Services Department (OSD) Pass Issuance & Control Division Information Sheet
- Labor Department Information Sheet
- Photocopy of resume/bio-data received by Manpower Services Division (MSD) in Subic Gym
- Police Clearance for hired workers from Olongapo, Bataan & Zambales / NBI Clearance for hired workers from other places of origin
- Updated Master List of Employees from SBFZ Locators/Investors
- Justification letter for direct hires

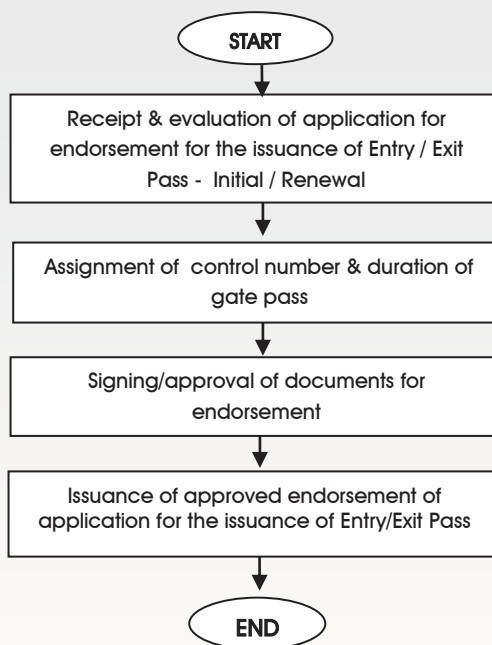
Renewal:

- Three (3) copies of duly accomplished Application for Gate Pass/ID Form
- Company letter request
- Photocopy of expired ID, Police/NBI Clearance, as detailed above

Note: For youth aged 15 to less than 18 years (as defined under DOLE Department Advisory No. 01-08): In addition to the requirements above - Notarized parent's consent and applicant's birth certificate.

PROCESS FLOW

ISSUANCE OF ENTRY/EXIT PASS FOR LOCATORS



5. ENDORSEMENT FOR THE ISSUANCE OF WORK PERMIT

Date of Implementation: 03 February 2009 /
03 December 2010

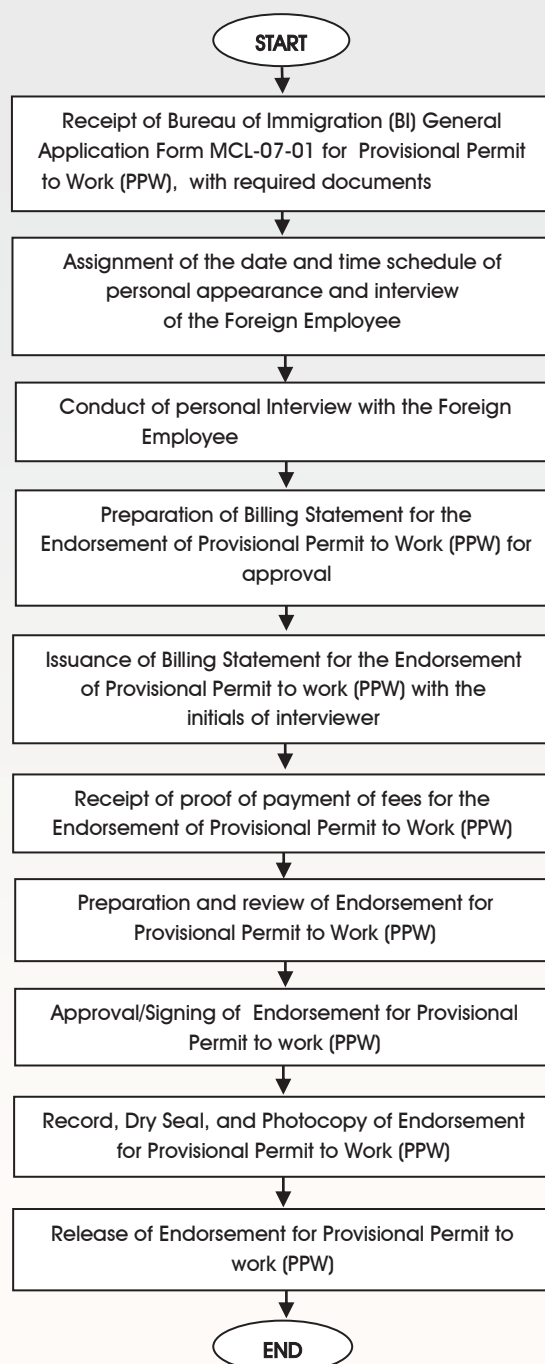
Reference/s: Joint Memorandum Order No. 001-
2009/ Office Order No. 10-12-1606 Series of 2010

Revision No. 0

A. PROVISIONAL PERMIT TO WORK (PPW)

REQUIRED DOCUMENTS

- Bureau of Immigration (BI) General Application Form MCL-07-01 (Available from the Manpower Services Division in Bldg. 255/ downloadable at: www.immigration.gov.ph) with 2x2 picture taken not more than six (6) months
- Photocopy of Passport all stamped pages with latest arrival & valid visa
- Duly notarized Employment Contract/Letter of Appointment/Consultancy Agreement
- If elective officer and stockholder/member of the Board of Directors: SEC Article of Incorporation, latest General Information Sheet (GIS), Board Resolution/Corporate Secretary's Affidavit (duly notarized)
- Photocopy of CRTE/ RC
- Resume/bio-data with latest 2x2 picture
- Tax Identification Number (TIN), Proof of TIN: Photocopy of BIR Form 1902 or Latest Individual Income Tax Return
- Organizational Structure
- Certificate of Appearance with Duties and Responsibilities
- Personal Appearance and Interview with the Manager of Labor Department/Authorized Interviewer

PROCESS FLOW**ENDORSEMENT FOR ISSUANCE OF PROVISIONAL PERMIT TO WORK**

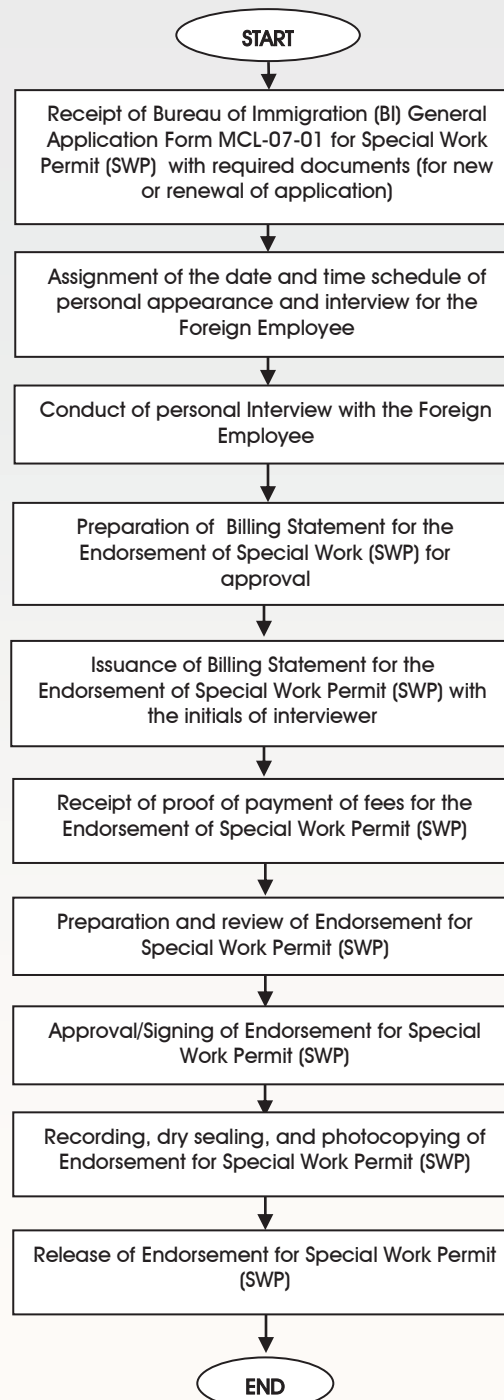
B. SPECIAL WORK PERMIT (SWP)

REQUIRED DOCUMENTS

- Bureau of Immigration (BI) Application Form MCL-07-01 (Available from the Manpower Services Division in Bldg. 255/downloadable at: www.immigration.gov.ph) with 2x2 picture taken not more than six (6) months
- Photocopy of passport all stamped pages with latest arrival date & valid visa
- Duly notarized Employment Contract / Letter of Appointment/Consultancy Agreement
- If elective officer and stockholder/member of the Board of Directors: SEC Article of Incorporation, latest General Information Sheet (GIS), Board Resolution/Corporate Secretary's Affidavit (duly notarized)
- Photocopy of CRTE/RC
- Resume/Bio-data with latest 2x2 picture
- Tax Identification Number (TIN), Proof of TIN: Photocopy of BIR Form 1902 or Latest Individual Income Tax Return
- Organizational Structure
- Certificate of Appearance with Duties and Responsibilities
- Personal Appearance and Interview with the Manager of Labor Department / Authorized Interviewer

PROCESS FLOW

ENDORSEMENT FOR ISSUANCE OF SPECIAL WORK PERMIT



C. ALIEN EMPLOYMENT PERMIT (AEP)

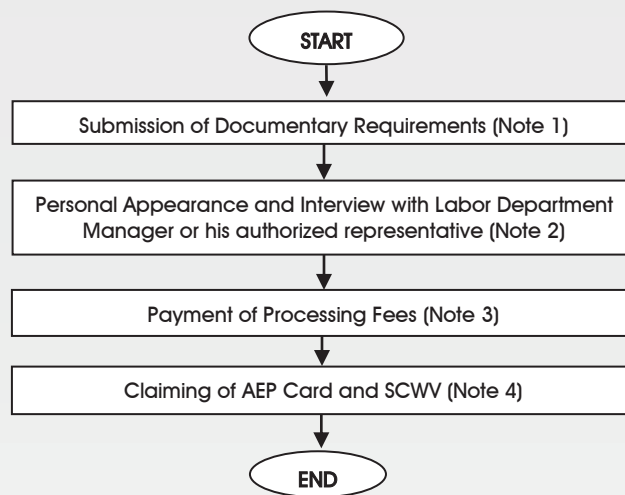
REQUIRED DOCUMENTS

(To be submitted in four (4) sets)

- Duly accomplished AEP Endorsement Request Form (notarized)
- Duly accomplished AEP Application Form with latest 2x2 ID picture (notarized)
- Tax Identification Number (TIN) / Proof of TIN
- Duly accomplished SCWV Application Form
- Photocopy of passport with latest arrival date / valid visa extension
- Notarized Contract of Employment / Consultancy Agreement (for non-elective positions) or Corporate Secretary's Certificate/Board Resolution on the election/ appointment (for elective positions)
- Photocopy of CRTE / RC

PROCESS FLOW

ISSUANCE OF SUBIC-CLARK WORKING VISA (SCWV)



Note 1: All applications for SCWV shall be received and processed at the Regulatory Building, Labitan Street, Corner Rizal Avenue, Subic Bay Freeport Zone (beside Lyceum). Only those application with complete documentary requirements shall be received and acted upon by the LD - Processor.

Note 2: Personal appearance/interview may be waived for applicants with valid Special Work Permit (SWP) or Provisional Permit to Work (PPW).

Note 3: Qualified applicant shall pay based on the indicated processing fees.

Note 4: The applicant shall claim the AEP card and SCWV on advised schedule.

AVAILABLE FORMS

1. Application For Accreditation
2. Application For Gate Pass/ID
3. Letter Request For Recruitment Assistance
4. Requirements for Provisional Permit to Work (PPW) Endorsement
5. Requirements for Special Work Permit (SWP) Endorsement
6. Alien Employment Permit (AEP) Endorsement Request Form

FEES AND VALIDITY OF PERMITS

Certificate/Permit	Fees	Validity
1. Certificate of Accreditation		One Year
Accreditation Fee	US\$200.00	
2. Endorsement for Issuance of Entry/Exit Pass (For Contractors/ Sub-Contractors)	None	Six Months/One Year
3. Manpower Sourcing Services	None	Six Months/One Year
4. Endorsement for Issuance of Entry/Exit Pass for SBFZ Investors/ Locators (Initial/Renewal)	None	Six Months/One Year
5. Endorsement For Issuance of Provisional Permit to Work (PPW)	US\$10.00	One Month Only
6. Endorsement For Issuance of Special Work Permit (SWP)	US\$ 20.00	Three Months/ Renewable once for
7. Application for Alien Employment Permit (AEP)		
a. New		One Year
SBMA	US\$10.00	
DOLE	PHP8,000 plus PHP3,000 for additional year	
b. Renewal		One Year
SBMA	US\$10	
Department of Labor and Employment (DOLE)	PHP3,000	
8. Application for Subic-Clark Working Visa (SCWV)		
New	SBMA - US\$100 Bureau of Immigration (BI)- PHP7,350	One Year
Renewal	SBMA - US\$50 Bureau of Immigration (BI)- PHP4,550	One Year
Renewal	SBMA - US\$50 Bureau of Immigration (BI)- PHP8,050	Two Years

SECTION III

HIRING OF PERSONNEL

B. Securing Worker's Pass & ID

The Office Services Department issues passes (Paper Pass, Laminated ID, and Computerized ID) to all individuals regularly entering the Freeport.

Permit/s

1. Temporary Paper Pass
2. Laminated ID
3. Computerized ID

Office-in-Charge	: Pass Issuance & Control Division
Group/Department	: INTERNAL SERVICES GROUP / OFFICE SERVICES DEPARTMENT (OSD)
Office Location	: Bldg. 499, Aguinaldo Street (back of Subic Gym)
Contact Numbers	: Tel: 252.4290/4390; Fax: 252.4291

Business Hours

Bldg. 499:
Monday – Friday / 8:00 AM – 5:00 PM (No Noon Break)
Saturdays / 8:00 AM to 5:00 PM. (SBFZ residents only)

Tipo & Kalaklan Satellite Offices:
Daily / 24 hrs.

ISSUANCE OF GATE PASSES

Date of Implementation:

Reference/s: Implementing Rules and Regulations (IRR of SBMA) - Chapter II Paragraph B Section 11; Chapter III Paragraph A Sections 24-25; Chapter X Paragraph B Section 112 and Paragraph C Section 118

Revision No. 0

1. ISSUANCE OF DAILY PASS

Issued to any individual with one-day appointment at any SBMA office, and any company within SBFZ, Trucking and Delivery Services at Tipo and Kalaklan Gates. This is also issued to "yagyag"/stevedores and may be used by them for a maximum of one month, provided their request is approved by the Labor Department and Seaport Department.

REQUIRED DOCUMENTS**A. New Applicants (for interview or exam)**

- Company request approved by Labor Department
- Valid ID (SSS/TIN/School/Company/Driver's License/PRC)

B. Delivery/Truck Driver

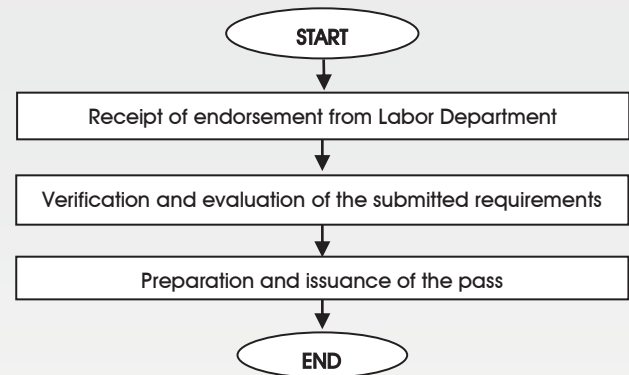
- Valid Driver's License
- Vehicle Registration
- Delivery Receipt (for delivery services)

C. Yagyag Workers (Stevedores)

- Company request approved by Labor and Seaport departments
- Accomplished Information Sheet
- 2x2 picture
- Valid ID

2. ISSUANCE OF LAMINATED PASS

Issued to regular employees of Investors/Locators/Contractors, employees of government agencies within SBFZ, students, regular visitors, caretakers, foreign nationals with temporary SSWV (Special Subic Working Visa), and occupants of Apartelles within SBFZ.

PROCESS FLOW**ISSUANCE OF TEMPORARY/DAILY PASS**

REQUIRED DOCUMENTS

A. For Employees of Contractor/Locator

- Endorsement from SBMA Labor Department
- Accomplished information sheet and copy of valid NBI or Police Clearance
- Expired SBMA Pass/ID (for renewal)
- Explanation letter noted by the Company Manager (for late renewals)
- Valid company's Certificate of Registration/Accreditation
- Marriage Contract or Court Order for Annulment (for change of civil status of female applicants)
- Notarized affidavit for "change of name" or birth certificate issued by the National Statistics Office
- For HHIC (Hanjin) Employees
 - Malaria Test (for initial and renewal)
 - Safety Training Certificate

B. For students of any school/college within SBFZ

- Request from school/college administration
- Accomplished information sheet
- Expired SBMA Pass/ID (for renewal)
- Affidavit of Loss (for lost ID)

C. For Foreign Nationals

- Endorsement from SBMA Labor Department
- Copy of temporary Special Subic-Clark Working Visa
- Accomplished information sheet

D. For Occupant of an Apartelle, Condominium, and long staying hotel guest within SBFZ

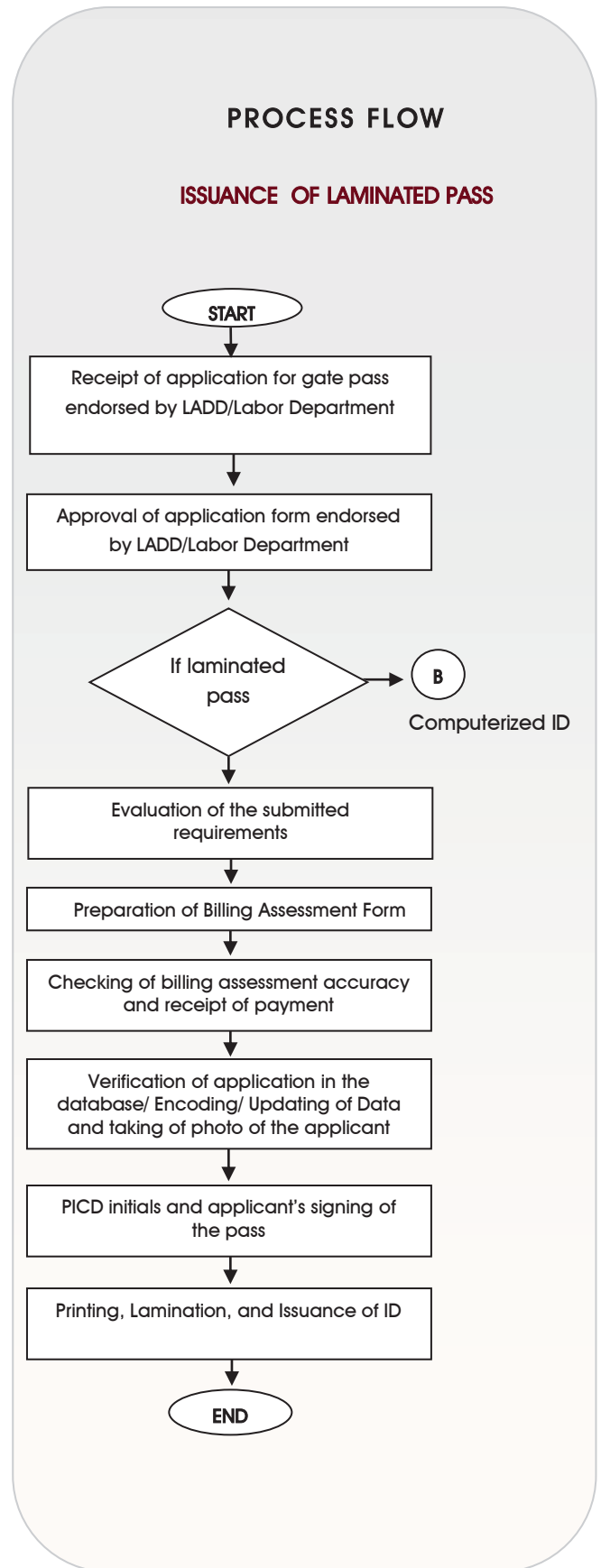
- Endorsement from Apartelle, Condominium and Hotel's Admin office
- Accomplished information sheet

E. For SPES (Special Program for Employment of Students)

- Endorsement from SBMA Labor Department/Company
- Accomplished information sheet

F. For On-the-Job Trainee (OJT)

- Endorsement from School/College Administration
- Endorsement from SBMA Labor Department
- Accomplished information sheet



3. ISSUANCE OF COMPUTERIZED ID

Issued to regular employees of SBMA, Freeport Locators, contractors, SBFZ residents, and employees of government agencies within SBFZ

REQUIRED DOCUMENTS

A. For Employee of Contractor/Locator

- Endorsement from Labor Department
- Copy of valid NBI or Police Clearance
- Expired SBMA Pass/ID (for renewal)
- Explanation Letter noted by the Company Manager (for late renewals)
- Certificate of Attendance from Labor Workforce Orientation (for initial issuance only)

Exemptions: Company Presidents and Managers, Bank Tellers, Teachers, SBFZ Resident, Foreign Nationals, Retired Affairs Office Members, SBYC Boat Crew, Private Staff/Security, Caretakers

- Valid company's Certificate of Registration/Accreditation
- Accomplished Information Sheet
- Marriage Contract or Court Order for Annulment (for change of civil status of female applicants)
- Notarized affidavit for "change of name" or birth certificate issued by the National Statistics Office
- Malaria Test for all Hanjin employees (Initial/Renewal)

B. For employees of SBMA and other government agencies within SBFZ

- Request from concerned office/department
- Accomplished Information Sheet
- Explanation letter noted by the Department Manager (for late renewals)

C. For SBFZ Residents, household helpers/private tutor

- Endorsement from Land Asset Management Department
- Accomplished Information Sheet
- NBI or Police Clearance (for helper/private tutor)

D. For Foreign Nationals

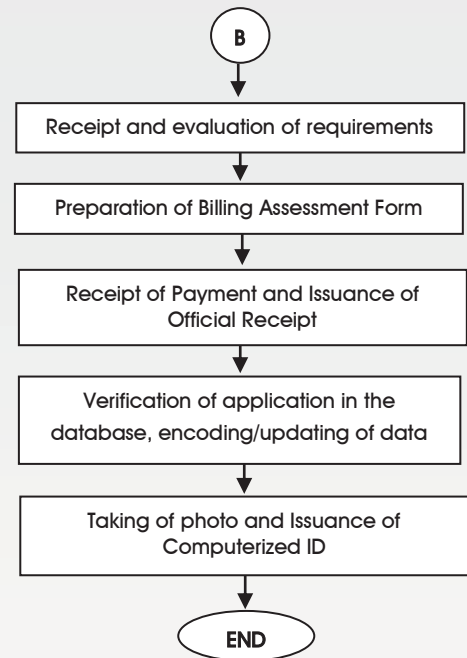
- Endorsement from Labor Department (if worker)
- Copy of Special Subic-Clark Working Visa (if worker)
- Copy of Special Subic-Clark Investor's Visa (if investor/locator)
- Accomplished information sheet (for both worker and investor)

F. Occupant of an Apartelle/Condominium/Hotel

- Endorsement from the Admin Office of Apartelle, Condominium and Hotel
- Accomplished Information Sheet

PROCESS FLOW

ISSUANCE OF COMPUTERIZED ID



REGULAR VISITORS may also be issued either Laminated or Computerized ID upon presentation of a request or endorsement from any office within SBFZ.

1. The offender is issued three (3) days temporary paper pass and shall be required to submit to Pass Issuance and Control Division (PICD) the following:
 - A. Notarized affidavit stating the circumstances regarding the loss of the SBMA ID
 - B. Company request for the replacement of lost gate pass
 - C. NBI or Police Clearance
 - D. 1x1 picture
2. The above requirements shall be presented to the SBMA Law Enforcement Department (LED) who shall issue a clearance upon request
3. Payment of Php100.00 for the LED Clearance shall be made to the Treasury Department.
4. LED Clearance and company request must be presented to PICD for processing of the new SBMA pass/ID.
5. Payment for the type of ID being requested must be made.

PENALTIES FOR MISUSE OF PASS/ID

The following consequences shall apply to any individual found guilty of tampering/lending/borrowing any SBMA Pass/ID:

1. Concerned individual/employee will not be issued any SBMA Pass/ID for a minimum of two (2) months.
2. Concerned individuals will be referred to SBMA LED Investigation Division for further investigation.
3. PICD brings to the attention of the employer the offense made by its employee.

FEES AND VALIDITY OF PERMITS

Permit/Pass	Fees	Validity
1. Temporary Paper Pass	FREE	1 Day – 1 Month
2. Laminated ID	Php35.00	1 – 6 Months
3. Computerized ID		
a. Locators/Contractors.SBF Resident/ RAO/Apartelle/Condominium occupant	Php200.00	One Year
b. Other Government Agencies in SBF	Php150.00	One Year
c. SBMA Consultant	Php150.00	One Year
d. SBMA Contractual Employees	Php100.00	One Year
e. SBMA Permanent Employees	FREE	For initial issuance only
f. Government Agencies with MOA with SBMA	FREE	Maximum of 2 years
4. LED Clearance Fee for Loss of ID/Pass	Phh100.00	Per Loss of ID/Pass

SECTION IV

SAFETY REGULATIONS & COMPLIANCE

A. Building Permit & Safety

A locator has to secure a Building Permit and Occupancy Permit from the Building Permit and Safety Department before the start of any construction. There are other permits attached to these such as electrical, mechanical, environmental and sanitary permits.

Permit/s

1. Building Permit
2. Occupancy Permit

Office-in-Charge : Building Permit & Safety Department
Group/Department : REGULATORY GROUP
Office Location : Regulatory Building, corner Rizal Highway, Labitan Street
Contact Numbers : Telefax: 252.4015

Business Hours Monday – Friday / 8AM – 5PM

APPLICATION FOR BUILDING PERMIT/OCCUPANCY PERMIT	Date of Implementation: April 30, 2005
	Reference/s: National Building Code of the Philippines
	Memo Circular No. 1, Series of 2005, approved on October 29, 2004
	Revision No. 0

REQUIRED DOCUMENTS**Building Permit**

- Contract of Lease / Authority to Construct/CRTE/RC
- Ecology Center's Environmental Requirements (Photocopy of Environmental Compliance Certificate (ECC) / Certificate of Non-Coverage (CNC))
- Copy of Occupancy Certificate of Main Sublessee (if subleased)
- Accreditation Office requirement, if the construction is undertaken by contract (Photocopy of Contractor's SBMA Accreditation Permit)
- Endorsement of Main Sublease (if subleased)
- Land Use and Zoning to include:
 - a. Endorsement letter and evaluation/assessment from the respective engineering department of SBDMC, Subic Techno Park, Subic Coastal & Development Corporation, Subic Commercial & Light Industrial Park (Boton Light), Global Terminal & Development (SRF) depending on their location.
 - b. Site Development Plan (reflecting setbacks and lot building dimensions)
 - c. Vicinity Map (approximately 1km radius)
 - d. Perspective
 - e. Elevations (reflecting building height) / Sections
 - f. Lot Plan with Technical Data approved & signed by LAMD, either with SCDC (Moonbay Marina), SBDMC (SBGP Phase 1 & 2), Subic Techno Park, Subic Commercial & Light Industrial Park (Boton Light & Science Park)
 - g. All Architectural Plans should be duly signed and sealed by a licensed architect
- Building Permit Application form duly signed and sealed by a licensed architect / civil engineer and building lessee.
- Bill of Materials duly signed and sealed by the corresponding architect / engineer
- Building plans conforming to Standard form Type A or B of the National Building Code of the Philippines to include:
 - a. Site/civil works plan signed and sealed by a civil engineer (showing the exact location of project, including parking areas, driveways, structures, etc.)
 - b. Architectural plans signed and sealed by an architect
 - c. Sanitary plans and application form duly signed and sealed by a sanitary engineer
 - d. Plumbing plans and application form duly signed and sealed by a master plumber
 - e. Mechanical plans and application form duly signed and sealed by a professional mechanical engineer
 - f. Fire protection plans signed and sealed by corresponding Professional Electrical/Mechanical engineer
 - g. Electronics plans and application duly signed and sealed by an electronics communications engineer
 - Construction specifications of the project, jointly signed and sealed by the design architect or engineer and confirmed by the lessee
 - Structural computation and analysis duly signed and sealed by a civil/structural engineer
 - Hydraulic / Flow computation for drainage/fire protection duly signed and sealed by a Professional Civil/Mechanical Engineer

- Geotechnical Investigation Report signed and sealed by a geotechnical engineer
- Photocopy of PRC I.D. and PTR of engineers/architect involved in the project

Demolition Permit

- Contract of Lease / Authority to demolish/CRTE/RC
- Endorsement of Main Sub-lessee (if Sub-leased)
- Demolition Permit Application form duly signed and sealed by a licensed architect / civil engineer and concurred by the lessee.
- Building plans conforming to Standard form Type A or B of the National Building Code of the Philippines to include:
 - a. Location plan signed and sealed by an architect or a civil engineer
 - b. Removal / Demolition Plan
 - c. Photo of facility / structure showing at least four (4) sides of the structure

Excavation, Ground Preparation & Soil Investigation Permit

- Letter from the lessee requesting for Excavation, Ground Preparation & Soil Investigation Permit
- Contract of Lease / Authority to construct/CRTE/RC
- Ecology Center's Environmental Requirements (Photocopy of ECC / CNC)
- Excavation, Ground Preparation and Soil Investigation Permit Application form duly signed and sealed by a licensed architect / civil engineer and concurred by the owner
- Building plans conforming to Standard form Type A or B of the National
- Building Code of the Philippines to include:
 - a. Location plan and existing site plan signed and sealed by a civil engineer (showing lot boundary & the exact location of area to be excavated, structures and trees to be affected by ground preparation)
 - b. Excavation plans with volume computation
 - c. Grading Plan / Borehole location / Drainage / Disposal Plans

Repair / Repainting Permit

- Contract of Lease /CRTE/RC
- Endorsement of Main Sub-Lessee (If sub-leased)
- Letter from the lessee with corresponding scope of work
- Bill of Materials / Construction Cost

Fencing Permit

- Letter from the lessee requesting for Fencing Permit
- Contract of Lease / Authority to construct/CRTE/RC
- Ecology Center's Environmental Requirements (Photocopy of ECC / CNC)
- Fencing Permit Application form duly signed and sealed by an architect / civil engineer and concurred by the lessee
- Building plans conforming to Standard form Type A or B of the National Building Code of the Philippines to include:
 - a. Location plan and site development plan signed and sealed by an architect or civil engineer (showing the exact location of project, lot boundary, including parking areas, driveways, structures etc.)

- b. Fencing Plan and details
- c. Lot Plan with Technical Data approved & signed by LAMD either with SCDC (Moonbay Marina), SBDMC (SBGP Phases 1 & 2), Subic Techno Park, Subic Commercial & Light Industrial Park (Boton Light & Science Park)
- d. Endorsement of Main Sub-Lessee (if sub-leased)

Certificate of Occupancy

- Approved Building Permit (Photocopy Only)
- Letter from the lessee requesting for Occupancy Permit/Inspection
- Duly Notarized Certificate of Completion signed and sealed by the licensed architect or civil engineer in-charge of the construction and by the contractor (if construction is undertaken by contract)
- AS-BUILT plans, signed and sealed by licensed architect / engineer(s) in-charge of the construction / installation, one(1) set reproducible copy and five(5) sets blue-print copies
- Megger Test Result witnessed and signed by a licensed electrical engineer
- Log Book and Building Inspection Sheet duly accomplished by the contractor and signed and sealed by the architect or civil engineer in-charge of the construction

AVAILABLE FORMS

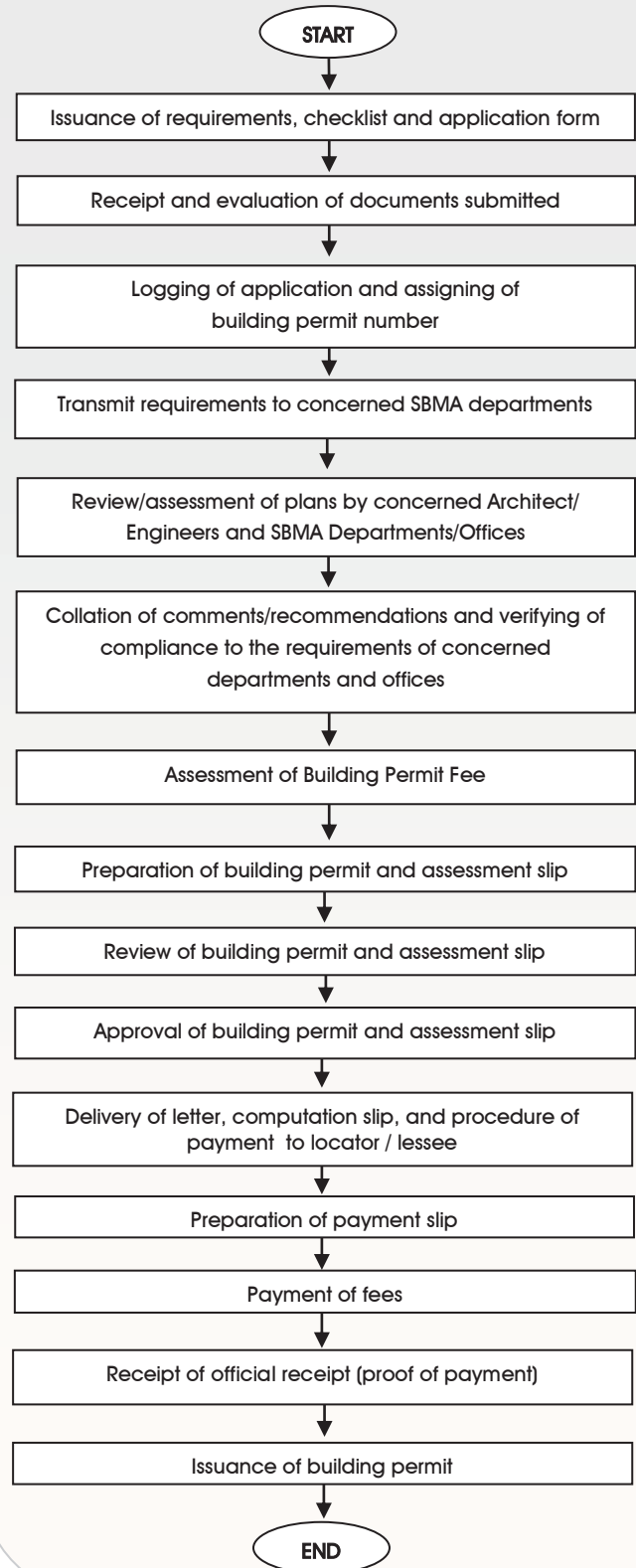
1. Building Permit
2. Electrical Permit
3. Mechanical Permit
4. Sanitary Permit
5. Plumbing Permit
6. Excavation, Ground Preparation and Soil Investigation Permit
7. Demolition Permit
8. Fencing Permit
9. Certificate of Completion

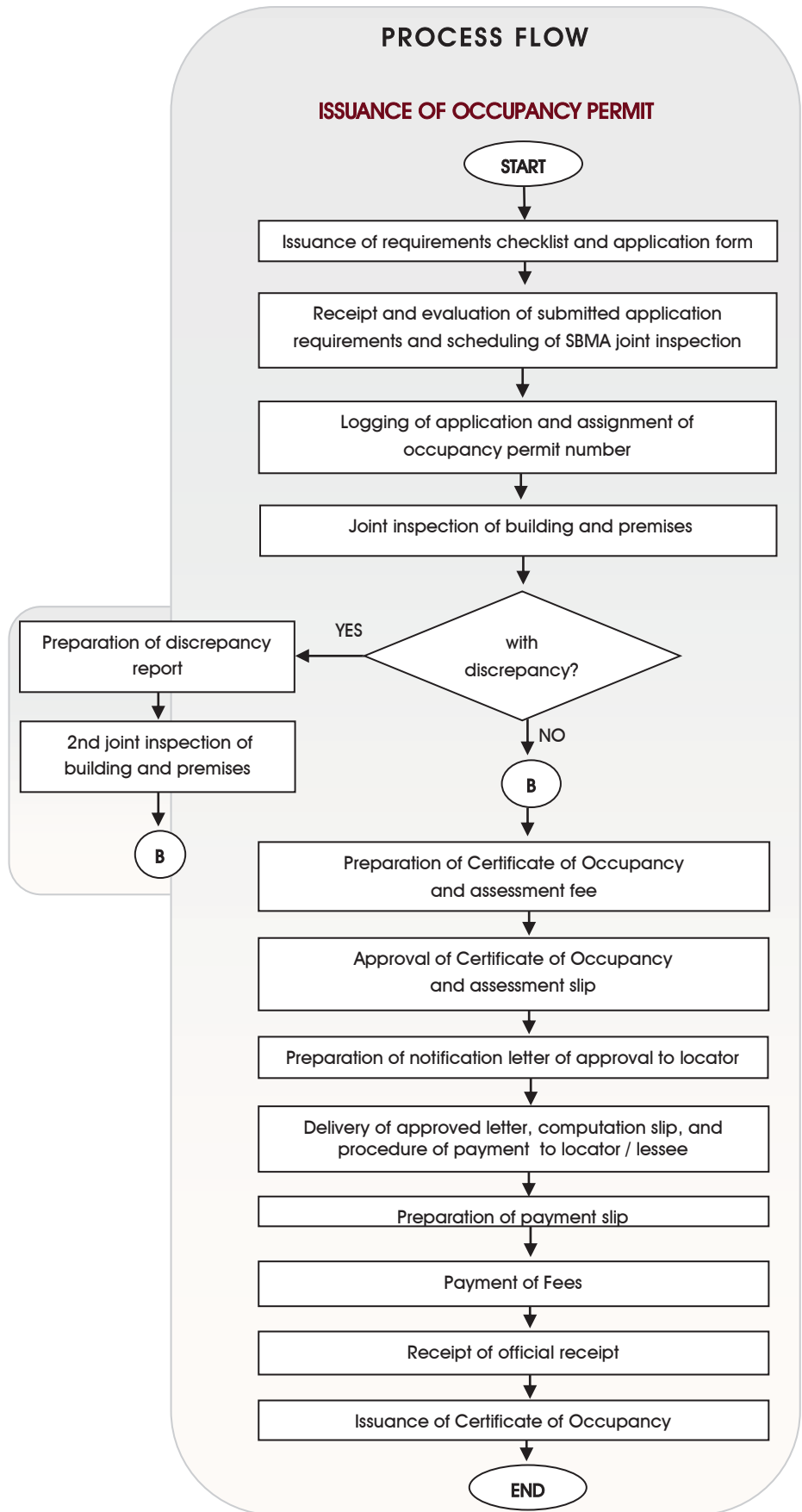
FEES AND VALIDITY OF PERMITS

All fees related to building permit, occupancy permit, and the system of fines and penalties are available at the SBMA website, www.mysubicbay.com.ph

PROCESS FLOW

ISSUANCE OF BUILDING PERMIT





SECTION IV

SAFETY REGULATIONS & COMPLIANCE

B. Environmental Guidelines

The Ecology Center strictly imposes the implementation of guidelines related to environmental protection to all SBF stakeholders. The department issues permits prior to any type of construction and other activities that can affect the environment.

Permit/s

1. Dive Permit (related to Science & Research)
2. Research Permit (Academic/Scientific only)
3. Permit to Shoot (Film) Movie in Protected Areas
4. Animal Transport Permit (Local)
5. Tree Planting
6. Application for ECC for Projects Covered by an EIS Report
7. Application for ECC for Projects Covered by an Initial Environmental Examination Report (IEER)
8. Application for ECC for Projects Covered by an Environmental Performance Report and Management Plan (EPRMP)
9. Application for ECC for Projects Covered by an Initial Environmental Examination Checklist (IEEC) Report
10. Application for Notice to Proceed (NTP) for ECC Applications filed with the DENR (which had already lapsed the DENR's 20-working days committed timeframe for ECC Processing and Issuance)
11. Application for Certificate of Non-Coverage (CNC) for Projects not Covered Under the Philippine Environmental Impact Statement System
12. Application for Tree Trimming/Cutting
13. Issuance of Permit to Operate a Pollution Control Device and/or Discharge Permit

Office-in-Charge : Ecology Center
Group/Department : REGULATORY GROUP
Office Location : Regulatory Building, corner Rizal Highway, Labitan Street
Contact Numbers : Tel: 252.4656
Regulatory Permitting Division, Tel: 252.4059

Business Hours Monday – Friday / 8AM – 5PM

1. DIVE PERMIT

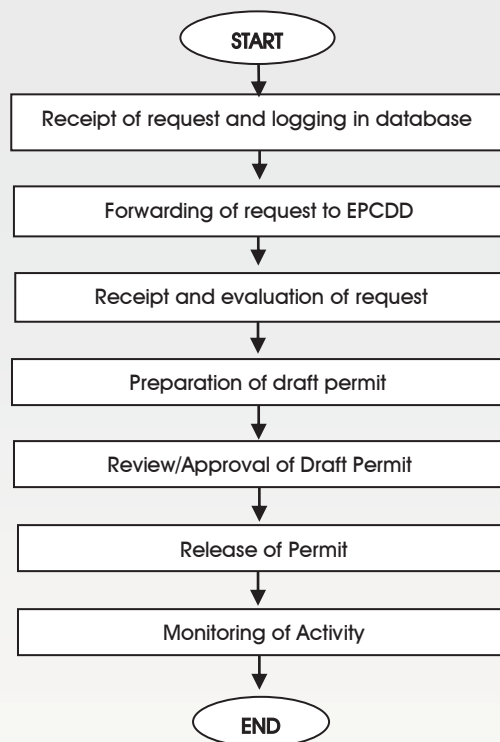
Date of Implementation: 2002

Reference/s: Section 98-99, Chapter IX (Environmental Regulations) of IRR of R.A. 7227

Revision No. 0

REQUIRED DOCUMENT

- Letter of Intent

**PROCESS FLOW
ISSUANCE OF DIVE PERMIT**

2. RESEARCH PERMIT (Academic/Scientific Only)

Date of Implementation: March 8, 2002

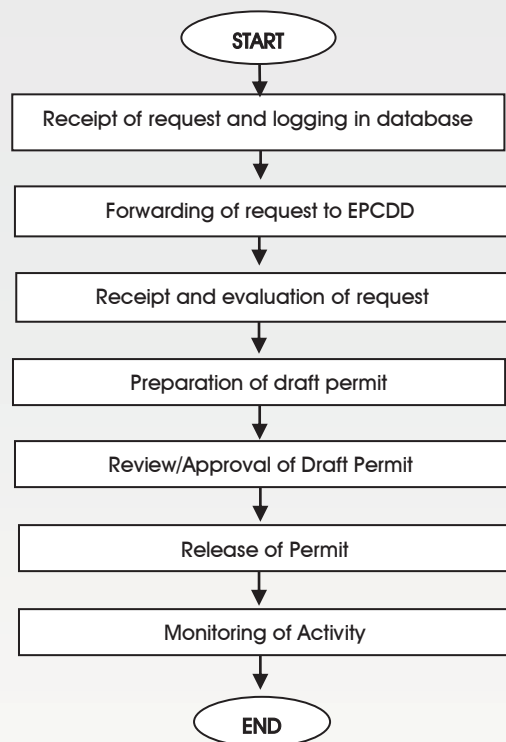
Reference/s: SBMA Board Resolution No. 02-03-1925 or the Rules and Regulations for the Subic Bay Marine Conservation Areas

Revision No. 0

REQUIRED DOCUMENTS

- Letter of Intent
- Research Proposal

PROCESS FLOW ISSUANCE OF RESEARCH PERMIT



3. PERMIT TO SHOOT (FILM) IN PROTECTED AREAS

Date of Implementation: March 8, 2002; April 2002

Reference/s: SBMA Board Resolution No. 02-03-1924 or the Subic Bay Protected Area Management Plan; SBMA Board Resolution No. 02-03-1925 or the Rules and Regulations for the Subic Bay Marine Conservation Areas

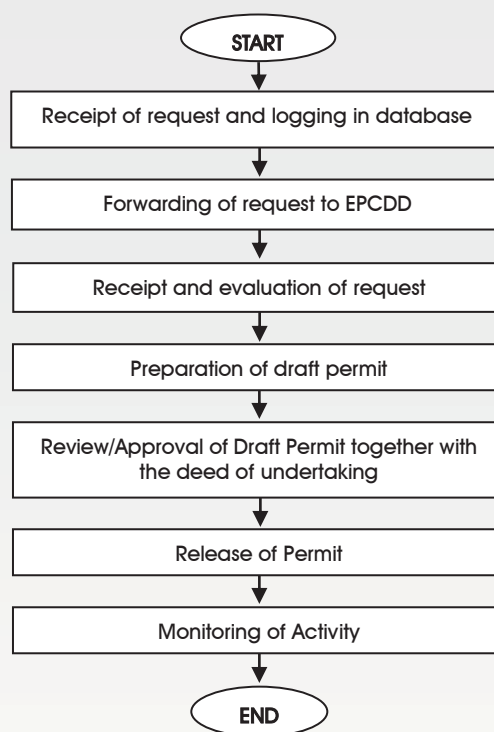
Revision No. 0

REQUIRED DOCUMENTS

- Letter of Intent
- Deed of Undertaking

PROCESS FLOW

ISSUANCE OF PERMIT TO FILM MOVIE IN PROTECTED AREA



**4. ANIMAL TRANSPORT PERMIT
(LOCAL ONLY)**

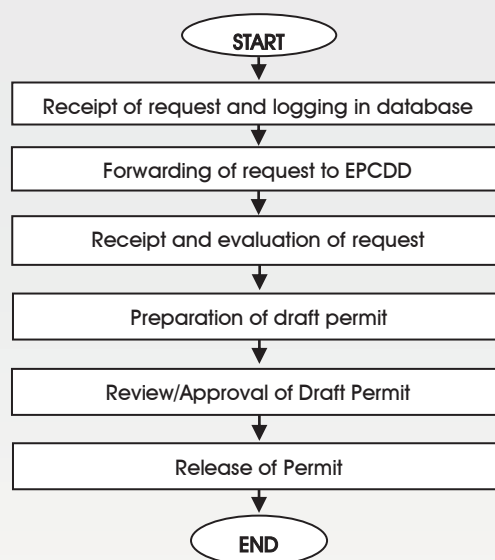
Date of Implementation: March 8, 2002

Reference/s: SBMA Board Resolution No. 02-03-1924 or the Subic Bay Protected Area Management Plan

Revision No. 0

REQUIRED DOCUMENTS

- Letter of Intent
- Veterinary Certification

PROCESS FLOW**ISSUANCE OF ANIMAL TRANSPORT PERMIT**

5. TREE PLANTING PERMIT

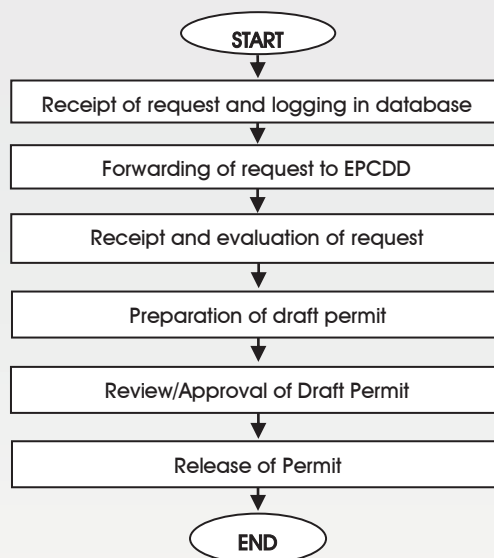
Date of Implementation: May 9, 2009

Reference/s: SBMA Board Resolution No. 03-04-2743 or Guidelines for Allowable Tree Cutting and Tree Trimming within the SBFZ

Revision No. 0

REQUIRED DOCUMENTS

- Letter of Intent

PROCESS FLOW
ISSUANCE OF TREE PLANTING PERMIT

6. APPLICATION FOR ECC FOR
PROJECTS COVERED BY
AN EIS REPORT

Date of Implementation: Y1999

Reference/s: SBMA Board Resolution No. 99-04-152 or the Rules and Regulations Implementing the EIS (Environmental Impact System); The Revised Procedural Manual of DENR Administrative Order No. 30 Series of 2003

Revision No. 1

REQUIRED DOCUMENTS

- Letter of Intent (applying for an environmental permit either an ECC or a CNC)
- Environmental Impact Statement (EIS) Study or Environmental Impact Assessment (EIA) Report
- Environmental Impact Statement Outline
- Project Environmental Monitoring and Audit Prioritization Scheme (PEMAPS) Questionnaire
- Proof of Ownership over the area (Lease or sublease agreement)
- Zoning Clearance from Planning and Development Office (PDO)
- Project Detail documents—Site Development Plan or Floor Plan, Wastewater Treatment Plan/Design (if available), grease trap or septic tank details (if applicable), and tree inventory

Notes to Process Flow

Note 1

EC shall provide the list of Environmental Consultants to conduct an EIA Study and prepare an EIA Report.

Note 2

EC shall provide the requirement for Scoping using Pro-forma Letter-Request for Scoping (page 83 of Revised Procedural Manual 2003-30).

Note 3

Incomplete/inconsistent documents submitted shall be returned to the proponent for appropriate revisions/corrections.

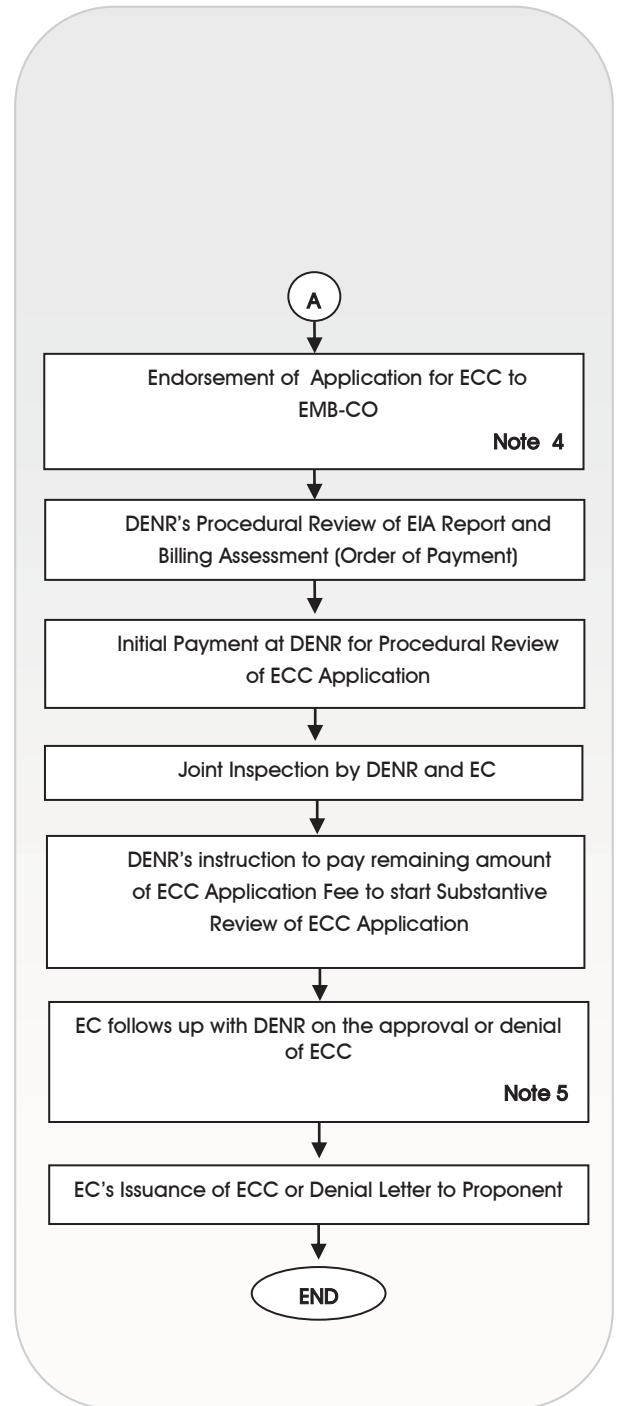
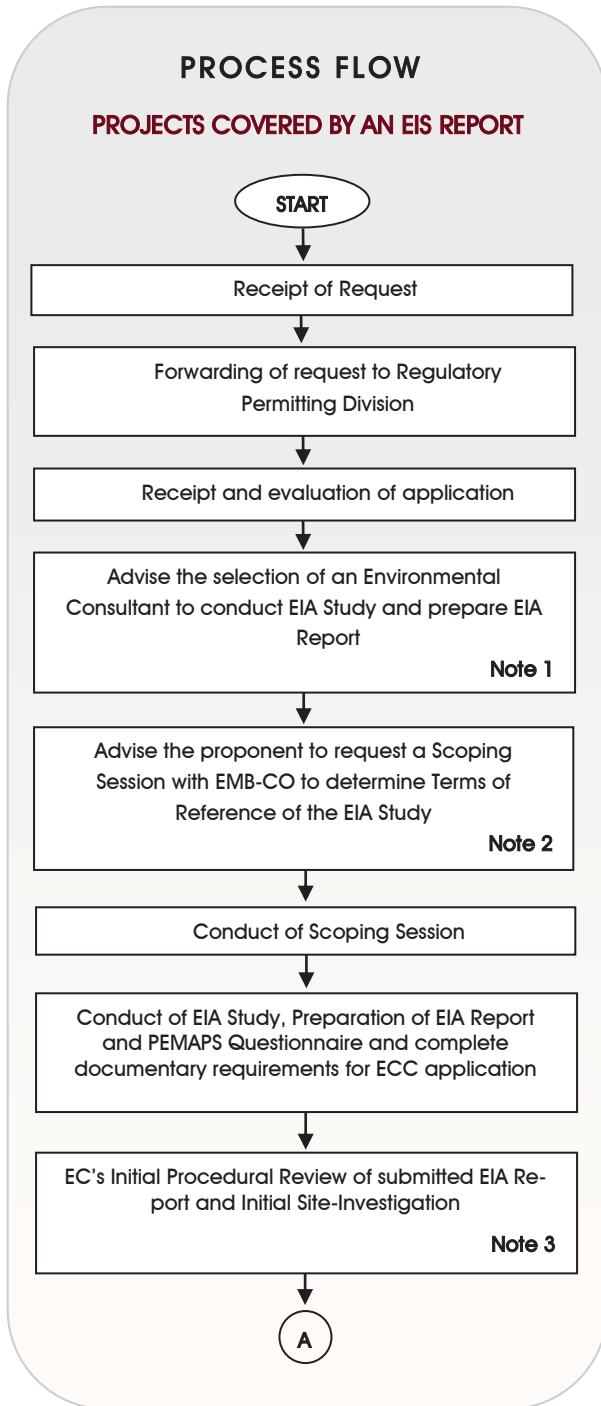
Payment for the Application for ECC, only for complete and consistent documents, shall be accepted and logged.

Note 4

EC shall submit the complete application package to EMB-Central Office within the 10 working day timeframe of EC, and 20 working day timeframe of EMB-CO.

Note 5

The Proponent needs to sign and notarize the Accountability Statement prior to issuance of the ECC. Signed and notarized copy shall be forwarded to DENR-EMB-CO.



7. APPLICATION FOR ECC FOR PROJECTS COVERED BY AN INITIAL ENVIRONMENTAL EXAMINATION REPORT (IEER)

Date of Implementation: Y1999

Reference/s: SBMA Board Resolution No. 99-04-152 or the Rules and Regulations Implementing the EIS (Environmental Impact System); The Revised Procedural Manual of DENR Administrative Order No. 30 Series of 2003

Revision No. 1

REQUIRED DOCUMENTS

- Letter of Intent
- Initial Environmental Examination (IEE) Report
- Initial Environmental Examination (IEE) Outline
- PEMAPS Questionnaire
- Proof of Ownership over the area (Lease or sublease agreement)
- Zoning Clearance from Planning and Development Office (PDO)
- Project Detail documents—Site Development Plan or Floor Plan, Wastewater Treatment Plan/Design (if available), grease trap or septic tank details (if applicable), and tree inventory

Notes to Process Flow

Note 1

EC shall provide the list of Environmental Consultants to conduct an EIA Study.

Note 2

Incomplete/ inconsistent documents submitted shall be returned to the proponent.

Payment for the Application for ECC, only for complete and consistent documents, shall be accepted and logged.

Note 3

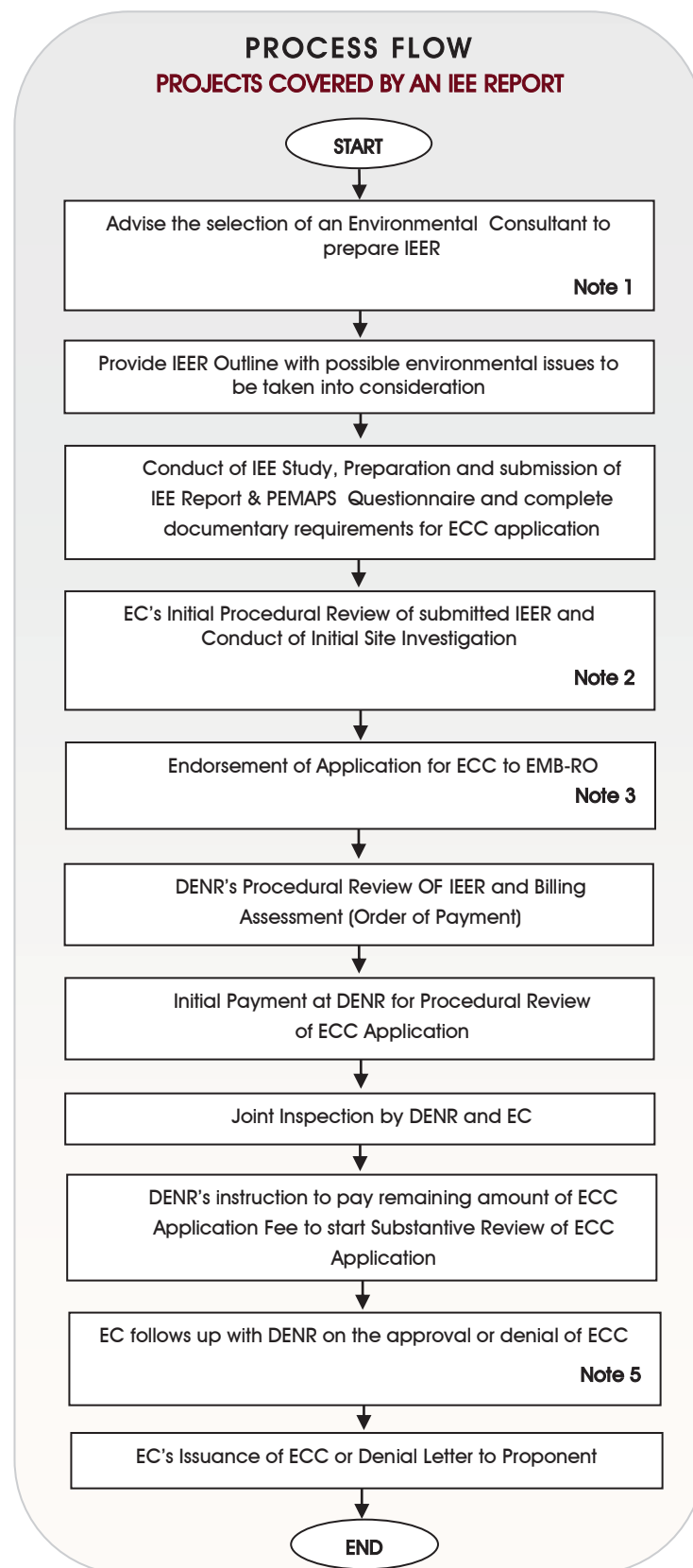
EC shall submit the complete application package to EMB-Central Office within the 10 working day timeframe for EC and 20 working day timeframe for EMB-RO.

Note 4

The Proponent needs to sign and notarize the Accountability Statement prior to issuance of the ECC. Signed and notarized copy shall be forwarded to DENR-EMB-RO.

Note 5

The Proponent needs to sign and notarize the Accountability Statement prior to issuance of the ECC. Signed and notarized copy shall be forwarded to DENR-EMB-CO.



8. APPLICATION FOR ECC FOR PROJECTS COVERED BY AN ENVIRONMENTAL PERFORMANCE REPORT AND MANAGEMENT PLAN (EPRMP)

Date of Implementation: Y1999

Reference/s: SBMA Board Resolution No. 99-04-152 or the Rules and Regulations Implementing the EIS (Environmental Impact System); The Revised Procedural Manual of DENR Administrative Order No. 30 Series of 2003

Revision No. 1

REQUIRED DOCUMENTS

- Letter of Intent
- Environmental Performance Report and Management Plan (EPRMP)
- Environmental Performance Report and Management Plan (EPRMP) Outline
- PEMAPS Questionnaire
- Proof of Ownership over the area (Lease or sublease agreement)
- Zoning Clearance from Planning and Development Office (PDO)
- Project Detail documents—Site Development Plan or Floor Plan, Wastewater Treatment Plan/Design (if available), grease trap or septic tank details (if applicable), and tree inventory

Notes to Process Flow

Note 1

EC shall provide the list of Environmental Consultants to conduct an EIA Study

Note 2

Reference: Annex 2-14 (page 157 of Revised Procedural Manual 2003-30)

Note 3

Incomplete/inconsistent documents submitted shall be returned to the proponent. The following should be included:

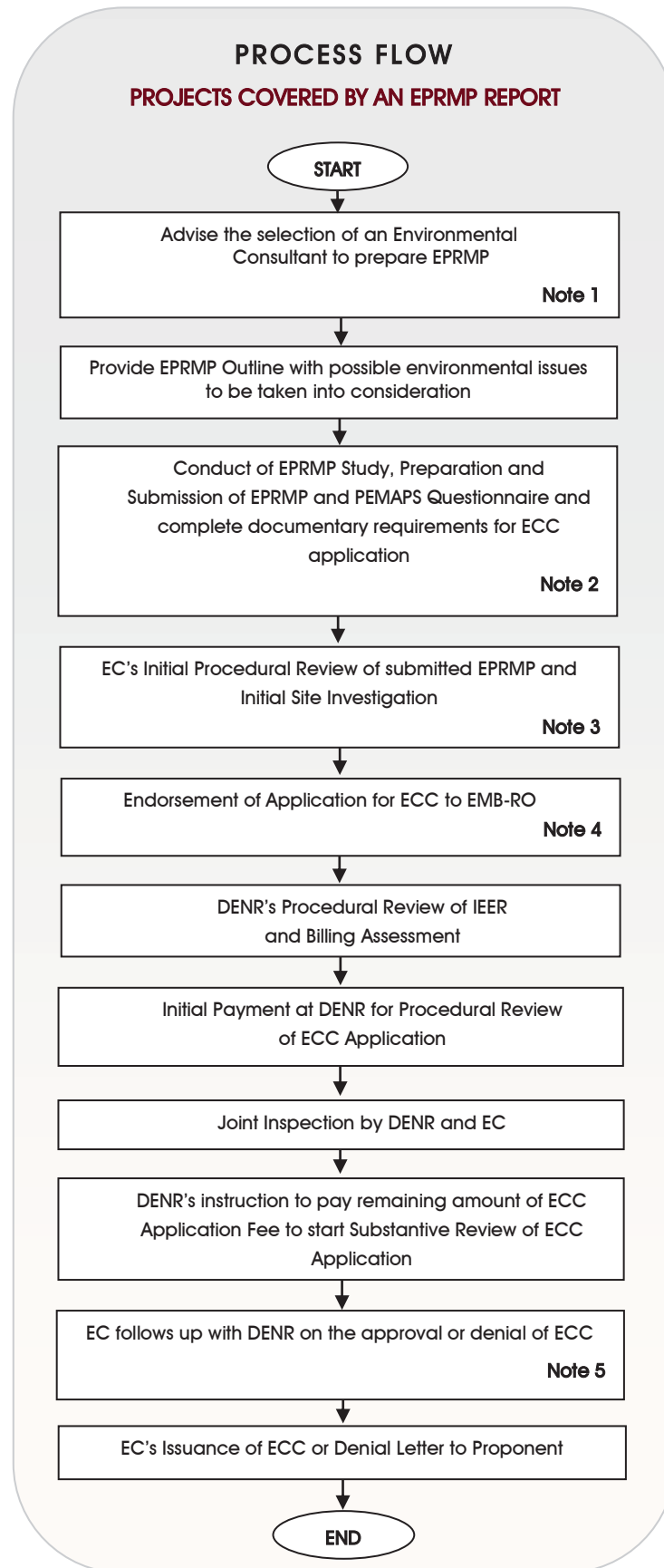
- Vicinity Map
- Site Development Plan or Floor Plan, Drainage Plan
- SEC or DTI Registration
- Contract of Lease Agreement
- PEMAPS Questionnaire, Tree Inventory Report or Tree Cutting Permit (if applicable)

Note 4

EC shall submit the complete application package to EMB-Central Office within the 10 working day timeframe for EC and 20 working day timeframe for EMB-RO.

Note 5

The Proponent needs to sign and notarize the Accountability Statement prior to issuance of the ECC. Signed and notarized copy shall be forwarded to DENR-EMB-RO.



9. APPLICATION FOR ECC FOR PROJECTS COVERED BY AN INITIAL ENVIRONMENTAL EXAMINATION CHECKLIST (IEEC) REPORT

Date of Implementation: Y1999

Reference/s: SBMA Board Resolution No. 99-04-152 or the Rules and Regulations Implementing the EIS (Environmental Impact System); The Revised Procedural Manual of DENR Administrative Order No. 30 Series of 2003

Revision No. 1

REQUIRED DOCUMENT

- Letter of Intent
- Initial Environmental Examination Checklist (IEEC) Report
- PEMAPS Questionnaire
- Proof of Ownership over the area (Lease or sublease agreement)
- Zoning Clearance from Planning and Development Office (PDO)
- Project Detail documents—Site Development Plan or Floor Plan, Wastewater Treatment Plan/Design (if available), grease trap or septic tank details (if applicable), and tree inventory

Notes to Process Flow

Note 1

EC shall provide the list of Environmental Consultants to conduct an EIA Study

Note 2

DENR CHECKLIST based on nature of the project

Note 3

Incomplete/inconsistent documents submitted shall be returned to the proponent. The following should be included:

- Vicinity Map
- Site Development Plan or Floor Plan
- SEC or DTI Registration
- Contract of Lease Agreement

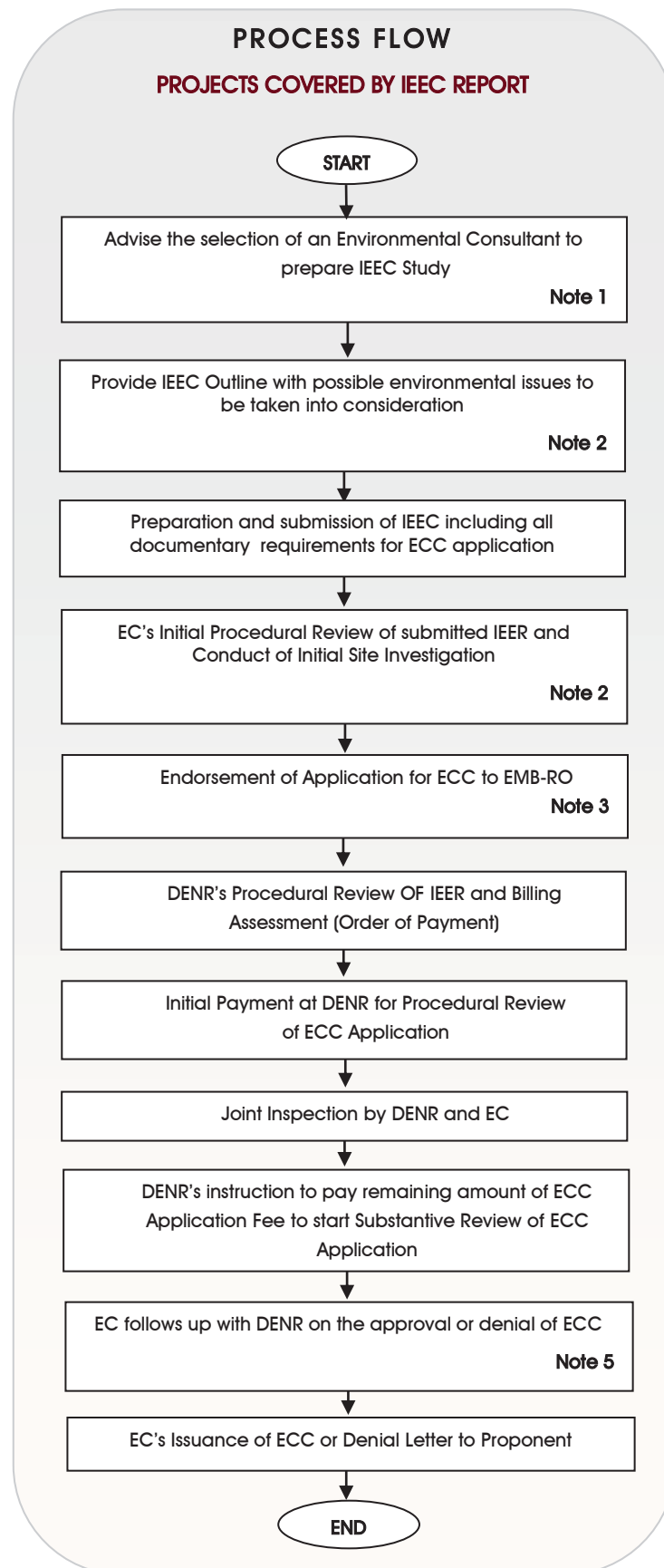
Payment for the Application for ECC, only for complete and consistent documents, shall be accepted and logged.

Note 4

EC shall submit the complete application package to EMB-Central Office within the 10-working day timeframe for EC and 20 working day timeframe for EMB-RO.

Note 5

The Proponent needs to sign and notarize the Accountability Statement prior to issuance of the ECC. Signed and notarized copy shall be forwarded to DENR-EMB-RO.



10. APPLICATION FOR NOTICE TO PROCEED (NTP) FOR ECC APPLICATIONS FILED WITH THE DENR (WHICH ALREADY LAPSED THE DENR'S 20-WORKING DAY COMMITTED TIME-FRAME FOR ECC PROCESSING AND ISSUANCE)

Date of Implementation: Y2009

Reference/s: SBMA Board Resolution No. 09-05-3049

Revision No. 0

REQUIRED DOCUMENTS

- Pro-forma Sworn Statement

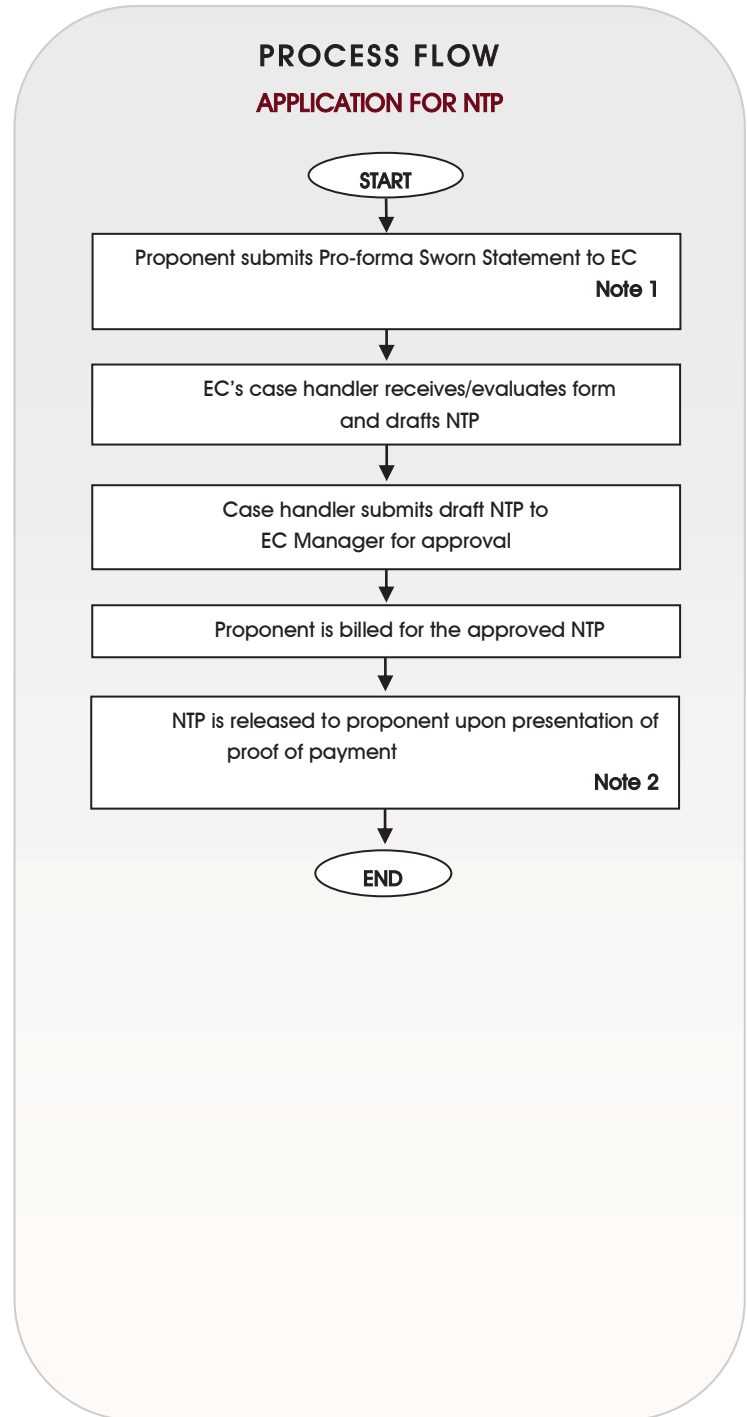
Notes to Process Flow

Note 1

Proponent indicates in the form the number of days lapsed from date of submission to DENR.

Note 2

The NTP shall only be valid until the ECC from DENR is released/issued.



11. APPLICATION FOR CERTIFICATE OF NON-COVERAGE FOR PROJECTS NOT COVERED UNDER THE PHILIPPINE ENVIRONMENTAL IMPACT STATEMENT SYSTEM

Date of Implementation: Y1999

Reference/s: SBMA Board Resolution No. 99-04-152 or the Rules and Regulations Implementing the EIS (Environmental Impact System); The Revised Procedural Manual of DENR Administrative Order No. 30 Series of 2003

Revision No. 1

REQUIRED DOCUMENTS

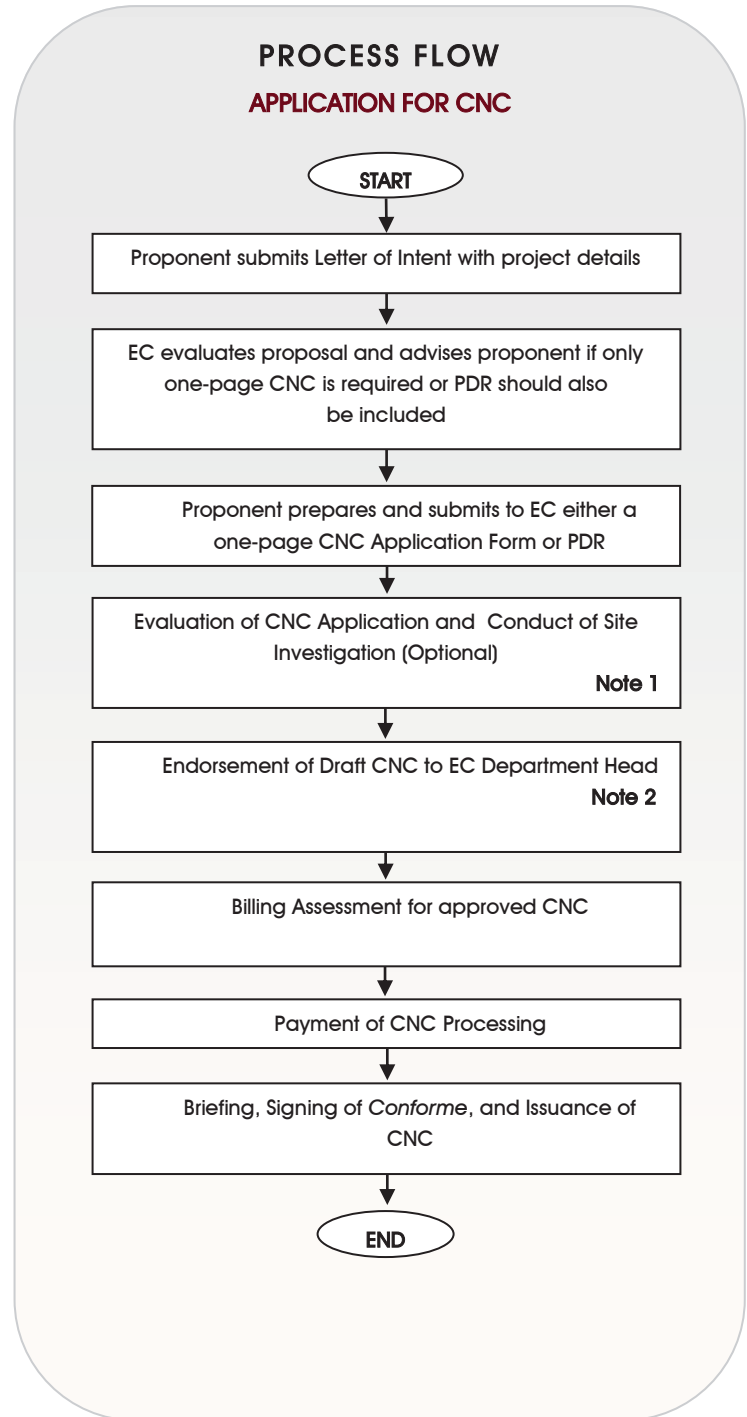
- One-Page CNC Application Form
- Project Description Report (PDR) Outline
- Project Description Report (PDR)
- Letter of Intent (applying for an environmental permit either an ECC or a CNC)
- Environmental Impact Statement (EIS) Study or Environmental Impact Assessment (EIA) Report
- Environmental Impact Statement Outline
- Project Environmental Monitoring and Audit Prioritization Scheme (PEMAPS) Questionnaire
- Proof of Ownership over the area (Lease or sublease agreement)
- Zoning Clearance from Planning and Development Office (PDO)
- Project Detail documents—Site Development Plan or Floor Plan, Wastewater Treatment Plan/Design (if available), grease trap or septic tank details (if applicable), and tree inventory

Notes to Process Flow

Note 1

Incomplete/inconsistent documents submitted shall be returned to the proponent.

Payment for the Application for CNC, only for complete and consistent documents, shall be accepted and logged.



12. APPLICATION FOR TREE TRIMMING/CUTTING

Date of Implementation: May 9, 2003

Reference/s: SBMA Board Resolution No. 03-04-2743 or Guidelines for Allowable Tree Cutting and Tree Trimming within the SBFZ

Revision No. 0

REQUIRED DOCUMENT

- Request Letter

Notes to Process Flow

Note 1

The applicant shall apply in writing and fill-up an application form at the Ecology Center stating the reason for the activity and providing details such as, name and contact address/phone/fax, location of the site and tree(s) affected, species and sizes, and other information deemed relevant to facilitate review of the request.

The Ecology Center inspects the site through its Protected Area Division and endorse the request to the Head of the Ecology Center. The inspection shall be conducted jointly by the PAD personnel and the applicant or his representative.

If reason for request is valid, the Ecology Center Manager issues the permit, including conditions for remediating damage through area restoration, replanting in substitute areas, or reasonable alternative measures.

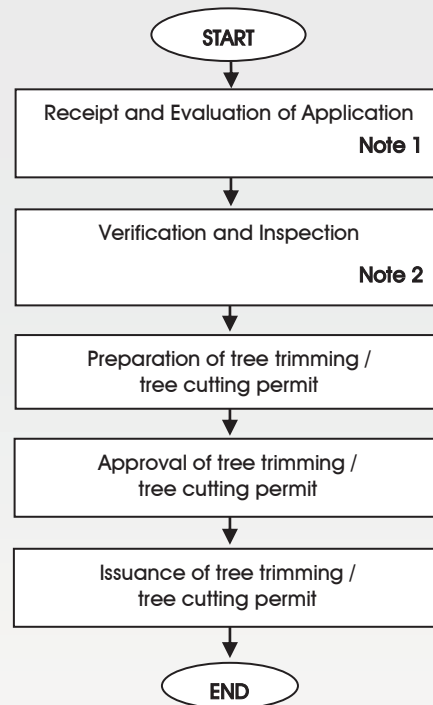
Note 2

Monitoring and inspection are done during and after the cutting or trimming operations.

In case of immediate danger to public safety, the above procedures of obtaining a permit may be dispensed with.

PROCESS FLOW

APPLICATION FOR TREE TRIMMING/CUTTING



13. PERMIT TO OPERATE A POLLUTION CONTROL DEVICE

Date of Implementation: May 9, 2003

Reference/s: IRR of R.A.7227 Chapter IX, Sec.98 and 99; SBMA Environmental Rules and Regulations for Environmental Protection; DENR AO#14 or the Philippine Clean Air Act of 1999; Philippine Clean Water Act of 2004

Revision No. 0

REQUIRED DOCUMENT

- DENR's Application Form for PTO

Notes to Process Flow

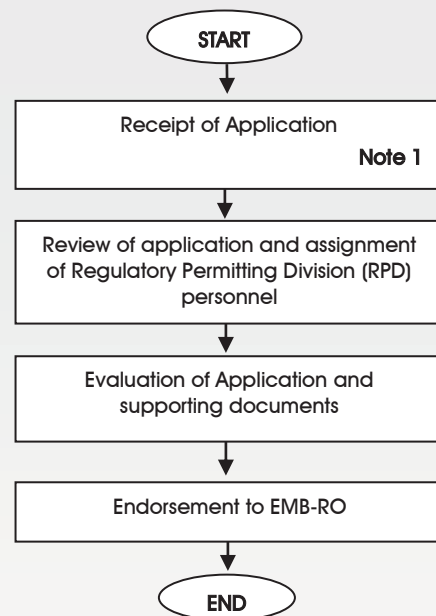
Note 1

Triplicate copies of accomplished and notarized application form and duplicate copies of the required supporting documents shall be submitted.

- Copy of the company's Pollution Control Officer (PCO) Registration with DENR together with his/her complete bio-data and PCO Training Certificates
- Engineer's Report (to be prepared by applicant's PCO and/or Professional Mechanical Engineer (PME), and for >100 tons/yr. emissions, materials & pictures; for <100 tons/yr. plans and specifications computed by DENR
- Total cost (e.g. each type of equipment, installation, etc.) of the Pollution Control Device covered by the permit application will be indicated in the DENR's Order of Payment
- Plan and elevation drawings with complete specification of the Pollution Control Device in 50 cm. x 90 cm. paper signed by the PME or ChE or both, depending on the nature of the installation. The plan shall show the connection of the Pollution Control Device
- Copy of ECC
- Vicinity map of the plant/establishment

PROCESS FLOW

ISSUANCE OF PERMIT TO OPERATE (PTO) FOR DENR POLLUTION CONTROL DEVICE/EQUIPMENT OR DISCHARGE PERMIT



General Notes on the process flows of EIA, EPRMP, IEER, IEEC, and CNC (PDR)

1. Applications for CNCs/ECCs should be filed prior to start of any pre-development/pre-construction activities prior to start of operations. The DENR requires a project proponent to provide proof of ownership of the project, i.e., copy of SEC/DTI Registration and Lease/Sublease Agreement.
2. CNCs and E CCs are site-specific and activity-specific certificates. In case of change of address or location, or change in/addition of business activity, the locator should inform the Ecology Center of the specific change thru a letter, and request for amendment of the ECC or apply for a new CNC or ECC, as appropriate.

FEES AND VALIDITY OF PERMITS

Certificate/Permit	Fees	Validity
1. Dive Permit	N/A	On the day of dive only
2. Research Permit	N/A	Depends on the length of field work
3. Permit to Shoot (film) movie in Protected areas	N/A	Depends on the length of filming in the protected area
4. Animal Transport Permit	N/A	On day of transport only
5. Tree Planting Permit	N/A	On planting day only
6. Application for ECC for Projects Covered by an EIS/EIA Report	Php4,000	No expiration (one-time permit that is valid for the entire life of the project unless there is planned expansion or modification of area or product or process or activity)
7. Application for ECC for Projects Covered by an Initial Environmental Examination (IEE) Report	Php4,000	No expiration
8. Application for ECC for Projects covered by An Environmental Performance Report and Management Plan (EPRMP)	Php3,000	No expiration
9. Application for ECC for Projects covered by An Initial Environmental Examination Checklist (IEEC) Report	Php4,000	No expiration
10. Application for Notice to Proceed (NTP)	Php400	Valid only until the ECC from DENR is released
11. Application for Certificate of Non-Coverage (CNC) for Projects not covered under the Philippine Environmental Impact Statement System	Php400	No expiration
12. Application for Tree Trimming/ Cutting	Php50.00 (usually computed on a per tree basis, except for maintenance activities of utility companies)	One Month from the Issuance of Permit
13. Issuance of Permit To Operate (PTO) a Pollution Control Device/ Equipment or Discharge Permit for Wastewater Treatment Facilities	depends on EMB Reg III Billing for air, based on type and no. of equipment for water, based on DENR's assessment	For air, one year from the date of Issuance of Permit to Operate; Five (5) years for Discharge Permit for wastewater treatment facilities

GUIDELINES FOR ALLOWABLE TREE CUTTING/TREE TRIMMING ACTIVITIES

Date of Implementation: May 9, 2003

Reference/s: Board Resolution No. 03-04-2743 (Guidelines for Allowable Tree Cutting and Tree Trimming within the SBFZ)

Revision No. 0

Replacement Requirements

All trees that have been cut or damaged under a Tree Cutting Permit shall be replaced with saplings of indigenous species according to replacement ratios shown below. The replacement ratios are based on three factors: Species value – as determined by the intrinsic ecological value of the tree species; rare and endangered species have higher replacement requirements compared to common species. The Ecology Center provides the list of the species found in the SBFZ.

Habitat value – as determined by the SBPAMP management zone classification of the area where the cutting activity will take place; areas designated as core ecological zones are critical for protection and thus entail higher replacement requirements.

Commercial value – as determined mainly by the size of the tree cut, and other market factors (premium or non-premium wood).

In addition to providing replacement saplings, the permit holder shall be required to pay a fee for planting and maintenance (for a period of three years) to be undertaken by SBMA. The replacement ratios are set as follows:

- A. Based on Type of Tree Species and Habitat Value
- B. Based on Size and Wood Quality Value

The replacement ratios derived from the table above are further adjusted according to the percentages specified below, based on wood quality and size of tree cut.

SBPAMP Management Zone Where Cutting is Done	Ecological Status of Tree Species		
	<u>Common</u>	<u>Rare/Endemic</u>	<u>Endangered</u>
Restoration/ Buffer Zone	10	20	30
Multiple Use/Special Use	15	25	35
Recreational/Sustainable	20	30	40
Core Ecological/Habitat Protection	30	40	50

Quality of Wood	Size of Tree Cut (DBH in cm.)	
	<u>5 - 15</u>	<u>> 15</u>
Premium	Add 15%	Add 30%
Non-premium	No adjustment	Add 15%

- C. The added fee to cover cost of planting and three-year maintenance of the replacement seedlings is PHP 50.00 per sapling. The Ecology Center shall have the option to increase the price by 10 % each year.
- D. When the tree to be cut is Ipil-ipil, replacement shall only apply when the DBH is greater than 15 cm.
- E. Cutting dead or decaying trees need not be replaced with saplings, however, a written permit shall be obtained from the Ecology Center.

Reforestation Activities

If the computed replacement saplings is more than 1,100 (based on a one-hectare reforestation area), the permit holder has the option to conduct a reforestation program at his own expense. He shall then submit a Reforestation Plan to be approved by the Ecology Center prior to the conduct of such undertaking. If the permit holder chose not to reforest, the Ecology Center shall contract out the replanting/reforestation activities to the Pastolan Aytas and adjacent communities using fees collected above, including fines imposed on violators.

Special Provision on Mangroves

Strips or patches or groups or individual mangroves or associate mangrove species growing along shoreline, shoreline roads, river mouths, and coastal areas shall at all cost be maintained and protected. They must be kept free from artificial obstruction and any injury or damage. No mangroves shall be cut or damaged.

Other Provisions

All trees cut shall remain the property of SBMA and shall be turned over to the PPMD thru the Ecology Center. It shall be the responsibility of the permit holder to transfer and deliver the tree parts involved to a depository area designated by the PPMD and to pay the corresponding fees to SBMA Treasury Department.

These guidelines, however, do not apply to the Pastolan Aytas for whom there is a separate, mutually agreed policy on extraction of forest products.

LIST OF ENVIRONMENTALLY CRITICAL AREAS (ECA)

1. All areas declared by law as national parks, watershed reserves, wildlife preserves and sanctuaries
2. Areas set aside as aesthetic potential tourist spots
3. Areas which constitute the habitat for any endangered or threatened species of indigenous Philippine wildlife (flora and fauna)
4. Areas of unique historic archeological or scientific interest
5. Areas which are traditionally occupied by cultural communities or tribes
6. Areas frequently visited and/or hard-hit by natural calamities (geologic hazards, floods, typhoons, volcanic activity, etc.)
7. Areas with critical slopes
8. Areas classified as prime agricultural lands
9. Recharge areas of aquifer
10. Water bodies characterized by one or any combination of the following conditions:
 - tapped for domestic purposes
 - within the controlled and/or protected areas declared by appropriate authorities
 - which support wildlife and fishery activities
11. Mangrove areas characterized by one of any combination of the following conditions:
 - with primary pristine and dense young growth
 - adjoining mouth of major river systems
 - near or adjacent to traditional productive fry or fishery grounds
 - which act as natural buffers against shore erosion, strong winds and storm floods
 - on which people are dependent for their livelihood
12. Coral reefs characterized by one of any combination of the following conditions:
 - with fifty percent (50%) and above live corraline cover
 - spawning and nursery grounds for fish
 - which act as natural breakwater of coastlines

SECTION IV

SAFETY REGULATIONS & COMPLIANCE

C. Health & Sanitation

The Public Health and Safety Department monitors sanitation of the locators' vicinity and health of its employees based on the Occupational Safety and Health Standards, and the Code on Sanitation of the Philippines. Sanitary inspections for all phases (pre-operational, annual, and post-operational) are conducted by the department to ensure that all health and safety standards are followed particularly by operators of restaurants, canteens, catering services, food kiosks, health and wellness clubs, swimming pools, salons, laundry shops, convenience stores and water refilling stations.

Permit/s

1. Sanitary Clearance
2. PHSD Clearance for SBMA Accreditation

Office-in-Charge : Occupational Safety and Health Division (OSHD)
Group/Department : PUBLIC HEALTH AND SAFETY DEPARTMENT
Office Location : Bldg. 280, Dewey Ave.
Contact Numbers : Tel: 252.4502; Fax: 252.4106

Business Hours Monday - Wednesday - Friday / 8AM – 5PM

ISSUANCE OF SANITARY CLEARANCE

Date of Implementation: Y2000

Reference/s: Sanitation Code of the Philippines or P.D.856

Revision No. 0

REQUIRED DOCUMENTS

- Application Form
- List of Employees
- Medical Certificate/Health Card
- Sanitizing Procedure
- Vermin Abatement Program (Pest Control)
- *For Food Establishment:* Sanitary Permit from Local Health Office if kitchen to be used is located outside SBFZ
- *For Bathing Places:* (Swimming Pool, beach) Lifeguard must submit certificate of training in Basic and/or Advanced Water Safety

HEALTH AND SAFETY PROCEDURES

References:

1. The Occupational Safety and Health Standards (OSHS)
2. The Code on Sanitation of the Philippines (PD 856) and its Implementing Rules and Regulations

PRE-OPERATIONAL PHASE

1. Evaluation of Initial Environmental Examination (IEE) or Environmental Impact Assessment (EIA) as forwarded by the Ecology Center, containing the following information:
 - Project description
 - Listing of health and safety hazards
 - Statement of proposed strategies
 - Proposal for the proper management, evaluation, monitoring, and audit of the Health and Safety Management Plan
2. Evaluation result submitted to the Ecology Center
3. Joint inspections of newly constructed or renovated buildings prior to occupancy
4. Comments and recommendations forwarded to the Building Permit and Safety Department
5. Securing of SANITARY CLEARANCE from OSHD before commencing operation for activities such as sauna bath, massage, swimming pool, laundry, beauty salon, food and drinking establishments

OPERATIONAL PHASE

1. Inspection for the annual locator performance evaluation prior to the renewal of the locator's certificate of registration, permit to operate, and clearances for the food and other related establishments.

The inspection consists of :

 - a. pre-inspection
 - b. walk-through inspection
 - c. post-inspection
2. Locator/establishment receives Inspection report within 7 working days after the inspection

Annual Sanitation Inspection is conducted to verify a locator's compliance with the requirements of the Occupational Safety and Health Standards of the Philippines and PD 856 or the Code on Sanitation of the Philippines. These requirements are, among others:

- a. Safety and Health of Personnel
- b. Safety and Health Program
- c. Physical Examination
- d. Sanitary and other Facilities
- e. Other requirements

The division may also conduct non-routine inspection of locators to investigate customer and employee complaints/reports.

The **DIVISION** may issue/recommend the following, if the report so warrants:

- a. Notice of Compliance
- b. Notice of Deficiency
- c. Notice of Violation
- d. Cease and Desist Order
- e. Show Cause Order
- f. Cancellation of CRTE or RC

Notice of Violation

- A **Technical Committee Conference (TCC)** is conducted to discuss the violation cited.
- TCC allows the locator to explain the circumstances on the violations and present a proposal to remedy the deficiencies and assure future compliance.
- PHSD commences appropriate enforcement action, which includes the collection of all fines for penalties cited on the said violation, for non-compliance with the requirement.
- A **Notice To Pay** may also be issued to locators/service contractors if they failed to comply to the discrepancies noted in the Notice of Violations on time.

POST OPERATIONAL PHASE

The Division may impose certain requirements for locators who wish to cease their operations and abandon their facilities to ensure the health and safety protection of the SBF community as well as future occupants of the facilities.

Notes to Process Flow

NOTE 1

Written request for extension shall be submitted prior to deadline indicated in the report; Letter of extension is subject to the approval of the Department Manager

NOTE 2

Stop operation is recommended to correct all discrepancies noted. Applicant needs to re-apply after all discrepancies are corrected.

Reminders

REMINDER 1

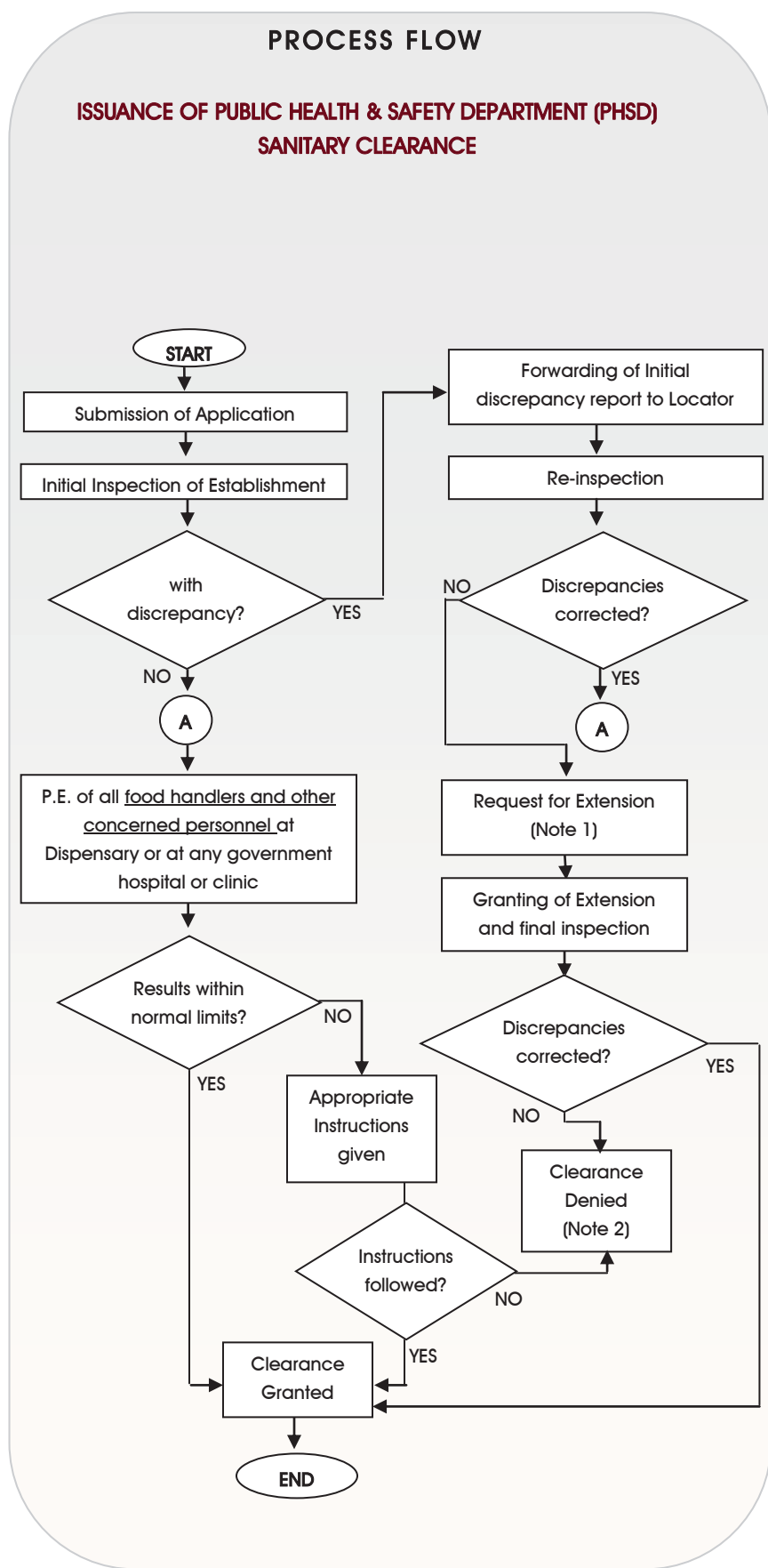
For Food Establishment: "Sanitary Permit" from Local Health Office is required for submission if kitchen outside SBFZ will be used.

REMINDER 2

Medical Certificates and 1x1 picture of all food handlers and other concerned personnel shall be submitted for the processing of PHSD Health Cards

REMINDER 3

Sanitary Clearance and Health Cards are renewable annually



**PHSD CLEARANCE FOR
SBMA ACCREDITATION
(For Sub-Contractors)**

Date of Implementation: Y2001

Reference/s: Occupational Safety & Health Standards

Revision No. 0

Identification of Applicants for Accreditation of Service Contractors is based on six (6) Categories as follows:

CATEGORY I

A. Where the nature of work exposes the workers and other persons in the vicinity of the operations to dangerous environmental elements, contaminants or work conditions including ionizing radiation, chemicals, fire, flammable substances, noxious elements and the like such as:

1. Electrical services
2. Janitorial services
3. Oil sludge collection
4. Painting
5. Pest Control
6. Refrigeration and air conditioning services
7. Scrap hauling/trading
8. Supply/trading of hazardous goods
9. Tank Cleaning
10. Waste Disposal
11. Water/wastewater treatment

B. Where the workers are engaged in construction work, blasting, stevedoring, dock work:

1. Construction
2. Lighterage and barges
3. Marine Surveying
4. Ship Chandling
5. Ship Repair
6. Repair of any nature
7. Stevedoring

C. Where workers use or are exposed to power driven tools or machinery:

1. Automechanical services
2. Bunkering
3. Cargo Forwarding
4. Cargo Handling
5. Cargo hauler/trucking

6. Ferry Services
7. Harbor Pilot services
8. Hauling
9. Heavy Equipment rentals/sales
10. Helicopter/plane services
11. Shipping
12. Tour operation
13. Transportation
14. Trucking
15. Tug Services

D. Where the workers are exposed to biologic agents such as bacteria, fungi, viruses, protozoas, nematodes and other parasites:

1. Landscaping

CATEGORY II

Food service Providers

CATEGORY III

Health and Medical Services

CATEGORY IV

Security Agencies

CATEGORY V

Those whose services are limited to office work, professional services, supply/trading of non-hazardous goods:

1. Brokerage
2. Communication
3. Consultancy
4. Insurance
5. Internet Service
6. Laundry
7. Learning Center
8. Lending Services
9. Professional services (except health and medical)
10. Publishing/printing
11. supply/trading

CATEGORY VI

Other services not specified or classified under any of the above.

REQUIRED DOCUMENTS**CATEGORY I**Initial

- Safety and Health Program
- List of current workers for SBFZ operation
- Original copy of current Medical Certificates of pre-employment/annual physical exam of workers (with laboratory and chest x-ray results, ECG for workers 35 years old and above)
- Drug-free Workplace Policies and Programs
- Certificate of attendance to 40-Hour Basic Occupational Safety and Health Training
- Certificate of Attendance to 40-Hour Basic Occupational Safety and Health Training and Construction Safety Training (**for Construction Services**)
- Authorization letter from company's top management is processor is not an employee or not connected with the company

NOTE: If no training certificate/s is submitted at the time of initial application, a letter of commitment to comply within 6 months shall be submitted.

Additional Requirements for Construction and Heavy Equipment Rental Services:

- Heavy equipment inventory
- Heavy equipment testing certification
- Heavy equipment operators TESDA certificate

Renewal

- List of projects in SBFZ for the past year and duration of each
- List of workers for SBFZ contracts for the past year, work performed and duration of employment of each
- List of current workers
- Certificate of attendance to 40-Hour Basic Occupational Safety and Health Training
- Certificate of Attendance to 40-Hour Basic Occupational Safety and Health Training and Construction Safety Training (**for Construction Services**)

Proofs of Safety & Health Program (SHP) Implementation

- Workplace inspection report
- Accident investigation/injury reports
- Safety Orientation/training syllabus and attendance sheet
- Original copy of current Medical Certificates of pre-employment/annual physical exam of workers (with laboratory and chest x-ray results, ECG for workers 35 years old and above)
- Drug-free Workplace Policies and Program
- Authorization letter from company's top management is processor is not an employee or not connected with the company

CATEGORY IIInitial

- Sanitary Clearance
- Drug-free Workplace Policies and Programs
- List of current workers
- Authorization letter from company's top management is processor is not an employee or not connected with the company

Renewal

- Sanitary Clearance
- List of companies served for the past year
- List of current workers
- Drug-free Workplace Policies and Programs
- Authorization letter from company's top management is processor is not an employee or not connected with the company

CATEGORY IIIInitial

- Certificate of accreditation/authorization from DOH
- Certificate of BWC accredited training on occupational health and safety of medical officer
- List of current workers for SBFZ operation
- PRC License of medical, dental, nursing & other health professionals
- Original copy of current Medical Certificates of pre-employment/annual physical exam of workers (with laboratory and chest x-ray results, ECG for workers 35 years old and above)
- Drug-free Workplace Policies and Programs
- Authorization letter from company's top management is processor is not an employee or not connected with the company

Renewal

- Certificate of accreditation/authorization from DOH
- Certificate of BWC accredited training on occupational health and safety of medical officer
- Certificates of relevant refresher training of old staff
- Original copy of current Medical Certificates of pre-employment/annual physical exam of workers (with laboratory and chest x-ray results, ECG for workers 35 years old and above)
- List of SBFZ clients for the past year
- List of workers for SBFZ operation for the past year
- List of current workers
- PRC License of medical, dental, nursing and other health professionals
- Drug-free Workplace Policies and Programs
- Authorization letter from company's top management is processor is not an employee or not connected with the company

CATEGORY IVInitial

- List of current workers for SBFZ operations
- Original copy of current Certificates of Neuro-psychiatric Testing of all security personnel
- Original copy of current Medical Certificates of pre-employment/annual physical exam of workers (with laboratory and chest x-ray results, ECG for workers 35 years old and above)
- Original copy of drug testing results
- Drug-free Workplace Policies and Programs

Renewal

- List of clients for the past year
- List of workers for SBFZ contracts for the past year, work performed and duration of employment of each
- List of current workers
- Original copy of current Medical Certificates of pre-employment/annual physical exam of workers (with laboratory and chest x-ray results, ECG for workers 35 years old and above)
- Original copy of current Certificate of Neuro-psychiatric testing of all security personnel
- Original copy of drug testing results
- Drug-free Workplace Policies and Programs (*if no policy was submitted on the initial application*)

CATEGORY VInitial

- List of current workers for SBFZ operation
- Original copy of current Medical Certificates of pre-employment/annual physical exam of workers (with laboratory and chest x-ray results, ECG for workers 35 years old and above)
- Drug-free Workplace Policies and Programs
- Authorization letter from company's top management is processor is not an employee or not connected with the company

Renewal

- List of SBFZ clients for the past year
- List of workers for SBFZ operation for the past year
- List of current workers
- Original copy of current
- Medical Certificates of pre-employment/annual physical exam of workers (with laboratory and chest x-ray results, ECG for workers 35 years old and above)
- Drug-free Workplace Policies and Programs
- Authorization letter from company's top management is processor is not an employee or not connected with the company

CATEGORY VIInitial

- List of current workers for SBFZ operation
- Original copy of current Medical Certificates of pre-employment/annual physical exam of workers (with laboratory and chest x-ray results, ECG for workers 35 years old and above)
- Drug-free Workplace Policies and Programs
- Other requirements to be determined by the Department Manager depending on the nature of business
- Authorization letter from company's top management is processor is not an employee or not connected with the company

Renewal

- List of SBFZ clients for the past year
- List of workers for SBFZ operation for the past year
- List of current workers
- Original copy of current Medical Certificates of pre-employment/annual physical exam of workers (with laboratory and chest x-ray results, ECG for workers 35 years old and above)
- Drug-free Workplace Policies and Programs
- Other requirements to be determined by the Department Manager depending on the nature of business
- Authorization letter from company's top management is processor is not an employee or not connected with the company

Additional requirements (Initial and Renewal, for all categories whenever applicable):

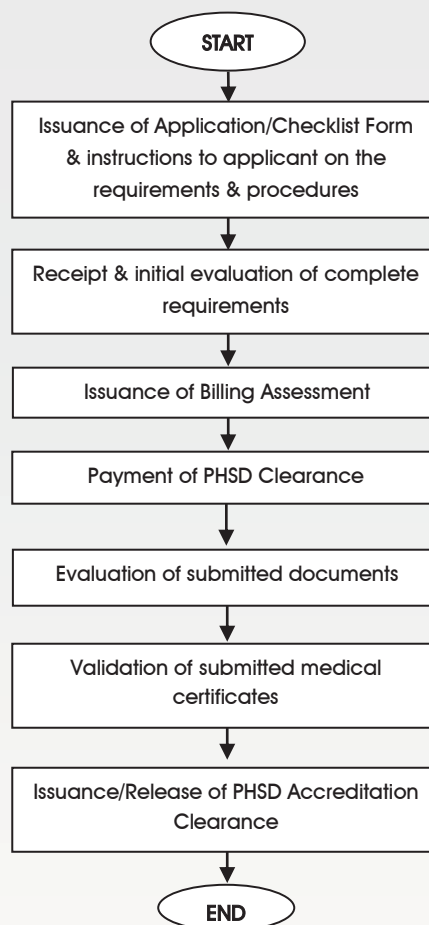
A. The following items for submission must be signed by the owner, manager or top official of the company:

- List of current workers for SBFZ operation
- Heavy equipment inventory
- List of projects/clients in SBFZ for the past year and the duration of each project/client
- List of workers for the past year, work performed and duration of employment of each employee

B. The following items for submission must be signed by the safety officer and approved/noted by the owner, manager or top official of the company:

- Workplace inspection report
- Accident investigation/injury report or certification of non-occurrence of accident/injury

Application for renewal of accreditation will not be accepted if the company fails to submit certificate of training in BOSH/Construction Safety of its designated safety officer based on the letter of undertaking/commitment that the company has previously submitted.

PROCESS FLOW**ISSUANCE OF PHSD CLEARANCE FOR ACCREDITATION**

AVAILABLE FORMS

1. Application for Sanitary Clearance to Operate Establishments in Accordance with P.D.865
2. Application for Clearance to Operate Food Establishments
3. Application for Clearance to Operate Massage Clinic/Sauna Bath/Health Club
4. Application for Health Card for Ambulant Food Vendor
5. Application for Sanitary Clearance for Caterer
6. Accreditation Application Form (for sub-contractors)

FEES AND VALIDITY OF PERMITS

Certificate/Permit	Fees (PHP)	Validity
Sanitary Clearance		One Year
A. Restaurant	1,500.00	
B. Canteen	1,000.00	
C. Caterer	1,000.00	
D. Kiosk	300.00	
Others	1,500.00	One Year
massage clinic/spa/sauna		
swimming pool		
beauty salon/barber shop		
laundry		
convenience store		
water refilling station (Locator)		
Water Refilling Station (Service Contractors)	1,000.00	One Year
Health Card	50.00/person	One Year

SECTION IV

SAFETY REGULATIONS & COMPLIANCE

D. Property Maintenance

This refers to grass cutting and trimming, building maintenance/repair, and solid waste management activities, which are monitored by the Transportation and Maintenance Department.

Permit/s

1. Maintenance Division: Grass Cutting, Trimming and Building Maintenance/Repair
2. Solid Waste Management
 - REGULAR WASTE/GARBAGE COLLECTION
 - SPECIAL WASTE/GARBAGE COLLECTION
 - TIPPING PERMIT

Office-in-Charge : Transportation & Maintenance Department
Group/Department : PUBLIC WORKS AND TECHNICAL SERVICES GROUP
Office Location : Bldg. 275, corner Aguinaldo, Quezon Street
Contact Numbers : Maintenance Division, Tel: 252.4111
Solid Waste Management, Tel: 252.4309

Business Hours Monday - Friday / 8AM – 5PM

GRASS CUTTING AND BUILDING MAINTENANCE/REPAIR

Date of Implementation: June 2010

Reference/s: SBMA Board Resolution No. 10-05-3661 or Proposed Fee for Ground Maintenance Works

Revision No. 0

REQUIRED DOCUMENT

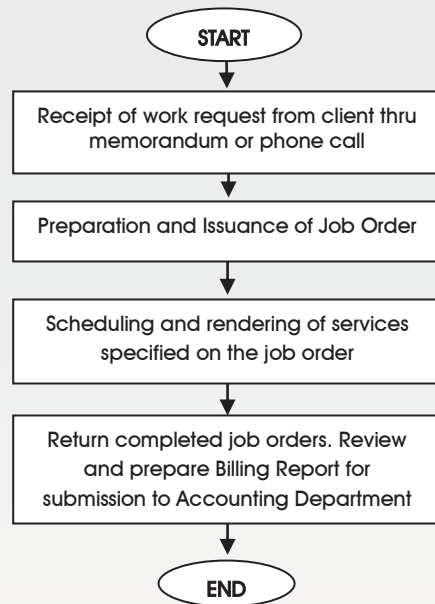
- Cutting Permit for trimming services (Apply permit at Ecology Center)

Notes to Process Flow

1. If services is for trimming, the locator/contractor is requested to acquire a Tree Cutting Permit first at the SBMA Ecology Center.
2. No services shall be rendered without the requestor or representative.

PROCESS FLOW

GRASS CUTTING, TRIMMING AND BUILDING MAINTENANCE/REPAIR



SOLID WASTE MANAGEMENT

Date of Implementation: February 2002/November 6, 2008

Reference/s: SBMA Board Resolution No. 02-02-1845 or Guidelines on the Imposition of Garbage Fees; SBMA Board Resolution No. 08-10-2662 or Solid Waste Management Options

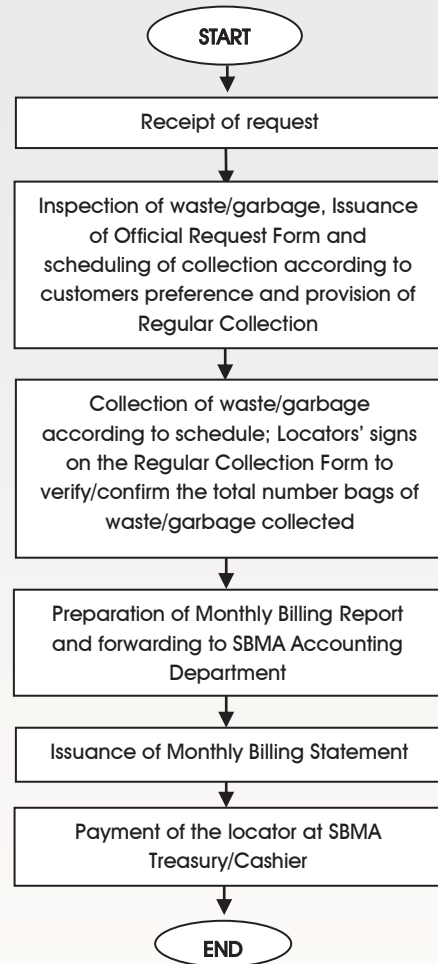
Revision No. 0

REQUIRED DOCUMENTS

- Request Letter
- Accomplished Request Form

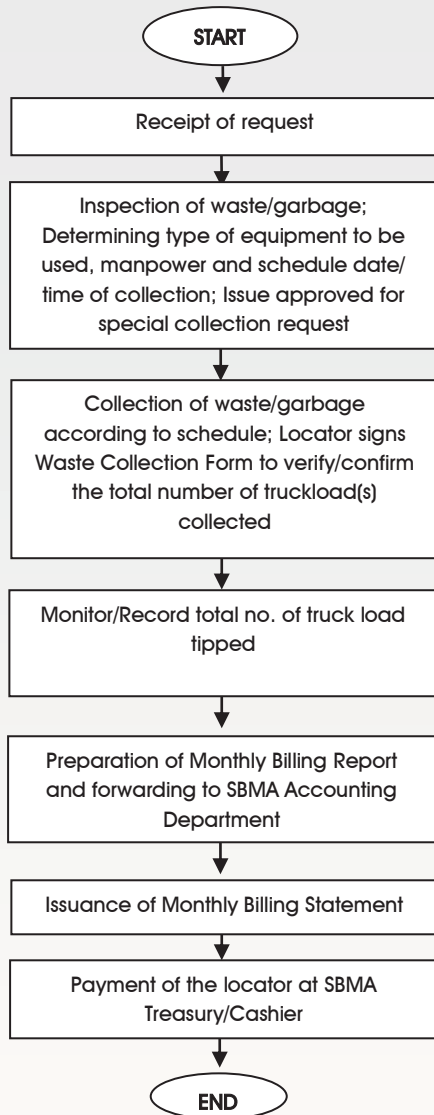
PROCESS FLOW

REGULAR WASTE/GARBAGE COLLECTION



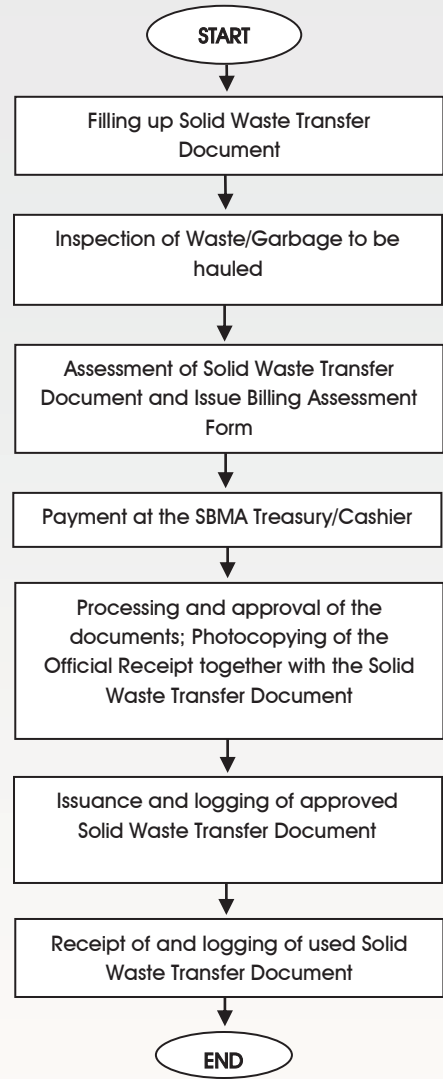
PROCESS FLOW

SPECIAL WASTE/GARBAGE COLLECTION



PROCESS FLOW

SOLID WASTE TRANSFER DOCUMENT (TIPPING PERMIT)



AVAILABLE FORMS

1. Cutting Permit
2. Tipping Permit
3. Official Request Form for Waste Collection on Commercial and Industrial Establishments
4. Service Call Form for Waste Collection of Visiting Vessels
5. Environmental Compliance For Departure Form for Visiting Vessels

FEES AND VALIDITY OF PERMITS

Certificate/Permit	Fees	Validity
1. Maintenance		
a. Grass Cutting	<p><u>Service Fee</u>: PHP235 for 200 sq. m. and below; PHP1.10/sq. m. for every area in excess of 200 sq. m.</p> <p><u>Penalty Fee</u>: PHP1,500 for 200 sq. m. and below; PHP1.10/sq. m. for every area in excess of 200 sq. m.</p>	
b. Tree Trimming	PHP500 per hour (inclusive of 6 manpower and 1 chain saw)	
c. Hauling	PHP1,500 per Truck Load	
2. Solid Waste Management (Commercial/Industrial Establishments)		
a. Regular Collection	US\$1.00/bag	
b. Special Collection	PHP4,500.00/truckload	
c. Tipping Permit	PHP1,800.00/truckload	(maximum of 15 cu. m.) 2 days
d. Cargo Handlers	<p>No. of Stevedores</p> <p>0 – 100 US\$ 3/day</p> <p>101 – 200 US\$ 5/day</p> <p>201 – 300 US\$ 7/day</p> <p>301 – 400 US\$10/day</p> <p>401 – 500 US\$12/day</p> <p>Above 500 US\$15/day</p>	
e. Visiting Vessels	US\$1.00/bag	

Notes:

1. **Penalty Fee (PF)** for grass cutting takes effect when the CMD makes the initiative to do the necessary ground maintenance work because the area has become unsightly and poses danger to life and property as a result of a locator's/resident's inaction. The rate is higher than the Service Fee in order to encourage consciousness among locators and residents to clean up on time.
2. **Service Fee (SF)** is the rate charged to a locator/resident whenever they avail of our ground maintenance services prior to any notice from the SBMA.
3. All residents and locators are limited to a maximum of 30 bags per collection. Bags exceeding this number shall fall under special collection.

SPECIAL RULES ON WASTE MANAGEMENT***A. For Commercial and Industrial Establishments***

Commercial and industrial establishments shall be required to fill-up an official request form from the Ecology Center (EC) to determine their preferred frequency of collection. If a locator's business is located in 2 or more separate areas, it shall be required to accomplish 2 separate request forms for waste collection.

Solid waste generated by these establishments shall be collected and disposed of by the SWMD. Only scraps and/or recyclable wastes shall be collected by SBMA-accredited scrap haulers.

B. For Restaurants, Canteens, Eateries, Food Stalls

All establishments falling under this section shall maintain good housekeeping practices to prevent vermin, roach and rodent infestation. They shall ensure proper containment of wastes to prevent spillage and foul odor and should make sure that waste receptacles are strategically located within the establishment's premises.

Prior to collection by SWMD, food wastes from restaurants, canteens, eateries, food stalls and the like shall be properly contained in plastic liners to prevent spillage. All establishments engaged in the selling and/or giving away food wastes to private haulers shall ensure that the same are accredited by SBMA and comply with all sanitation requirements of the EC and the Health and Welfare Department of SBMA and ensure that vehicles used have passed the smoke emission test conducted by an LTO-accredited emission testing center or by the EC.

C. For Uncontained and/or Scattered Wastes

In order to provide efficient service, all solid wastes shall be placed in plastic bags and properly sealed or tied up for easy handling and pick-up. The maximum weight per bag shall not exceed thirty (30) pounds. All uncontained and/or scattered waste may be collected by SWMD subject to payment of appropriate rate and penalty/ies.

D. For Scraps and Recyclable Waste

Commercial and industrial establishments shall designate a separate collection area for scraps and recyclable wastes. These shall only be collected by the SWMD or by SBMA-accredited scrap haulers. Scrap haulers are prohibited from collecting and disposing of regular solid waste from all commercial and industrial establishments within the SBFZ. Prior to transport of scrap materials outside of the SBFZ, SBMA-accredited scrap haulers shall obtain necessary clearances from the Bureau of Customs, Law Enforcement Department, Seaport Department, Procurement and Property Management Department and the EC. Vehicles used for hauling must also show proof of "PASSED" smoke emission test.

E. For Toxic and Hazardous Wastes

The storage, handling and disposal of toxic and hazardous wastes shall be governed by Chapter VII of DENR AO 29, Implementing Rules and Regulations of RA 6969 otherwise known as the "Toxic Substances and Hazardous and Nuclear Waste Control Act of 1990."

F. For Construction Wastes

The SWMD shall not collect construction wastes. The proper storage, transport and disposal of such wastes in the SBMA landfill shall be the responsibility of the contractor/s. Should there be wastes deemed unacceptable to the landfill, disposal sites may be identified by the contractor/s and approved by the EC or jointly identified by the contractor/s and the EC.

G. For Visiting Vessels

All visiting vessels shall dispose of their wastes properly. The Seaport Department shall immediately notify the EC of the presence of visiting vessels. Solid wastes shall be properly contained prior to collection. Sewage and toxic and hazardous wastes which may be present in the vessels shall be collected only by SBMA and DENR-accredited haulers and transporters. Vessels to be serviced by the SWMD shall fill-up a Service Call form at the Solid Waste Management Operations Group of the Transportation & Maintenance Department. Should vessels require the services of a cargo handler to load and unload cargo, corresponding fees relative to the number of stevedores needed shall be charged. Shipping agents shall be held liable for departed vessels which violate any provision of the Guidelines.

WASTE DISPOSAL**Disposal Area**

All wastes, except for toxic and hazardous wastes, generated within the SBFZ shall, at all times, be disposed of at the Olongapo City Dumpsite.

Only accredited haulers and locators with capability to transfer/haul their waste/garbage are allowed to avail Tipping Permits.

PROHIBITED ACTS

- A. Illegal landfilling and/or improper storage of wastes
- B. Dumping of all types of waste in all water bodies and in those listed as Environmentally Critical Areas
- C. Use of hazardous waste transporters not accredited by SBMA and DENR
- D. Use of oversized bags
- E. Any action resulting to vermin and rodent infestation
- F. Transporting and/or taking out of waste outside SBFZ
- G. Use of dump trucks which have a capacity beyond 15 cu. m.
- H. Transferring of wastes from one place to another
- I. Disposal of hazardous wastes without an approved permit from EC
- J. Mixing of hazardous with non-hazardous wastes

WASTE COLLECTION SCHEDULE**A. Residential Areas**

Kalayaan Housing Area : Mondays and Thursdays
(Household Waste)
Saturdays (Yard Waste)

Binictican Housing Area : Tuesdays and Fridays
(Household Waste)
Sundays (Yard Waste)

Cubi Housing Area : Wednesdays and Saturdays
(household Waste)
Mondays (Yard Waste)

B. Hotels/Restaurants/
Eateries/Canteens/
Food Stalls : Daily including holidays

C. SBMA offices/shops/
recreational facilities : Daily and/or as requested

D. Yard Waste : As requested

E. Commercial/Industrial
Establishments : As requested

F. Olongapo City Landfill : Mondays to Sundays
0800-1145 Hours and
1300-1630 hours

SECTION IV

SAFETY REGULATIONS & COMPLIANCE

E. Fire Safety and Protection

The SBMA Fire Department ensures investors, residents and visitors of a safe environment in the Freeport. The department issues Hazardous Operation Permit to negate the possibility of unwanted fire occurrence during the conduct of any hazardous operations such as welding, cutting, bonfire, fireworks display and open fires.

ISSUANCE OF HAZARDOUS OPERATION PERMIT (For Welding, Cutting, Tar Pot, Brazing, Bonfire, Fireworks Display, Open Fires, and other fire-related Hazardous Works and/or Activities)

Date of Implementation: 19 February 2010

Reference/s: SBMA Board Resolution No. 10-02-3490 or the New Fee Structure for the Issuance of Hazardous Operation Permit

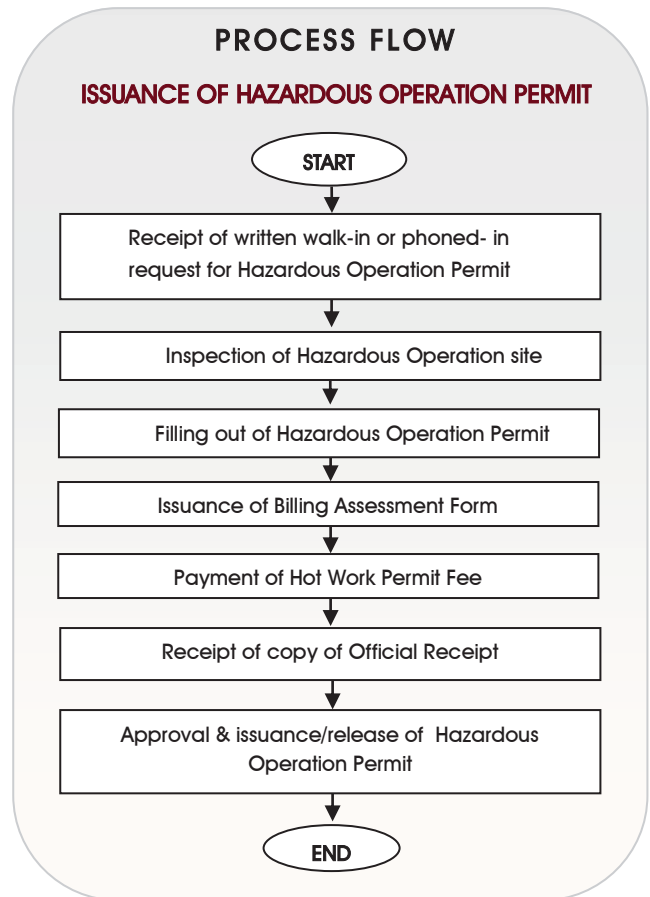
Revision No. 0

Office-in-Charge : Fire Department
Group/Department : INTERNAL SERVICES GROUP/SUPPORT SERVICES
Office Location : Bldg.71, Sampson Road
Contact Numbers : Tel: 252.4224

Business Hours : Monday - Friday / 8AM – 5PM

REQUIRED DOCUMENTS

- Written request (Not applicable for walk-in or phoned-in requests)
- Approved Hazardous Operation Permit



FEES AND VALIDITY OF PERMITS

Certificate/Permit	Fees	Validity
1. Hazardous Operation Permit	Php500.00	Per Project
2. Fire Brigade Training	Php300/participant Php750/instructor	Per Training
3. Deployment of standby fire truck during fireworks display of more than 15 minutes, film shooting	Php1,500 per hour	Per Event

SECTION V

IMPORT/EXPORT

The Trade Facilitation & Compliance Department processes imports and exports of goods to and from SBF.

Permit/s

1. Direct Trader Input (DiTi) Accreditation
2. Admission Permit
3. Single Administrative Document (SAD) - Yellow ASYCUDA & Red ASYCUDA
4. Export Clearance
5. Approval of List of Importables to eTAPS (Electronic Transit Admission Permit System)
6. Approval of Client Profile Registration and Customs Client Number

Office-in-Charge	: Trade Facilitation & Compliance Department
Group/Department	: PORT OPERATIONS GROUP
Office Location	: New Seaport Administration Building Waterfront Road corner Sampson Road
Contact Numbers	: 252.4295/4361

Business Hours**1. DIRECT TRADER INPUT (DITI) ACCREDITATION**

Monday - Friday / 9AM-12NN and 1PM-6PM

2. ADMISSION PERMIT

Monday - Friday / 9AM-6PM

3. SINGLE ADMINISTRATIVE DOCUMENT (SAD)**3. A. ISSUANCE OF SAD—YELLOW ASYCUDA**

Monday - Saturday / 9AM-6PM

3.B. ISSUANCE OF SAD—RED ASYCUDA

Monday - Saturday / 9AM-6PM

4. EXPORT CLEARANCE

Monday - Friday / 9AM-6PM

5. APPROVAL OF LIST OF IMPORTABLES to eTAPS

Monday - Saturday / 9AM-6PM

6. APPROVAL OF CLIENT PROFILE REGISTRATION AND CUSTOMS CLIENT NUMBER

Monday - Friday / 9AM-6PM

1. DIRECT TRADER INPUT (DITI) ACCREDITATION

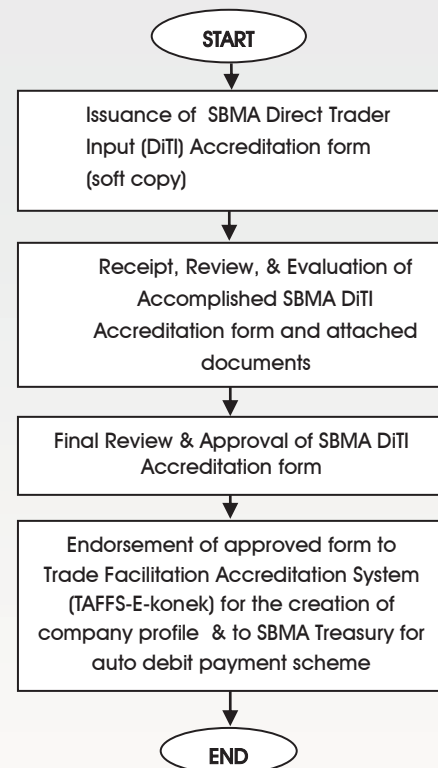
Date of Implementation: April 28, 2003

Reference/s: SBMA Board Resolution No. 07-10-1859 or
Policy on Trading of Imported Motor Vehicles

Revision No. 0

REQUIRED DOCUMENTS

- BIR Registration
- Two valid ID
- Certificate of Registration & Tax Exemption (CRTE)
- SBMA Lease Agreement/Sublease Agreement
- Authorization SPA

PROCESS FLOW**ISSUANCE OF DIRECT TRADER INPUT ACCREDITATION**

2. ADMISSION PERMIT

Date of Implementation: April 28, 2003

Reference/s: SBMA Board Resolution No. 07-10-1859 or Policy on Trading of Imported Motor Vehicles

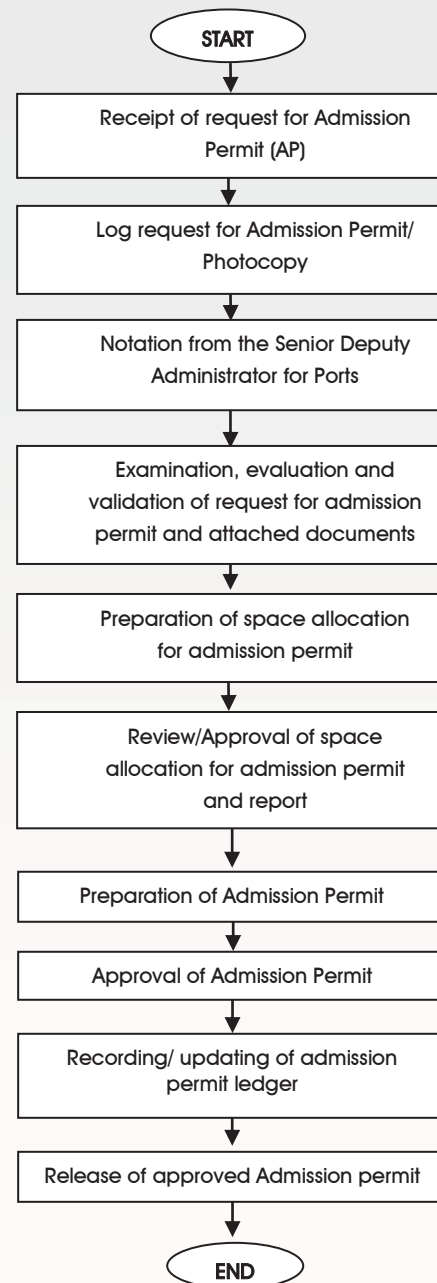
Revision No. 0

REQUIRED DOCUMENTS

- Board approved Lease Contract or Sublease Agreement with SBMA
- CRTE
- Letter of Request for Admission Permit
- Liquidation Report

PROCESS FLOW

ISSUANCE OF ADMISSION PERMIT



3. SINGLE ADMINISTRATIVE DOCUMENT (SAD) YELLOW AND RED ASYCUDA

Date of Implementation: 2004

Reference/s: Joint Memorandum Order No. 3-2003 between BOC, SBMA and TAFS eKONEK Pilipinas; MOA between eKONEK Pilipinas and SBMA

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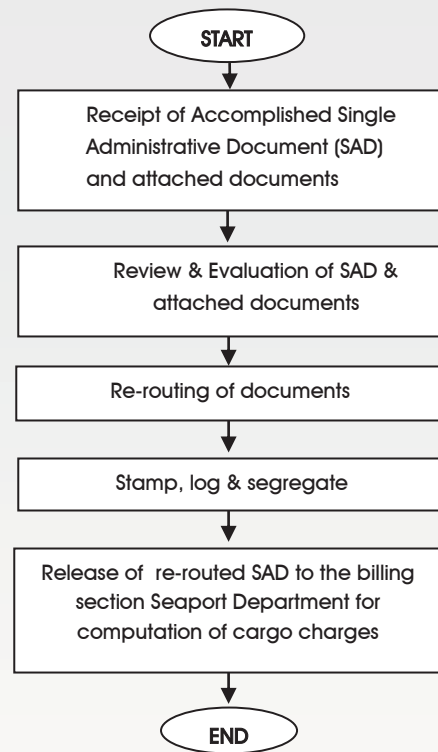
3. A. ISSUANCE OF SAD—YELLOW ASYCUDA

REQUIRED DOCUMENTS

- Admission Permit
- Airway Bill / Bill of Lading Invoice
- Packing List
- Authorization Letter
- SPA
- Valid ID's
- Documents secured from other government agency/s

PROCESS FLOW

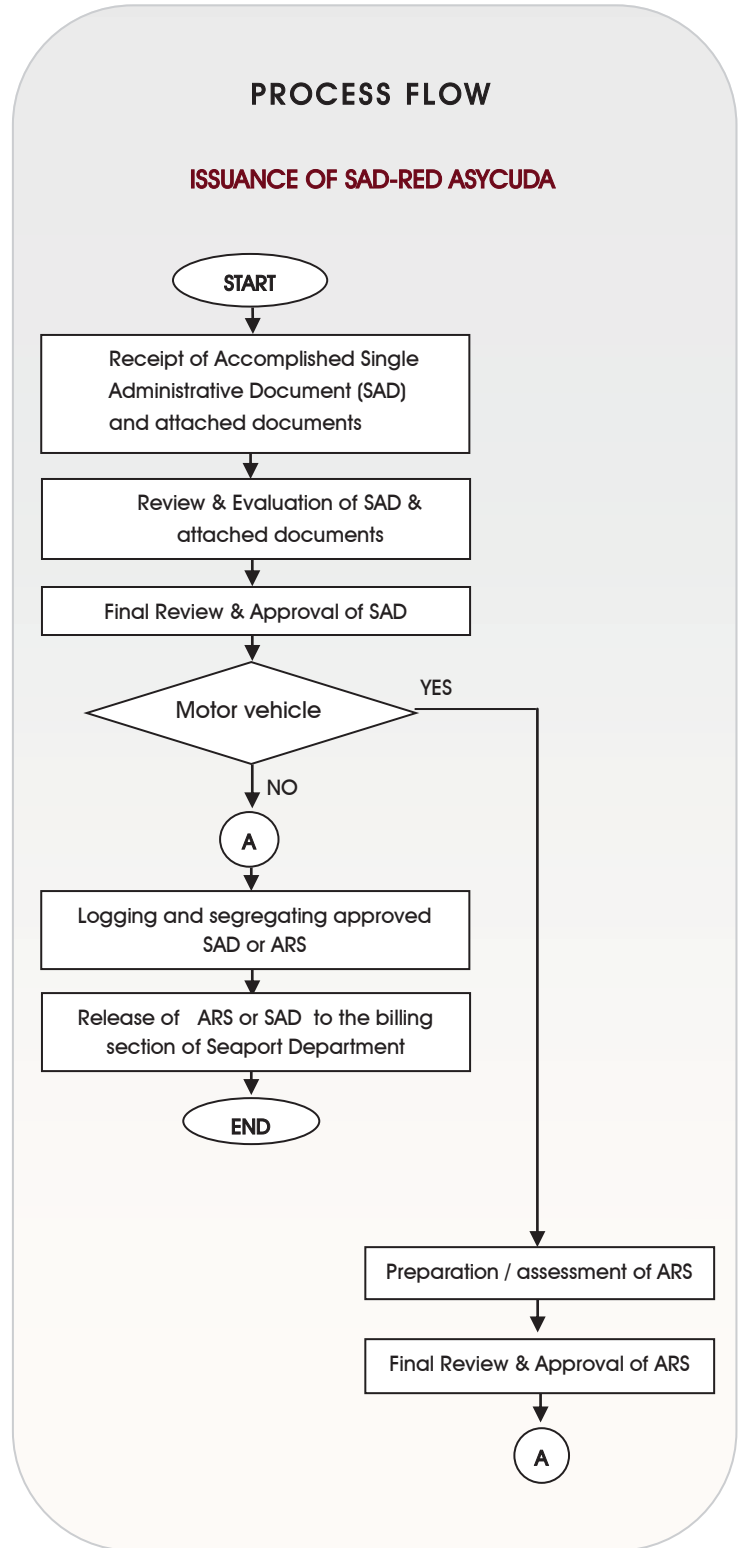
ISSUANCE OF SAD-YELLOW ASYCUDA



3.B. ISSUANCE OF SAD—RED ASYCUDA

REQUIRED DOCUMENTS

- Approved Admission Permit
- Airway Bill / Bill of Lading Invoice
- Packing List
- Authorization Letter
- SPA
- Valid ID's
- Documents secured from other government agency/s



4. EXPORT CLEARANCE

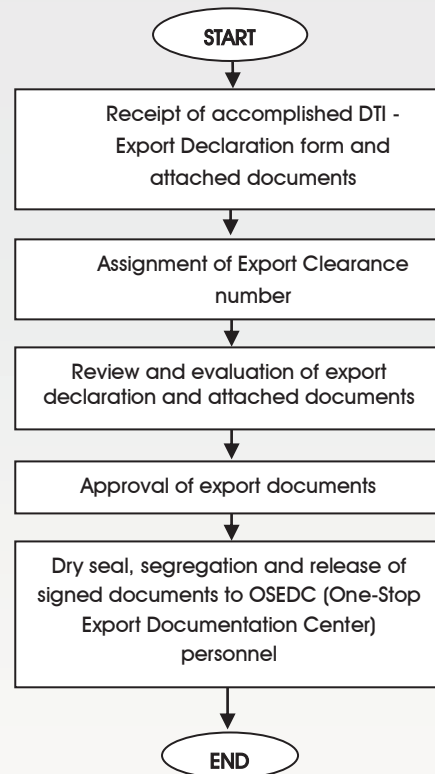
Date of Implementation: 19 May 1994

Reference/s: MOU between Dept. of Trade & Industry-Region 3, Philippine Exporters Foundation, Inc.-Region 3, and SBMA

Revision No. 0

REQUIRED DOCUMENTS

- DTI Forms-Export Declaration
- Invoice
- Packing list
- Authorization letter/SPA
- Documents secured from other Government agency/s or from other SBMA office/s

PROCESS FLOW**ISSUANCE OF EXPORT CLEARANCE**

5. APPROVAL OF LIST OF IMPORTABLES to eTAPS
(Electronic Transit Admission Permit System)
- in lieu of SBMA Form – A

Date of Implementation: 01 December 2008

Reference/s: Joint SBMA-CDC Memorandum Order
No. 01-2008

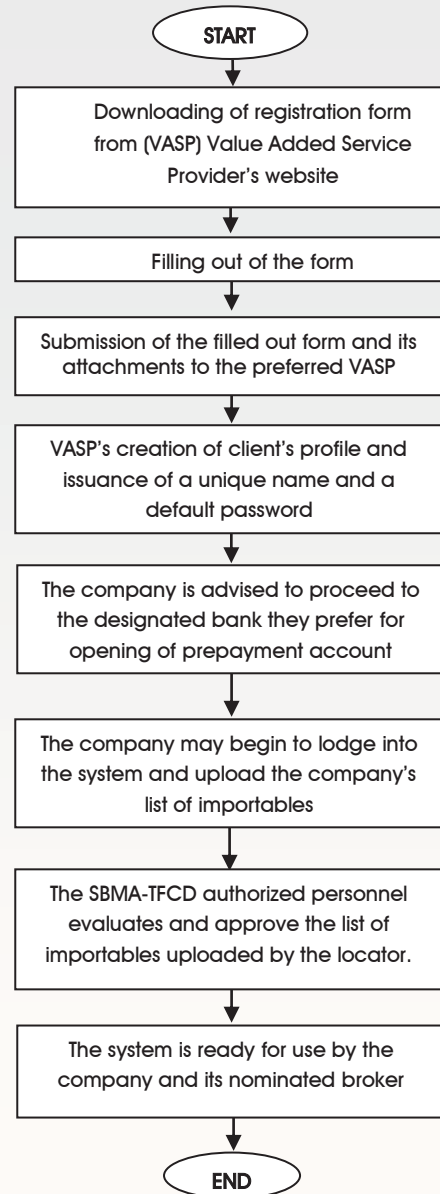
Revision No. 0

REQUIRED DOCUMENTS

- CRTE
- TIN – requirement of service providers –ekonek Pilipinas & Intercommerce Network Services

PROCESS FLOW

APPROVAL OF LIST OF IMPORTABLES TO eTAPS



6. APPROVAL OF CLIENT PROFILE REGISTRATION AND CUSTOMS CLIENT NUMBER

Date of Implementation: 15 September 2010

Reference/s: Customs Memorandum Order No. 36-2008

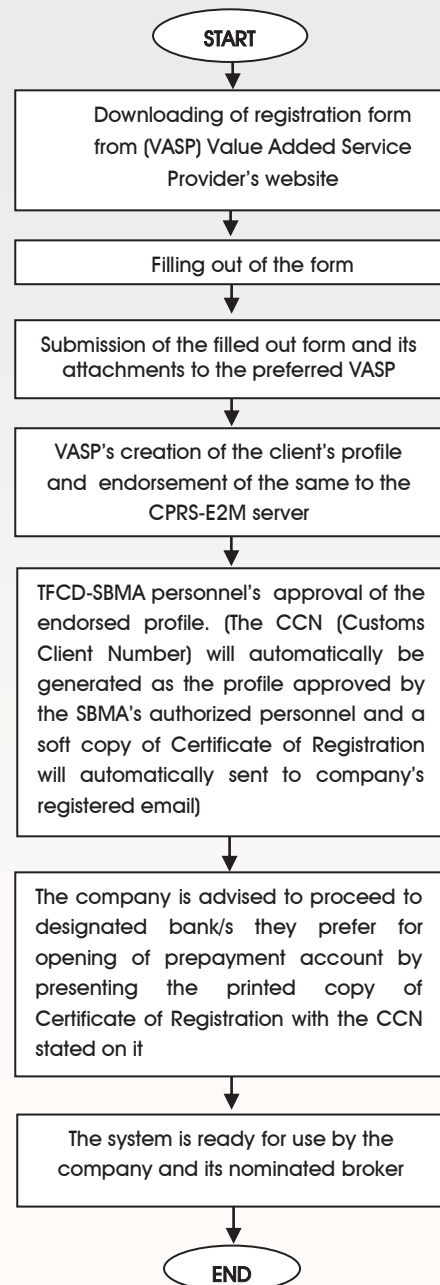
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REQUIRED DOCUMENTS

- CRTE
- TIN – requirement of service providers –ekonek Pilipinas & Intercommerce Network Services

PROCESS FLOW

APPROVAL OF CLIENT PROFILE REGISTRATION AND CUSTOMS CLIENT NUMBER



FEES AND VALIDITY OF PERMITS

Certificate/Permit	Fees	Validity
1. Direct Trader Input (DTI) Accreditation	N/A	
2. Admission Permit	N/A	
3. Declaration & Permit for Admission of Foreign Goods to SBF		
3.A. ASYCUDA — SAD		
YELLOW	Php550 Breakdown as follows: <i>PHP225-SBMA</i> <i>PHP75-e-konek</i> <i>PHP250-BOC</i>	
RED	Php550 Breakdown as follows: <i>PHP225-SBMA</i> <i>PHP75-e-konek</i> <i>PHP250-BOC</i>	
For Motor Vehicles	P2,500 for trucks/buses \$100 for cars (any year/make & model) \$100 for passvans & SUV year 2000 & up \$30 for passvans & SUV year 1999 & below \$30 for motorcycles	
3.B. E-TAPS — SAD	Php300 Breakdown as follows: <i>PHP225 - SBMA</i> <i>PHP75 – Service Providers</i>	
4. Export ASYCUDA AEDS (Automated Export Documentation System)	Php100 Breakdown as follows: <i>PHP50 - SBMA</i> <i>PHP50 – e-konek</i>	
5. Approval of List of Importables to eTAPS	N/A	
6. Approval of Client Profile Registration and Customs Client Number	N/A	One Year

SECTION VI

REGULATION ON THE USE OF PRIVATELY-OWNED AND PUBLIC-OPERATED MOTOR VEHICLES

The SBMA Transportation and Communications Department issues vehicle decals, transportation accreditation, and admission of duty-free and tax-exempt motor vehicles. Public transport and shuttle service operations within the Freeport are also regulated and monitored by this department.

Permit/s

1. SBMA Vehicle Decal
2. Transportation Accreditation
3. Admission of Tax-Exempt and Duty Free Motor Vehicles

Office-in-Charge : Transport Regulatory Division
Group/Department : REGULATORY GROUP,
Transportation & Communications Department
Office Location : Regulatory Building, corner Rizal Highway, Labitan Street
Contact Numbers : 252.4288/4663/4249

Business Hours Monday - Friday / 8AM – 5PM

1. ISSUANCE OF SBMA VEHICLE DECAL

Date of Implementation: September 2002

Reference/s: SBMA Board Resolution No. 02-06-2093 or Section II of the Approval in Principle of the Proposed Guidelines on Importation of Tax Exempt Vehicle, Motor Vehicle Registration, Monitoring/Inventory and Road User's Fee

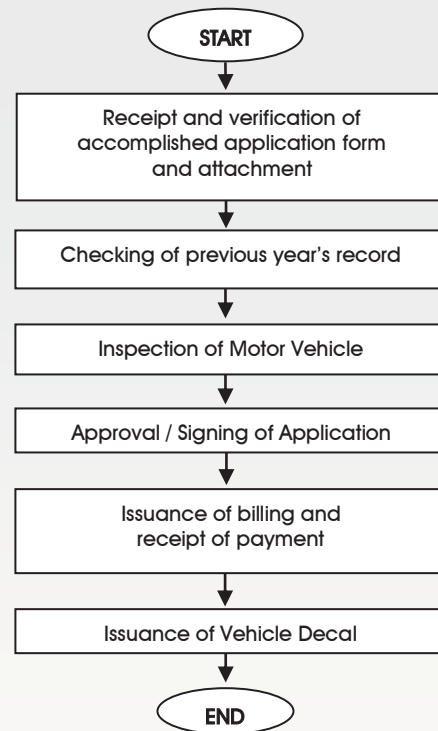
Revision No. 0

REQUIRED DOCUMENTS

- Car Registration (CR & OR)
- SBMA ID & Drivers' License
- Present vehicle for safety inspection

PROCESS FLOW

ISSUANCE OF VEHICLE DECAL



2. TRANSPORTATION ACCREDITATION

Date of Implementation: January 2001 / January 2008

Reference/s: SBMA Board Resolution No. 01-01-1064 /
SBMA Board Resolution No. 07-12-2012 or Guidelines on Public
Transport and Shuttle Service Operations Within the Freeport

Revision No. 0

REQUIRED DOCUMENTS

For Vehicles

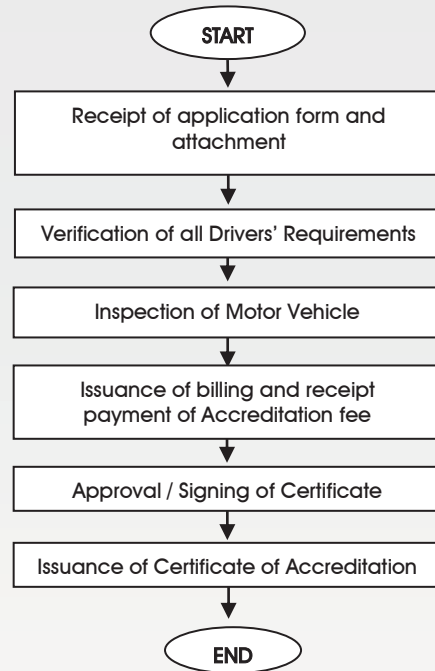
- Letter of Intent
- List of Vehicles including Make, Year Model, Color and Plate No.
- CR/OR
- Vehicle Insurance
- Emission Test
- LTFRB
- Present vehicle for safety inspection

For Drivers

- List of Drivers
- Driver's License
- Medical Certificate
- Passed the SBMA Driver's Examination (Written & Actual)
- Attendance to Traffic Safety Awareness Orientation
- Attendance to Orientation Course on Occupational Health & Safety conducted by the SBMA
- Bio-data with picture

PROCESS FLOW

ISSUANCE OF VEHICLE ACCREDITATION



3. ADMISSION OF TAX EXEMPT AND
DUTY FREE MOTOR VEHICLE

Date of Implementation: October 7, 2008

Reference/s: SBMA Board Resolution No. 08-09-2607 or Policy Guidelines on the Admission of Tax Exempt and Duty Free Motor Vehicles

Revision No. 0

REQUIRED DOCUMENTS

For Admission Authority

- Letter of Intent
- CRTE
- Certificate from Business Group
- Certificate from Labor Dept
- Certificate from Accounting Dept
- Notarized certificate that the vehicle has not arrived in the zone

For Authority to Release

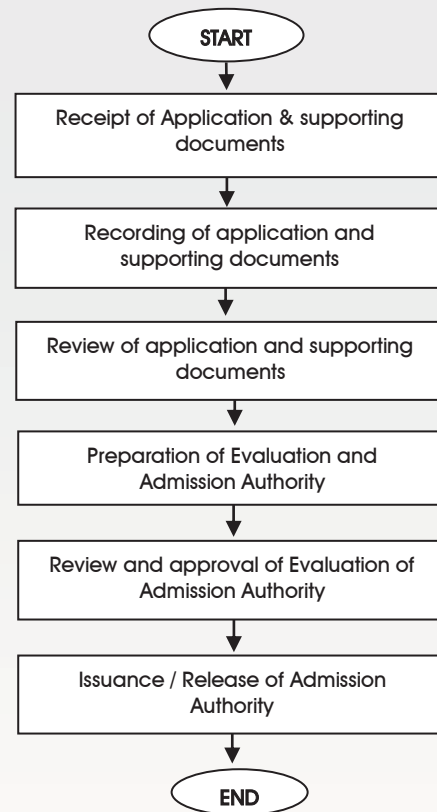
- Bill of Lading
- Sales Invoice
- Packing List

For Certificate of Admission

- Stencil of Chassis No. & Engine No.
- Result of Inspection of vehicle

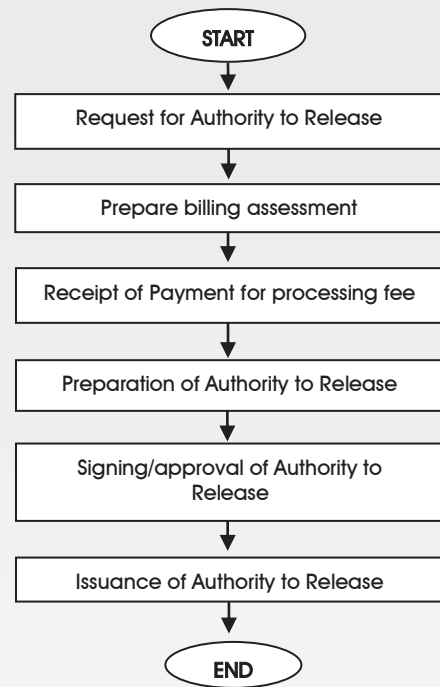
PROCESS FLOW

**ISSUANCE OF ADMISSION AUTHORITY FOR TAX EXEMPT AND
DUTY FREE MOTOR VEHICLE**

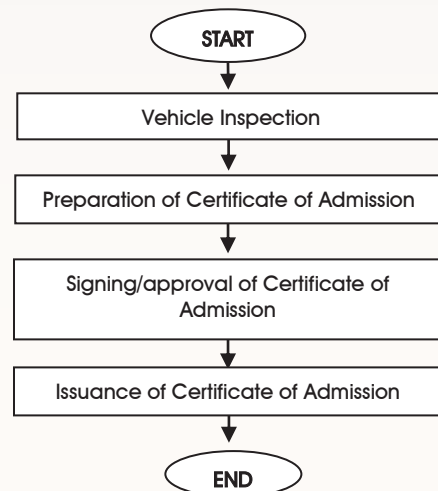


PROCESS FLOW

ISSUANCE OF AUTHORITY TO RELEASE FOR TAX EXEMPT AND DUTY FREE VEHICLE



ISSUANCE OF ADMISSION FOR TAX EXEMPT AND DUTY FREE VEHICLE



AVAILABLE FORMS

1. Application for Admission of Motor Vehicles
2. Application for Bicycle Sticker
3. Application for Vehicle Decal
4. Accreditation Form

FEES AND VALIDITY OF PERMITS

Certificate/Permit	Fees	Validity
SBMA VEHICLE DECAL	PHP200 PHP100 for motorcycle PHP75 for bicycle	One Year
TRANSPORTATION ACCREDITATION	US\$160	One Year
ADMISSION OF TAX EXEMPT AND DUTY FREE MOTOR VEHICLES	US\$100/vehicle	6 months

POLICY GUIDELINES ON THE ADMISSION OF
DUTY-FREE AND TAX-EXEMPT MOTOR VEHICLES

Date of Implementation: October 7, 2008

Reference/s: SBMA Board Resolution No. 08-09-2607

Revision No. 0

Pursuant to the Memorandum of Agreement between the SBMA and the Bureau of Customs (BOC, for brevity) adopting and implementing Administrative Order No. 4-93 and in coordination and cooperation with the Land Transportation Office (LTO), the following guidelines are hereby promulgated on the admission, registration and monitoring of duty-free and tax-exempt motor vehicles (TEV, for brevity), as follows:

I. COVERAGE

These guidelines shall cover the admission into the SBFZ of any vehicle propelled by any power other than muscular power using the public highways, except road rollers, trolley cars, etc. classified as follows:

UTILITY-SERVICE VEHICLES – vehicles which are indispensable in the conduct and operations of the SBF - registered authorized business activities, such as delivery trucks, cargo vans, and buses designed and for use exclusively for the transport of cargoes and passengers.

TOURIST-SERVICE VEHICLES – vehicles which are indispensable in the ordinary course of business of tourist-oriented industries, such as hotels, resort and leisure estates, theme parks and casinos to be utilized actually, directly and exclusively for the purpose of transporting tourists in tourism related activities. In no case shall the value of each vehicle exceed US\$50,000.00.

COMPANY-SERVICE VEHICLES – vehicles that are to be used as service vehicles of SBF registered enterprise.

No luxury motor vehicles intended to be utilized as a company-service vehicle shall be admitted tax-free and duty-free into the SBF, unless it is a “green vehicle”, or if the official stature of the end-user, such as President, Chairman and Members of the Board of Directors of a SBF registered enterprise, requires the same. In the said event, admission of these tax-exempt vehicles shall be subject to the criteria set herein and should be with the approval of the SBMA Board of Directors.

The following are considered luxury motor vehicles:

- Rolls-Royce
- Jaguar
- Lotus
- Bentley
- Porsche
- Maserati
- Ferrari
- Buggati
- Cadillac
- BMW (those with a blue book value of US\$60,000.00 or above only, or its equivalent)

- Land Rover
- Range Rover
- Alpha Romeo
- Lexus
- Chrysler
- Mercedes-Benz (those with a blue book value of US\$60,000.00 or above only, or its equivalent)
- Maybach
- Other motor vehicles with a blue book value of US\$60,000.00 or above, or its equivalent, based on the brand new value of the vehicle taken from U. S. Blue Book, Japan Red Book, or the World Car Year Book depending upon the country of origin of the vehicle and its model.

A **green vehicle** is defined as a vehicle that is considered to be more “environmentally friendly than traditional all-petroleum internal combustion engine vehicles (APICEVs), which includes, among others, hybrid gas, solar vehicles, hydrogen vehicles and electric vehicles.

II. POLICY ON DUTY FREE AND TAX-EXEMPT ADMISSION

1. QUALIFIED TO APPLY FOR ADMISSION OF DUTY FREE AND TAX-EXEMPT MOTOR VEHICLES (TEV):

SBF registered enterprises with **valid Certificate of Registration and Tax Exemption (CRTE, for brevity)** may apply for admission into the SBFZ tax-exempt vehicles necessary for the conduct and operations of their registered business activity, subject to the criteria/limitations set forth herein, provided, however, that SBMA reserves the right to disapprove or limit the admission of TEVs when, in its judgment, it becomes necessary to avert a violation of any law or any of its rules and regulations, or to enforce a regulatory or administrative measure.

2. CRITERIA TO AVAIL OF THE DUTY FREE AND TAX-EXEMPT ADMISSION PRIVILEGE

Amount of Investment:

An applicant-SBF enterprise must have an investment of **TWO HUNDRED FIFTY THOUSAND UNITED STATES DOLLARS (US\$250,000.00) or its equivalent in peso** for every vehicle to be admitted at the time of the application. Additional TEVs can be availed of with every **TWO HUNDRED FIFTY THOUSAND UNITED STATES DOLLARS (US\$250,000.00) or its equivalent in peso** investment. The term “investment” refers and is limited to investment made on capital equipment and development of land and structure only.

OR

Number of Regular Employees:

An applicant-SBF enterprise must have **at least 50 regular employees** for every vehicle to be admitted at the time of application. Additional TEVs can be availed of with every additional 50 regular employees.

For Utility Vehicles Considered As Capital Equipment

Notwithstanding the criteria mentioned in item no. 2, SBF registered enterprises, involved in transportation, travel and tours, and the like, are entitled to the admission of **utility vehicles as capital equipment** vis-à-vis its SBF registered business activity and operations, but subject to the endorsement of the SDA for Business and Investment and approved by SBMA Board of Directors.

3. NUMBER OF ALLOWABLE MOTOR VEHICLES TO BE ADMITTED:

Utility vehicles – maximum of 10

Tourist vehicles – maximum of 6

Company vehicles – maximum of 6

In no case shall an SBF enterprise be allowed to admit more than a combined number of **fifteen (15) vehicles** within the term of its Lease Agreement, except if required by its operations and approved by the SBMA Board of Directors.

4. PERIOD TO EXERCISE THE PRIVILEGE:

The applicant-SBF enterprise must have been operating for at least one (1) year at the time of the application for Admission Authority, unless by the very nature of their business and the classification of the vehicles to be admitted, it is necessary to admit the same upon actual commencement of operations, in which case, admission may be allowed subject to the approval of the SBMA Board of Directors.

5. LIMITATIONS ON THE TAX-EXEMPT AND DUTY-FREE ADMISSION PRIVILEGE

- a. The privilege is personal and non-transferable.
- b. The applicant - SBF enterprise must have **no outstanding financial obligations** with SBMA unless he can show an SBMA Board of Directors approved payment scheme covering the obligation and the fact that it has not defaulted on the said payment scheme agreement.
- c. Applicant-SBF enterprise must show proof or justification of the necessity of the vehicle(s) to be admitted in its business operations.
- d. Issuance of Admission Authority shall be **prior to the admission** of the tax-exempt and duty-free motor vehicle into the Subic Bay Freeport Zone.
- e. No issuance of Admission Authority until and unless the previously admitted tax-exempt and duty-free motor vehicles has been presented for inspection.
- f. Registration of the duty free and tax-exempt motor vehicle with SBMA's Transportation and Communication Department (TCD, for brevity) and Registration of Tax-Exemption with LTO upon arrival.
- g. Special SBMA blue plates shall be issued by the LTO to the TEV.
- h. Subject to the exceptions herein provided, all TEVs shall be for use inside the Freeport only.
- i. Within five (5) years from registration with the TCD, no duty-free and tax-exempt vehicles shall be sold to any SBF enterprise.
- j. Once the registered owner ceases to be a bonafide SBF enterprise, he must:

1. FOR TEVs admitted as BRAND NEW vehicles and those USED TRUCKS, BUSES AND HEAVY AND/OR AGRICULTURAL EQUIPMENT referred to in Sections 3.1.1 to 3.1.5 of Executive Order No. 156,

A. The owner should pay the corresponding taxes and duties;

OR

B. Sell, assign or convey the same to a qualified SBF-registered enterprise.

To be considered BRAND NEW, the motor vehicle shall be:

a) of current advance year model in the country of origin and/or manufacture, OR

b) of year model immediately preceding year in the country of origin and/or manufacture provided that:

(i) the motor vehicle has a mileage of not more than 200 kilometers; AND

(ii) the motor vehicle has been acquired by the importer from the dealer as first owner.

2. For TEVs admitted as USED VEHICLES, the vehicles should be:

A. Sold to a qualified SBF registered entity and for use only within the Freeport zone;

OR

.B. Re-exported to other countries.

“USED VEHICLE” shall refer only to those used vehicles coming from the country of origin of the requesting SBF-registered enterprise or was owned by the parent company or affiliate of the requesting SBF-registered enterprise.

k. Request for extension or amendment of Admission Authority shall be granted only if the request is made within its validity period.

6. REQUIREMENTS FOR THE ADMISSION OF DUTY FREE AND TAX-EXEMPT MOTOR VEHICLES:

a. Letter of Intent justifying the request for the admission of the motor vehicle addressed to the Head of the Regulatory Group

b. Accomplished application form

c. Original Copy of the Secretary’s Certificate of the SBF registered enterprise’s representative

d. Valid CRTE

e. If applicable, certified True Copy of the Commercial sales invoice (brand new motor vehicles)

f. If applicable, certified True Copy of the Certificate of Ownership (USED TRUCKS, BUSES AND HEAVY AND/OR AGRICULTURAL EQUIPMENT)

g. Agreement/undertaking on conditions for admission of motor vehicle, attached to its application, duly agreed to and signed by the applicant

- h. Certification from the Business and Investment Group on the amount of investment or Certification from the Labor Center on the number of regular employees until a centralized database has been created
- i. Certificate of "No Outstanding Financial Obligations from the Accounting Office" and/or SBMA Board approved payment scheme (for admission of duty free and tax-exempt brand new motor vehicles) until a centralized database has been created
- j. Notarized certification from the applicant, submitted before the issuance of an Admission Authority, that the loading of the subject motor vehicle at the port of origin has not yet been effected
- k. Certification of Inspection from the TCD of previously admitted duty-free and tax-exempt motor vehicles

III. SUBSEQUENT SALE, TRANSFER OR ASSIGNMENT OF DUTY FREE AND TAX-EXEMPT MOTOR VEHICLES

- 1. Sale transfer or assignment of duty-free and tax-exempt motor vehicles within the five (5) year period is prohibited.
- 2. After the five (5) year prohibitory period:

A. For TEVs admitted as brand new vehicles and those used trucks, buses and heavy and/or agricultural equipment referred to in Sections 3.1.1 to 3.1.5 of Executive Order No. 156

- a) The TEV can be sold, assigned or transferred without payment of the required tax and duties on the motor vehicle provided,
 - i. Vendee, assignee or transferee is also a qualified SBF-registered;
 - ii. Vendee, assignee or transferee has not used up or availed of its admission privilege;
 - iii. The type of vehicle and activity of the vendee, assignee, or transferee allows the sale, assignment or transfer thereof; and
 - iv. The TEV can be used outside of the Freeport Zone upon issuance of the conduction pass.

OR

- b) The TEV can be sold, assigned or transferred upon payment of the corresponding taxes and duties to:

- i. Any entity upon payment of the corresponding taxes and duties; and
- ii. The TEV can be used outside of the Freeport Zone.

B. For TEVs admitted as used vehicles

- a) it can be sold, transferred, assigned, in accordance with Aa (i) to (iii). However, it cannot be used outside the Freeport zone. Also, it cannot be sold, assigned or transferred as in Ab (i) to (ii).
- 3. There can be no sale, transfer or assignment of duty free and tax-exempt motor vehicles without prior written clearance from TCD.
- 4. A payment of **1% transfer fee** to SBMA based on the gross sale and/or compensation received in consideration of the sale, assignment or transfer of any TEV or US\$200.00, whichever is higher.

IV. CONDITIONS FOR THE USE OF DUTY FREE AND TAX EXEMPT MOTOR VEHICLES

A. Within the Freeport Zone

All motor vehicles admitted tax and duty free by a SBF registered enterprise shall be used only within the Freeport Zone.

B. Outside the Freeport Zone

Only those TEVs admitted as brand new vehicles and those used trucks, buses and heavy and/or agricultural equipment referred to in Sections 3.1.1 to 3.1.5 of Executive Order No. 156 can be used outside the Freeport Zone subject to the following conditions:

- a) Issuance of conduction pass upon physical presentation of the subject motor vehicle, which is a prerequisite for the use of tax-exempt and duty-free motor vehicles outside the Freeport Zone.
- b) Each TEV must be covered with a bond acceptable to SBMA which may be in cash, irrevocable stand-by letter of credit/bank guarantee or surety bond, equivalent to 100% of the amount of duties, taxes, and other charges due on the subject vehicle and conditioned to the use of the subject vehicle in accordance with these Policy Guidelines.
- c) TEVs cannot be used outside of the Freeport zone for more than three hundred thirty six (336) hours or fourteen (14) days in a month. One day shall mean twenty-four (24) hours. No succeeding conduction passes shall be issued unless the TEV is presented for inspection before the TCD.
- d) The Conduction Pass shall be presented at the gate every time the motor vehicle is used outside of the Freeport Zone with the following information:
 - i) name/s of the registered owner and driver/s;
 - ii) plate number of the duty free and tax-exempt motor vehicle;
 - iii) date and time of departures; and
 - iv) date and time of return.
- e) No new conduction pass shall be issued unless the previously issued conduction pass has been surrendered to the TCD.

V. PROCESSING FEE

All TEVs to be admitted to SBFZ shall be assessed a processing fee of US\$100.00 per vehicle. However, applications for admission of "green vehicles" shall be imposed a processing fee of US\$20.00 only.

VI. INVENTORY AND INSPECTION POLICY

1. Tax-exempt and duty-free motor vehicles shall be subject to periodic and on-the-spot inspection or inventory.
2. Duty free and tax exempt vehicles must be presented at least once a month at TCD or in the manner or at such times as may be set by the TCD.
3. Registered owner/s should report to or notify the TCD on the whereabouts of duty free and tax exempt vehicles that fail to return after the validity of the pertinent trip ticket and must present sufficient proof of justification for said failure.

VII. FINES AND PENALTIES

Type of Violation	1st Offense	2nd Offense	3rd Offense
1. Admission of tax-exempt and duty free motor vehicles by a non-qualified entity	US\$5,000.00 and forfeiture of TEV plus suspension of CRTE for three (3) months		
2. Admission of tax-exempt motor vehicle prior to application of Admission Authority	US\$ 3,000.00	US\$ 5,000.00 and forfeiture of TEV	
3. Sale, transfer or assignment of TEV within the five (5) year prohibitive period	US\$2,000.00 for both entities	Suspension of admission privilege of both entities for 2 years	
4. Allowing the use of one's privilege or one's Admission Authority	US\$5,000.00 for both entities and suspension of admission privilege of both entities for 2 years and forfeiture of TEV		
5. Sale, Transfer, Assignment of TEV without prior clearance	US\$1,000.00 for both entities	2-year suspension of admission privilege of both entities	
6. Falsification of Trip Ticket/Conduction Pass	US\$3,000.00 and two- year suspension of privilege without prejudice to the filing of the corresponding criminal action for falsification of documents		
7. Failure to present TEV for inspection/inventory	US\$ 1,000.00	2-year suspension of admission privilege	Filing of appropriate case and recommendation for cancellation or revocation of CRTE
8. Use of duty free and tax-exempt vehicle outside the Freeport zone longer than the approved limit of days	US\$100.00/excess day and locator shall be given 48 hours from the expiry date indicated on the conduction pass to explain the non- return of the TEV, otherwise, the presumption of smuggling arises. After the lapse of the prescribed 48 hours, a recommendation for suspension of operations of business of the locator shall be submitted to the SBMA Board of Directors		
9. Any other act or omission tending to circumvent these Policy Guidelines	Depending on surrounding circumstances, penalties may range from a fine of US\$100.00 to the forfeiture of the TEVs and suspension or cancellation of future applications for admission of TEVs and of the CRTE		

VIII. TRANSITORY PROVISIONS

1. All existing used TEVs admitted before the effectivity of these Policy Guidelines may continuously avail of the issuance of Conduction Passes and all other privileges pertaining thereto, only if said used vehicles are presented to the TCD for inspection within three (3) months from the approval of herein Policy Guidelines. Otherwise, said TEVs lose availment of conduction pass and all other privileges pertaining thereto and are automatically covered by this new Policy Guidelines.
2. All issuances inconsistent with herein Policy Guidelines are hereby repealed.

GUIDELINES ON PUBLIC TRANSPORT AND SHUTTLE
SERVICE OPERATIONS WITHIN THE FREEPORT

Date of Implementation: January 23, 2001/January 11, 2008

Reference/s: SBMA Board Resolution No. 01-01-1064 /
SBMA Board Resolution No. 07-12-2012

Revision No. 0

CLASSIFICATION OF TRANSPORTATION SERVICES

1. **Public Transportation Service**- refers to any entity providing fare based transport service to the public commuters within the Subic Bay Freeport Zone with valid permits and licenses issued by SBMA.
 - 1a. **Public Utility Bus** – refers to a bus with a seating capacity of 50 and above, excluding driver and conductor.
 - 1b. **Taxi** – refers to car with seating capacity of 4 or van with a seating capacity of 11 excluding driver.
2. **Contracted Transportation Service** – refers to any entity providing transport service to employees of SBF Enterprises, or which provides transport services in connection with its business.
 - 2a. **Shuttle Service** – refers to a bus, van, AUV and MPV (7 seats) used to shuttle employees of SBF Enterprises, or locators who provide their own transport services strictly to their personnel and business operation.
3. **Tourist Service Vehicles** – refers to vehicles providing transportation or shuttle services to the crew of all ships visiting Subic Bay Freeport Zone and other visitors during special events held within the Freeport.
 - 3a. **Tourist bus transport service** – refers to bus with seating capacity not to exceed 60 passengers, coach with 20 minimum passengers and maximum of 42 passengers.
 - 3b. **Tourist car transport service** – refers to a four-door car, AUV or Sedan.
 - 3c. **Tourist van transport service** – refers to a van with a maximum seating capacity of 12 passengers.
 - 3d. **Rent-a-car transport service** – refers to a standard car or four (4) door sedan or AUV authorized to operate a rent-a-car services.
4. **School Transport Service** – refers to Sedan, AUV, Van, Pick-up, Station Wagon, Mini-coach or Coach with black and yellow stripes at the rear providing shuttle services to the students of a certain school.
5. **Motorcycle/Bicycle Service** – refers to privately owned motorcycle or bikes used by the owners as their means of services going to their work.
6. **Car Pooling Transport Service** - refers to any vehicle privately owned vehicles by employees of the SBMA, Freeport Services Corporation (FSC) and SBF locators who offer to carry or transport guests or friends within the Freeport without compensation. *Carpooling will be limited to five (5) passenger only.*

GENERAL REQUIREMENTS**1. Public Utility Bus (Issuance of CRTE)**

- Proof of existence within the Freeport via lease of staging area and office facility
- All vehicles must be registered in the name of the registered enterprise
- Provision of at least twenty (20) units of public utility buses
- Provision of regular schedules, routes and limited-stop
- The coach or bus must have entry and exit doors, emergency exits, optional separate baggage compartment and no tampered glass windows
- Uniform color of vehicles with numbers and visible company name
- Year model of the coach or bus must not be over 15 years from the current year
- Vehicles can be ordinary or air-conditioned
- A minimum employment generation of 60 personnel
- The fare is based on the approved fare matrix for SBFZ
- SBMA vehicle sticker or decal

2. Taxi**2a. CRTE is issued upon compliance with the below requirements:**

- Proof of existence within the Freeport via lease of staging area and office facility;
- All vehicles must be registered in the name of the registered enterprise
- Provision of at least fifty (50) units of taxi vehicles
- Year model must not be over 5 years (for cars) and 10 years (for the van)
- Vehicles must be air-conditioned
- Standard color of all vehicles is white
- All taxis should be numbered for easy identification
- A minimum employment generation of 60 personnel
- The fare is the minimum rate as approved by SBMA plus fee per unit distance and time of waiting
- SBMA vehicle sticker or decal

2b. A Registration Certificate (RC) is issued upon compliance with the below requirements:

- Proof of existence within the Freeport via lease of staging area and office facility
- All vehicles must be registered in the name of the registered enterprise
- Provision of at least thirty (30) units of taxi vehicles or twenty (20) units of vans
- Year model must not be over 5 years (for cars) and 10 years (for the van)
- Vehicles must be air-conditioned
- Standard color of all vehicles is white
- All taxis should be numbered for easy identification
- A minimum employment generation of 30 personnel
- The fare is the minimum rate as approved by SBMA plus fee per unit distance and time of waiting
- SBMA vehicle sticker or decal

3. Shuttle service - (Issuance of Certificate of Accreditation)

- A valid shuttle service contract between the SBF locator and the transport provider. The SBF locator must pay directly the operator, individual payment by employees are not allowed
- The registered operator or enterprise must have a Management Agreement with its members or Deed of Undertaking with SBMA stating that the registered operator or enterprise shall be accountable for any accident, problems or any cases that might arise inherent to the operations
- There must be a fixed and regular route according to contracted SBF locators
- Year model must not be over 15 years (for buses) and 10 years (for van or pick-up)
- Vehicles must have a uniform color
- Vehicles shall only serve the maximum seating capacity & no standees
- A destination board shall be placed in front of the vehicle with uniform lettering
- Special service to employees or association members only
- The locators who operate their own shuttle services must strictly use their vehicle for their personnel and business operation as necessary consequence of their business
- Valid LTFRB franchise if the service vehicles shall be allowed to enter or exit from the Freeport. *Public transport or shuttle service vehicles operating only within the Freeport does not need a valid or appropriate LTFRB Franchise but must not be allowed to enter or exit the Freeport with passengers (SBMA Board Approval on June 27, 2007)*
- SBMA accredited vehicle sticker or decal

4. Tourist bus, van or car transport service - (Issuance of CRTE, RC or CA)

- Proof of experience on Tour/Travel operations
- Proof of In-bound and local operation
- Minimum capital requirements with Department of Tourism
- Tour packages
- Billboard/signage (Ingress and Egress)
- The year model for the vehicles must not be over 15 years from the current year for the bus; 10 years from the current year for the van; 5 years from the current year for the car
- The vehicles must be air-conditioned
- The company must be classified by the SBMA Tourism Department
- The fare is the minimum rate approved by the SBMA with additional fare per unit distance and time waiting

5. Rent-a-car transport service – (Issuance of CRTE)

- Proof of existence within the Freeport via lease of staging area and office facility
- The year model of the car must not be over 5 years from the current year
- The vehicles are usually luxury type leased to tourists either on the hourly or daily basis
- The vehicles must be air-conditioned
- The fare rate must be approved by the LTFRB
- SBMA vehicle sticker or decal

6. School Transport Services – (Issuance of Certificate of Accreditation)

- Valid LTFRB franchise for school transport services
- Valid contract between school and transport provider
- SBMA vehicle sticker or decal
- Year model must not be over 10 years for vehicles

7. Motorcycle/Bicycle Services

- Proof of ownership for motorcycle
- SBMA vehicle sticker or decal
- Quality Standard Helmet
- Attendance from Traffic Safety training conducted by SBMA LED

8. Car Pooling Transport Services

- Any privately owned vehicle that are properly reconditioned and roadworthy
- List of employees or students, with addresses & signatures, being serviced for carpooling
- SBMA vehicle decal
- Must be free of charge

9. Clearances from the following SBMA departments/offices**9a. Transportation & Communications Department:**

- for inspection and issuance of appropriate sticker
- for valid driver's license issued by LTO and SBMA Driver's Permit
- for the inspection of the public transportation & shuttle service units that must have safety devices and features, including other amenities as maybe determined by the Regulatory Group to be necessary or desirable for the welfare of the locators' employees, tourists, commuters as well as the operator
- for the uniforms and ID's of all drivers, conductors, and dispatchers
- for the inspection of the mechanical and physical condition of the vehicles

9b. Ecology Center:

- for smoke emission testing

9c. Public Health & Safety Department:

- for the physical examination of operators, drivers, conductors, and other personnel, including the company's Occupational Health and Safety Program
- attendance to 40-hour Basic Occupational Safety & Health Training
- for accident investigation/injury report (if any)
- for drug-free workplace policies and programs

- 9d. Law Enforcement Department:
- for Safety Traffic Orientation and background checking
- 9e. Intelligence and Investigation Office
- for background checking of drivers, dispatchers and operators
- 9f. Tourism Department:
- Certificate of Registration and Tax Exemption (CRTE), Registration Certificate (RC), or Certificate of Accreditation (CA)
 - Certificate indicating the entity's SBF authorized person to transact business
10. All service vehicles must have appropriate Insurance Coverage, including third party liability, bodily injury insurance, and passenger accident insurance. Comprehensive insurance coverage is preferred.
11. All transportation service units must have uniform colors and identification numbers.
12. All public transportation and shuttle service vehicles shall not go beyond 15 years from the date of manufacture to the current year.
13. Authorized transport providers shall ensure at all times the safety of the passengers; and in case of breakdown of any vehicle during transport of passengers, a replacement shall be dispatched immediately.
14. Authorized transport providers shall exert utmost effort at all times to maintain its vehicles in good running condition to avoid breakdown that may disrupt the established schedules of services.
15. All drivers must undergo and passed the annual Physical Examination and Drug tests which will be submitted to the Occupational Health & Safety Division of Public Health & Safety Department.
16. All drivers shall wear the prescribed company uniform with SBMA ID at all times must possess a valid SBMA Driver's Permit. Any driver found to be driving without driver's license, a fine of PhP5,000.00 shall imposed for the authorized transport provider.

RENEWAL OF CRTE, RC AND CA

1. All public transportation service and shuttle service enterprises must pass an annual Performance Review and Evaluation Criteria set by the Regulatory Group.
 - First Failure – warning
 - Second Failure – suspension of operation
 - Third Failure – cancellation of either CRTE, RC or CA
2. All public transportation or shuttle service providers must secure appropriate clearances from the following SBMA departments: Transportation and Communications Department, Ecology Center, Law Enforcement Department, Intelligence and Investigation Department.

GENERAL PROVISIONS

1. The CRTE, RC, and CA shall, unless sooner revoked by the SBMA be effective for a period of one (1) year from the issuance thereof.
2. The Regulatory Group, subject to due process, shall be authorized to revoke the said CRTE, RC or CA, including imposition of penalties or sanctions to the operators on any of the following grounds, and upon five (5) day notice:
 - 2a. any major or a series of minor violations of SBMA traffic rules, security, peace, environmental rules and other related and applicable laws;
 - 2b. any violation of the rules and regulations of the TRD;
 - 2c. any violation of the terms and conditions of the Lease Agreement or Service Contract between the Locator and the public transportation or shuttle service operators, at the instance of any of the parties;
 - 2d. upon termination of the Lease Agreement or the Service Contract;
 - 2e. failure to follow the prescribed fares, schedules, routes and order of operations;
3. Any vehicle caught operating as colorum shall be penalized. Subsequent violations thereof shall impound the vehicles immediately.
4. All public transportation or shuttle service operators shall register with the TRD and furnish the same with information on their contractual commitments with locators including their schedules, the routes to be plied, the amount of fares, the registration details of their respective motor vehicles and such other information or documents as may be required by the TRD.
5. All public transportation and shuttle service operators operating within the Freeport shall display or post the amount of fares in conspicuous public places and in every service vehicle. The Regulatory Group shall set standard fares for all public and shuttle services.
6. All public transportation and shuttle service operators with existing contracts with locators within the Freeport shall be allowed to operate until the expiration of said contracts, provided that they secure the required permits as specified above, and duly register with the TRD. After the promulgation of these guidelines, no shuttle service operators shall be allowed to conduct its business without the aforesaid permits and proper registration with the TRD.
7. All public transportation and shuttle service operators, upon issuance of the necessary permits, shall comply with the environmental rules and regulations prescribed by the Ecology Center.
 - 7a. No major or minor repairs and body-building shall be conducted within the Freeport, unless cleared and permitted by the Ecology Center. The Ecology Center shall define those major and minor repairs that shall be subject to permits and clearances, as the case may be.
 - 7b. All public transportation and shuttle service units of the operators shall be subject to an annual smoke-belching test by the Ecology Center, prior to issuance or renewal of necessary permits.

- 7c. All duly authorized public transportation and shuttle service operators within the Freeport shall at all times maintain their units in good condition. Smoke belching, oil spills from engines and other gas emissions shall be considered violations of these guidelines and shall be subjected to corresponding penalties and sanctions;
- 7d. All public transportation or CRTE holders shall at all times conduct proper disposal of waste through duly accredited haulers;
- 7e. Any violation of the foregoing shall be subject to penalties and sanctions with corresponding fines as may be imposed by the Ecology Center.

8. All shuttle service operators shall at all times see to it that their personnel, including dispatchers and drivers are well-groomed and wearing their proper uniform during operating hours.

9. All shuttle service operators shall at all times ensure the safety, health and interest of their commuters/passengers and personnel including compliance with traffic, environmental, land transportation and other SBMA rules and regulations.

10. The SBMA, together with the public transportation and shuttle service operators, shall jointly observe the provisions on the Code on Sanitation of the Philippines requiring provision of sanitary facilities for the convenience and personal necessities of the traveling public.

MISCELLANEOUS PROVISIONS

- 1. All shuttle and tourist services shall only be permitted to load and unload passengers from pick-up and drop-off points. No shuttle and tourist services shall be allowed to load or unload passengers in between pick-up and drop-off points.
- 2. A parking fee to be determined by SBMA shall be charged to shuttle service operators for the use of the designated area for either pick-up or drop-off point.
- 3. Hired vehicles entering and carrying tourists or investors in the Freeport or passing through the Freeport are not covered by these guidelines and shall not in any way engaged in servicing other commuters in the Freeport. Such vehicles shall be subject only to the issuance of applicable pass after examination and inspection of vehicles, belongings, and passengers upon entry and compliance with applicable SBMA rules and regulations.
- 4. SBMA Employees and residents' car pooling shall not be covered by these guidelines.
- 5. In special events requiring shuttle services, a special accreditation will be issued by TCD.

PENALTIES FOR THE FOLLOWING VIOLATIONS

Type of Violation	1st Offense	2nd Offense	3rd Offense
1. Illegal shuttling <i>(approved by the SBMA Board on December 21, 2007)</i>	Php 1,200	Php 2,000	Php 3,000
2. Operating Colurum Vehicles	Php 3,000		
3. Traffic Violations <i>(approved by SBMA Board on October 6, 2006)</i>	LTO approved	Php700	PhP 1,200
4. Environmental Violations	Php1,500-smoke belching; Php5,000-oil spill		
5. Late Renewal of Accreditation	US\$24/quarter		
6. Non-display of PTO	US\$10/violation		
7. Non-wearing of Uniform	US\$5/violation		
8. Non-wearing of SBMA ID or without driver's license or without SBMA's driver's permit	US\$5/violation		
9. Non-posting of destination board	US\$5/violation		

SECTION VII

TOURISM-RELATED GUIDELINES

A. Tourism Standards Classification

All tourism-related establishments and service providers are required to secure from the Tourism Department their category level as a tourism business operator in Subic Bay Freeport based on Tourism Standards Classification.

TOURISM STANDARDS CLASSIFICATION

Date of Implementation: June 8, 2007

Reference/s: SBMA Board Resolution No. 07-06-1557

Revision No. 0

Office-in-Charge	: Tourism Standards Section
Group/Department	: BUSINESS AND INVESTMENT GROUP Tourism Department
Office Location	: Subic Bay Exhibition & Convention Center, Efficiency Street, Subic Bay Gateway Park
Contact Numbers	: 252.4196/4788
Business Hours	: 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
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)
5. Fire Fighting Equipment
6. First Aid Kit
7. Drivers with complete Uniforms
8. Certificate of Training/Seminar issued by 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

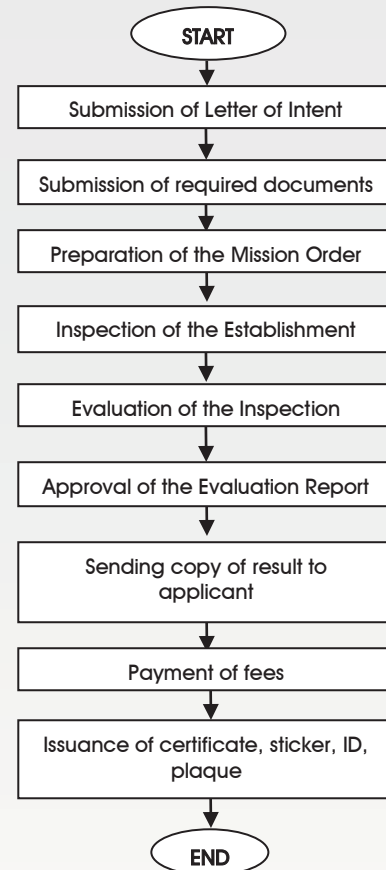
- Letter of Intent
- Application Form
- Copy of CRTE or RC
- List of employees assigned at a SBFZ with Medical Certificate or Annual Physical Exam from Occupational and Public Health and Safety Department
- Financial Statement
- Latest Fire & Safety Certification, Sanitation Permit, Health and Safety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

PROCESS FLOW

ISSUANCE OF TOURISM STANDARDS CLASSIFICATION



Note: Re-inspection is conducted in case result is unfavorable.

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

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	

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	

SECTION VII

TOURISM-RELATED GUIDELINES

B. Posting of Business and Advertising Signages, Marketing & Minor Merchandising Activities

Permits for permanent structures, business signs and support structures of both permanent and temporary signs can be obtained from the Building Permit and Safety Department, while temporary advertising signs such as banners, streamers and tarpaulins are secured from WOWCARD Office and are monitored by the SBMA Tourism Department. Other advertising signs and marketing activities that are considered temporary such as billboards, directional signs, mobile merchandising, product sampling and flyers distribution can be obtained directly from the SBMA Tourism Department.

**SECURING PERMIT FOR POSTING OF BUSINESS AND
ADVERTISING SIGNAGE/S, MARKETING & MINOR
MERCHANDISING ACTIVITIES**

Date of Implementation: May 30, 2001

Reference/s: SBMA Board Resolution No. 01-05-1355
Signage, Marketing, and Advertising Guidelines

Revision No. 0

PERMANENT BUSINESS SIGNS / SIGN STRUCTURES

Office-in-Charge : Building Permit & Safety Department
Office Location : Bldg.255, Barryman Road
Contact Number : Telefax: 252.4015

TEMPORARY SIGNS

(Streamers, banners , tarpaulin without structure)

Office-in-Charge : WOWCARD (monitored by SBMA Tourism)
Office Location : #M5 Aguinaldo Street, Central Business District
Contact Number : Tel. 252.9032

(Billboards, directional signs, marketing activities)

Office-in-Charge : SBMA Tourism Department
Office Location : 2/F, Subic Bay Exhibition & Convention Center
Efficiency Road, Subic Bay Gateway Park I
Contact Number : Tel. 252.4123

REVIEW, IMPLEMENTATION, AND MONITORING COMMITTEES

• **Tourism Department**

- * Approves all locations and designate common posting areas for signs and sign structures in conformance to the Land Use and Zoning of SBFZ.
- * Evaluates / permits all advertisement and marketing applications and prescribe to implement standards (SBF setting) in conformance with these guidelines and PD 1096 regarding content, duration and size of all temporary sign (posters, advertising, streamers, and the like) with or without structures.

• **Building Permit and Safety Department (BPSD)**

- * Evaluates / permits all application in conformance with these Guidelines and PD 1096 regarding structures, type of materials, design construction and maintenance of all sign structures.

• **Law Enforcement Department (LED) Traffic Management Branch**

- * Implements and monitors compliance to the guidelines.

• **Maintenance and Transportation Department**

- * Provides assistance in the proper implementation of the guidelines pertaining to the installations/ construction, etc. of new concepts with regard to signs and the dismantling/ removal or movement of any unauthorized installation or deviation from any of the provisions mentioned hereof.

• **Land Asset Management Department (LAMD)**

- * Assists in the identification of possible and available locations for proposed installation of additional billboards and directional signs.

GENERAL RULES

(Section 3 of the Signage, Marketing, and Advertising Guidelines)

1. Signs and sign structures shall be constructed in accordance with the provisions of Section 2003, chapter 20 of the National Building Code. Plans of sign structures exceeding 3.00 meters in height from the ground to the base of the sign shall be signed and sealed by a duly registered Architect or Civil Engineer.
2. The design of the frame of the sign contemplated under this section shall be in accordance with section 5.7 of the revised Signage, Marketing, and Advertising Guidelines. For this purpose, structural analysis and design shall be required, signed and sealed by a duly registered Civil Engineer.
3. Signs and sign structures equipped with electrical devices shall have an electrical wiring plan conforming to the latest provisions of the Philippine Electrical Code duly certified by a Professional Electrical Engineer.
4. Sign structures may be constructed only in areas designated or approved by the SBMA authorities and shall be in accordance with the accepted standards of design, construction and maintenance.
5. Contents / wordings of sign shall adhere to the Code of Ethics for Advertising and Promotions and to the rules and regulations of SBMA's Tourism Department. Signs shall promote and uphold the public good especially in historical monuments and shrines, natural scenic areas, parks, parkways and their immediate approaches. Immediate approaches shall mean a distance not exceeding 50.00 meters from the periphery of said areas.
6. Sign shall display or convey only messages or visuals that conform to public decency and good taste.
7. Signs shall follow standard of design, construction, and maintenance in the interest of public safety, convenience, good viewing and to promote proper urban design or community architecture.
8. Signs and sign structures built within highly restrictive fire zones shall be of incombustible materials. No combustible materials other than approved plastics shall be used in the construction of electrical signs. The use of wood frames/ structures is strictly prohibited, except Section 4.2.1.i of the Signage, Marketing, and Advertising Guidelines.
9. Signs shall be placed in such a manner that no part of its surface will interfere in any way with the free use of a doorway, a fire escape, standpipe or other required means of exit and fire-protective devices.
10. Signs shall be erected in such a manner as not to confuse or obstruct the view or interpretation of any public sign, traffic signal or device, nor obstruct the sight, attract or distract the attention of motorists, reflect blinding light or cause glare to oncoming traffic.
11. Signs that are written in any foreign language shall have a corresponding translation in English or in the local dialect.
12. If several signboards are located inside one property or building, the bottom line of the adjacent signboards shall follow a common base line to preserve aesthetic value off the site.

13. Permanent and or Business signs shall not be allowed to be constructed outside the leased premises.
14. All private and duly approved directional signs to be installed along Subic Bay Freeport road links are considered temporary.
15. Signage or sign structures, which may pose hazard to pedestrians, motorists or public/private property shall not be allowed within the Freeport.
16. No signage shall be attached to traffic signs or any SBMA directional signs.
17. Signage which exceed the allowable time duration specified in their permit and/or those considered illegally installed shall be removed by SBMA without prior notice.
18. Signs which are damaged, deteriorating or have become eyesores shall be removed by SBMA without prior notice.
19. Freestanding framed signage outside the leased property shall be removed by SBMA after the duration of the specified special event or during regular saturation / clean-up drive of SBMA after a seven (7) calendar days written notice from SBMA.
20. No signs shall be posted on SBMA sentry gates, fences, street post or other areas not specified in the common posting areas except during special events. All tarpaulin banners and streamers shall be immediately removed by SBMA without prior notice in case of violation of any provision of the guidelines.
21. Streamers / banners and the like strung across any major thoroughfare and other streets of the Freeport shall not be allowed in the interest of public safety.
22. Election or political campaign posters / streamers and the like shall not be allowed to be posted within the Freeport.
23. Post no bill. Except on leased premises the Freeport shall be free of posters / stickers and the like.
24. To improve the beauty of Subic Bay Freeport Housing Areas, no signs or signage shall be posted within the Binictican, Kalayaan, and Cubi residential areas except for on-premise business signs of those commercial establishments with location/zoning clearances issued by SBMA which are strictly pertaining to the business being operated on-premises (e.g. retirement homes, daily rentals). For Rent / Lease Signs on-premises of the housing units being offered for rent or lease may be allowed subject to the rules and regulations of the SBMA LAMD, but shall be summarily abated if these constitute a nuisance. NO ADVERTISING SIGNS OR OTHER BUSINESS SIGNS SHALL BE ALLOWED IN THE KALAYAAN, BINICTICAN, CUBI AND OTHER HOUSING AREAS. NO SIGNS OR SIGNAGE SHALL BE PAINTED ON THE SURFACES OF THE WALLS OF HOUSES IN THE HOUSING AREAS.
25. TO ENSURE SECURITY AND TO PRESERVE THE PEACE AND QUIET ORDER OF THE SUBIC BAY FREEPORT HOUSING AREAS, THE DISTRIBUTION THEREIN OF ADVERTISING FLYERS AND OTHER PARAPHERNALIA SHALL BE STRICTLY PROHIBITED.

APPLICATION FOR POSTING OF PERMANENT BUSINESS SIGNS / SIGN STRUCTURES

Requirements

- Site and Location of the premises wherein said signs are to be displayed, erected or maintained
- Duly accomplished application form stating size, color, and content of such signs
- Pertinent drawings and/or sketches and structural analysis signed and sealed by civil engineer
- Written consent of the owner of the premises
- Other pertinent data as may be required by the SBMA

Types of Permanent and/or Structured Signs

(Section 4 of the Signage, Marketing, and Advertising Guidelines)

1. Commercial Billboard

Any structured sign constructed, operated, and solely intended for commercial purposes as rentable space. Any person seeking to put up structured tarpaulin signage, neon signs, video walls, and the like shall file an application with the Tourism Department, subject to the evaluation and approval of other SBMA concerned Departments.

Posting Conditions

- a. The contents, graphics, lettering, wordings, pictures or images of the Commercial Billboard intended to be put up shall be submitted in five (5) printed sample copies to the SBMA Tourism Department for its evaluation and approval.
- b. All commercial billboards shall bear the imprint of the permit authority and all other standard logo(s) as may be required by SBMA.
- c. All Commercial Billboard applications shall include the following documents to be submitted to Tourism Department:
 - Five sets of duly accomplished application forms
 - Five (5) sets of structural plans, structural analysis and design, signed and sealed by a duly licensed Civil/Structural Engineer
 - Five (5) sets of electrical plans signed and sealed by a duly licensed Electrical Engineer
 - Other documents as may be required by SBMA such as Certification from concerned Government Agencies (i.e. DPWH, DENR)
- d. Sign or Signboard structures shall be provided with an appropriate device, such as pulleys, capable of being lowered jointly and severally by the owner of the sign structure and the advertising agency upon receipt of typhoon advisory signal no. 2 by the PAG-ASA within the area of the sign or signboard structures.
- e. All commercial billboards shall have a maximum height of 12 meters and maximum width of 10 meters including structural support and other appurtenances. Rentable space shall have a maximum surface area of 60 square meters (or 12 meters X 5 meters surface area). Commercial billboards shall be spaced at a minimum of 20 meters from each other and shall have a minimum clearance of 12 meters from any electrical post and the like.

- f. Free standing billboards or other advertising signs erected on the ground, shall have maximum height not exceeding 12 meters from the ground including all structural members and appurtenances.
- g. Directional signs or advertising signs outside the leased property shall have 1.0 meter clearance between the ground, and the lowest portion of the sign/ material must be observed including other provisions that may be required by SBMA for safety and other related control purposes.
- h. No billboard or advertising sign shall be constructed on top of any building with four (4) storey or more.
- i. Billboards shall not block, interfere or destroy the façade of any building and shall be designed in harmony / or incorporated with the overall architectural design of the building(s) so as to enhance the aesthetic appearance thereof and not become an eyesore.

2. Business Sign

An accessory sign that directs attention to a profession, business, commodity, service or entertainment conducted, sold or offered in the same place where the business is located. An on-premises sign.

Posting Conditions

Business signs shall have a maximum width of 1.20 meters and a length not exceeding the frontage of the lot, but not more than 50 meters. Business signs installed, displayed, or erected in the same building shall preferably be of identical size and flush against the building façade.

3. Projecting Sign

A sign fastened to, suspended from or supported on a building or structure. The display surface of which is perpendicular against the wall surface or is at an angle wherefrom.

Posting Conditions

The erection of projecting sign shall be subject to the following conditions:

- a. On non-arcaded streets or where arcades are proposed, signs shall not project more than 1.20 meters from the wall line or building line. On arcaded streets, the signs shall not project more than 1.00 meter from the wall line over the street. For building abutting on streets or alleys without sidewalks or provisions thereof, the rules for arcaded streets shall apply on projecting signs.
- b. A clearance of not less than 3.00 meters shall be provided below the lowest part of such signs projecting over sidewalks on buildings without arcades and a clearance of not less than 5.00 meters shall be provided below the lowest part of such sign projecting over arcaded streets.

c. The erection of electric neon signboards or other advertisements of similar nature projecting over roadways or public streets shall be allowed, provided that:

- Clear distance between the signboards erected on one building is not less than 4.00 meters.
- Signboards on multi-story buildings shall be erected on the same vertical line and shall not overlap each other.
- Tops of signboards shall not extend over the topmost part of the parapet or other bottom line of the eave of the building.
- Adjacent signboards shall be placed at a distance of not less than 2.00 meters from the common boundary line.
- Signboards shall not obstruct any window or emergency exit, nor be closer than 1.00 meter to electric and telephone post and wires.

4. Ground Sign

A sign resting on the ground.

Posting Conditions

- a. Ground sign shall not exceed 15.00 meters in height above the street crown and shall be constructed in conformity with accepted engineering standards.
- b. Ground sign shall be located within the property line and under no circumstances shall they occupy the street or sidewalk.

5. Roof Sign

A sign installed on roofs, roof decks.

Posting Conditions

- a. The design and construction shall conform to the provisions of Sec. 2003 of the National Building Code. However, no sign shall be erected, attached to, installed or fastened on rooftops of buildings of wooden structures or of building/structures with wooden roof framing.
- b. It shall be located within the property line and under no circumstances shall they occupy the street or sidewalk.
- c. Adequate provisions for grounding metallic parts of roof signs exposed to lightning shall be provided.

6. Wall Sign

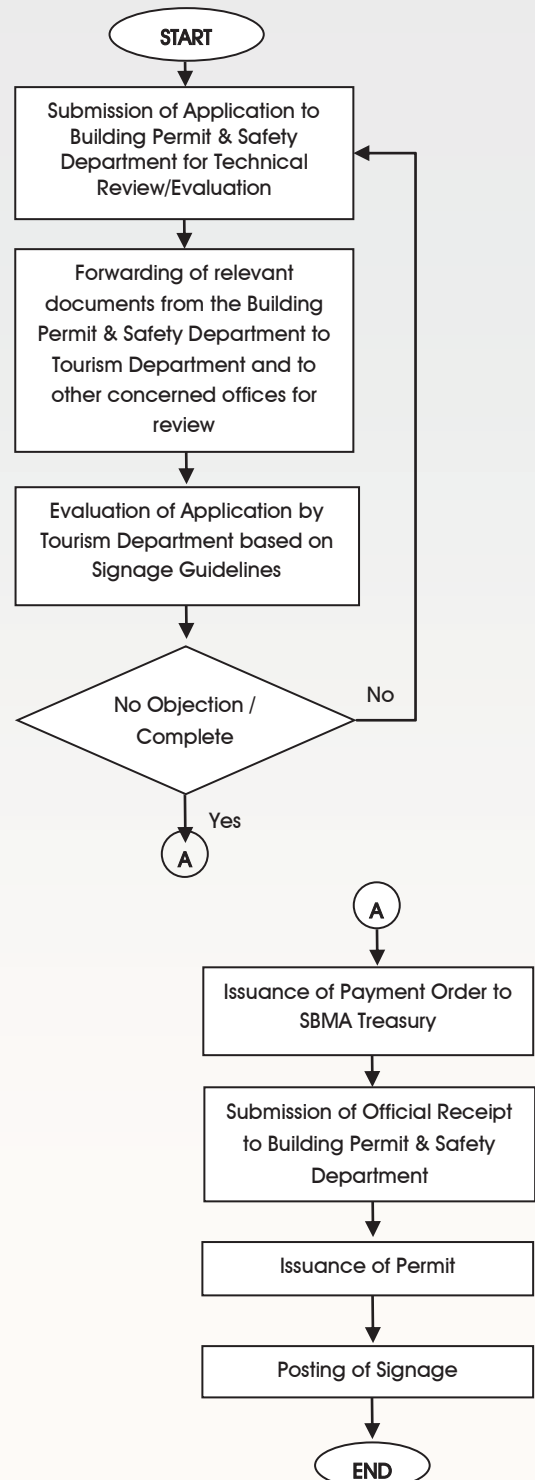
A sign painted on attached or fastened to the surface of the wall or any part of a building or structure. The display surface of which is parallel to the wall surface.

Posting Conditions

- a. Display signs placed against the exterior surface of buildings shall not extend more than 300 millimeters from the wall with its lowest portion not less than 3.00 meters above the sidewalk.
- b. Signs shall not extend beyond the top and/or sides of any face of the exterior perimeter walls of the building. Signs made of combustible materials shall not exceed 4.00 square meters in area; those made of incombustible materials may be allowed to cover the entire surface of blank walls only and shall not be allowed to cover or obstruct openings.
- c. Sign stands or display stands shall not be placed on the sidewalk pavement.
- d. Sign shall not be attached to, painted on, installed or displayed on posts or columns of arcades.
- e. Display windows or wall signs within 3.00 meters above the sidewalk shall be flushed or recessed.

PROCESS FLOW

ISSUANCE OF PERMIT FOR PERMANENT SIGNS/SIGN STRUCTURE



APPLICATION FOR POSTING OF TEMPORARY SIGNAGE/S

Requirements

- Site and Location Map (in five sets) showing the location wherein said sign are to be displayed, erected or maintained
- Duly accomplished application form stating size, color, and content of such signs
- Written consent of the owner of the premises
- Other pertinent data as may be required by the SBMA

Types of Temporary Signs

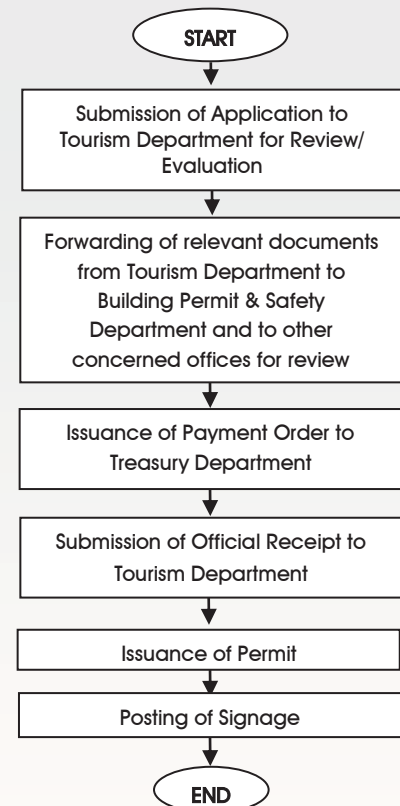
- A. Banners and Streamers (vertical or horizontal) made of coco-cloth and similar materials
- B. Tarpaulin signage / streamer ; vertical or horizontal (no structure)
- C. Directional Signs
 - Company/ Long term Directional Signs (any sign temporarily installed outside of the leased property leading to establishment or businesses for a maximum period of 6 months, subject to possible renewal upon further evaluation)
 - Events-related/ Short term directional signs (any signs temporarily installed intended only for the duration of a special events but are required to be removed immediately)
- D. Flags / flaglets type
- F. Buntings
- G. Posters and the like

General Posting Conditions

1. Temporary signs, bills, posters and the like may be installed or posted only in designated areas and in compliance with pertinent provisions of SBMA Signage Guidelines.
2. Commercial or business streamers strung over or across any public thoroughfare are not permitted.
3. All temporary signs, except 4.2.c of the Signage, Marketing and Advertising Guidelines, will have a duration of thirty (30) days after issuance of sign permit and shall be removed thereafter unless extension is applied and approved by the Tourism Department.
4. During conventions and special events, SBMA Tourism Department may issue permits to allow temporary signs to be installed along main roads leading to the venue of such events, as well as advertising signs as may be necessary to promote / advertise the same.
5. No bunting shall be allowed to cross streets or major roads.
6. All signs shall be on a first come first serve basis.
7. No person shall be allowed to erect or install any signage in designated posting areas without written permission from the SBMA.

PROCESS FLOW

ISSUANCE OF PERMIT FOR TEMPORARY ADVERTISING SIGNS



*Note: Except for billboards and directional signs that are directly under the SBMA Tourism Department, releasing of permits for this process is currently being operated by **WOWCARD** and is monitored by the SBMA Tourism Department.*

I. POSTING OF BANNERS / STREAMERS

Who May Apply for this Permit

- SBF Agencies and Locators/ Investors
- Event Organizers

Standard Sizes

1. Lamp post Banners	:	3ft (W) x 9ft (H)
2. SBF Gates, Boardwalk & Rizal-SFEX-Marithan Hi-way	:	9ft (L) x 3ft (H)
3. Frames at Rizal Ave. & Argonaut Hi-way Junction	:	15ft (L) x 3ft (H)

Posting Guidelines

1. Inclusion of Subic Bay Destination Logo; It must be 30% of the material's total size:
 - at the lower part of each vertical banners
 - at the lower-right portion of each horizontal banners
2. Text should adhere to the Code of Ethics for Advertising & Promotions and to the Rules & Regulations of SBMA.
3. Signs that are written in foreign language other than English shall have a corresponding translation in English or in the local dialect.
4. Signs shall display or convey only messages or visuals that conform to public decency and good taste.
5. A maximum of 30 days (1 month) is given for each approved advertisement. Duration starts upon approval of the permit by the Deputy Administrator for Business Group and/ or the SBMA Tourism Manager or their Authorized Representatives.
6. Allowable Spaces

Regular Advertisements/ Promotions	Maximum of 25 pieces
Events	Maximum of 50 pieces
Available Frames	Maximum of 1 piece
SBF Gates	Maximum of 1 piece/ gate
7. Post only on allocated locations identified by the SBMA Tourism Department;
The use of G.I. Wires are strictly discouraged.
8. Upon expiration of the permit, (and without prior approved renewal), the applicant shall immediately cause the removal of its advertising signs, regardless of its intent to subsequently renew its Advertising Permit.
9. While the Law Enforcement Department of the SBMA regularly patrols the designated posting areas, 24-hour surveillance is not warranted. Given this, the applicant acknowledges that the SBMA cannot guarantee the safety and security of the legally posted advertising signs. Accordingly, the applicant holds the SBMA free from any liability for the damage or loss of the same.
10. Applicant must make sure that all banners must be in good condition at all times.

II. INSTALLATION OF STRUCTURED DIRECTIONAL SIGNS

Location

Strategic areas along the major thoroughfares of SBFZ and/or pathways of scheduled events

Who May Apply for this Permit

- SBF Locators/ Agencies
- Event Organizers

Specifications

1. Dimension : 2ft (W) x 4ft (H)
2. Structural Support : Baseline must not be less than one meter above the ground
3. Baseline Color : Green
4. Materials : Wood materials are prohibited for company directional signs, but are allowed for short-term/ events-related, which shall be removed immediately after the scheduled event.
5. Number of Allowable Materials
 - Maximum of 10 pieces for Stakeholders located outside the Central Business District and along the Major Thoroughfares of the Subic Bay Freeport Zone
 - Maximum of 3 pieces for Stakeholders inside the Central Business District
 - No limit for Special Events that will be removed immediately or within 7 days after each event and shall be charged according to number of installed materials

Installation Guidelines

1. Text should adhere with the Code of Ethics for Advertising & Promotions and to the Rules & Regulations of SBMA.
2. Signs that are written in foreign language other than English shall have a corresponding translation in English or in the local dialect.
3. Signs shall display or convey only messages or visuals that conform to public decency and good taste.
4. A maximum of six (6) months will be given for each approved advertisement. Duration starts upon approval of the permit by the Deputy Administrator for Business Group and/ or the SBMA Tourism Manager or their Authorized Representatives.
5. Upon expiration of the permit, (and without prior approved renewal), the applicant shall immediately cause the removal of its advertising signs, regardless of its intent to subsequently renew its Advertising Permit.
6. While the Law Enforcement Department of the SBMA regularly patrols the designated posting areas, 24-hour surveillance is not warranted. Given this, the applicant acknowledges that the SBMA cannot guarantee the safety and security of all directional signs. Accordingly, the applicant holds the SBMA free from any liability for the damage or loss of the same.
7. Applicant must make sure that all signs are in good condition at all times.

Renewal Procedures

1. Applicant must submit a letter of intent at least 1 month before permit expires.
2. Upon evaluation of the renewal application and prior to the release of the permit, applicant must comply with the renewal recommendation from the SBMA Tourist Department as a result of the inspection conducted on the materials being applied for renewal.

III. BILLBOARDS

The provision to be considered temporary refers only to the posting of Billboard Sign Materials and/ or rentals of existing Structures for advertising purposes outside the leased premise. Charges will be computed separately and procedures will also be processed separately from the erection of permanent structures and other structural support requirements.

Location

Strategic locations as specified under Article IV, Section 4 of the Subic Bay Freeport Signage, Marketing and Advertising Guidelines subject to further evaluation of concerned SBMA Departments

Who May Apply for this Permit

- Any recognized SBF Investor/ Locator
- Any Non-SBF Agency and Company

Requirements

1. Inclusion of Subic Bay Destination Logo. It must be 30% at the lower right side of the material's total size.
2. Materials - Wood materials are STRICTLY PROHIBITED.

Installation Guidelines

1. Submit a fully-accomplished application form to the SBMA Tourism Department Office. Design must be attached for evaluation.
2. Text should adhere with the Code of Ethics for Advertising & Promotions and to the Rules & Regulations of SBMA.
3. Signs that are written in foreign language other than English shall have a corresponding translation in English or in the local dialect.
4. Signs shall display or convey only messages or visuals that conform public decency and good taste.
5. Upon approval, applicant must settle first the equivalent permit fee at the SBMA Treasury Department. Billing Assessment will be issued by the SBMA Tourism Department.
6. Post only on allocated locations identified by the SBMA Tourism Department.
7. The use of G.I. Wires are strictly discouraged.
8. Upon expiration of the permit, (and without prior approved renewal), the applicant shall immediately cause the removal of its advertising signs, regardless of its intent to subsequently renew its Advertising Permit.
9. While the Law Enforcement Department of the SBMA regularly patrols the designated posting areas, 24-hour surveillance is not warranted. Given this, the applicant acknowledges that the SBMA cannot guarantee the safety and security of the legally posted advertising signs. Accordingly, the applicant holds the SBMA free from any liability for the damage or loss of the same.
10. Applicant must make sure that all billboards are be in good condition at all times.

Fines and Penalties

1. Unauthorized posting, any deviation from and/ or violation of the provisions indicated hereof, and failure to remove such advertisements a day after the expiry date of the issued permit shall cause the removal of the same by SBMA at the expense of the applicant, computed accordingly with the fees indicated in provisions of Article 6.3.C.5 of the Subic Bay Freeport Signage, Marketing and Advertising Guidelines. Applicant shall likewise be banned from posting or advertising in the premises of the Subic Bay Freeport for a period not lower than 30 days but not to exceed a period of 6 months.

IV. MARKETING & MINOR MERCHANDISING ACTIVITIES

A. Permit to Distribute Company Products/Services' Flyer Materials

Location

SBF Gates, Public and Duty Free Shop Parking Areas, Events Venue, Other Public Places under the control and monitoring of the Subic Bay Metropolitan Authority

Who May Apply for this Permit

- Any recognized SBF Investor/ Locator
- Any Non-SBF Agency and Company

Distribution Guidelines

1. Flyers, Brochures, Products distribution is strictly prohibited inside and at the sentries of all residential areas.
2. Unauthorized entry or disturbance around the premises of any major events is prohibited unless duly recognized and authorized by organizers to do so.
3. Collaterals must be given or handed over directly to clients/ target markets, thereby prohibiting the insertion of such on windshields of any vehicles.
4. All words and other alpha-numeric characters must have an English and/ or Tagalog translations.
5. Only copies of presented and approved marketing collaterals are authorized to be distributed.
6. Company ID must be worn by distributing personnel at all times.
7. A copy of the permit must be must be presented at all times.
8. All political advertisements are strictly prohibited.

- B. Permit for Product Sampling, Mobile Merchandising, Interactive Promotions –including temporary installation of tents, tables and chairs, and requires participation from target markets to fill up promo coupons, etc.**

Who May Apply for this Permit

- Any recognized SBF Investor / Locator
- Any Non-SBF Agency / Company

Promotions Guidelines

1. Unauthorized entry or disturbance around the premises of any major events is prohibited unless duly recognized and authorized by organizers to do so.
2. Products and Collaterals must be given or handed over directly to clients/ target markets, thereby prohibiting the insertion of such on windshields of any vehicles.
3. All words and other alpha-numeric characters must have an English and/ or Tagalog translations.
4. Company ID must be worn by distributing personnel at all times.
5. A copy of the permit must be presented at all times.
6. All political advertisements are strictly prohibited.

FINES & PENALTIES FOR VIOLATIONS & NON-COMPLIANCES

Type of Violation	Penalty
1. Unauthorized posting of banners & streamers / any deviation /failure to remove said banner/streamer a day after the expiry date	Removal of the banner or streamer by the SBMA at the expense of the applicant, computed as and equivalent to permit fee. Disqualification of applicant to post/advertise in the premises of SBF for a period not lower than 30 days but not to exceed a period of 90 days
2. Unauthorized posting, installation of billboards and directional signs and/ or deviation from the implementing guidelines of the Signage, Marketing and Advertising Guidelines, and failure to remove said directional sign upon expiry date	Removal of said directional sign by the SBMA at the expense of the applicant, computed as and equivalent to permit fee. Disqualification of applicant to install directional signs in the premises of SBF for a period not lower than three (3) months but not to exceed a period of six (6) months
3. Unauthorized distribution of flyers containing company products/services	A. SBF Locators <u>1st Offense</u> PHP250 and application to secure permits may be denied for a period of one (1) month <u>2nd Offense</u> PHP500 and application to secure permits may be denied for a period of three (3) months <u>3rd Offense</u> PHP1,000 and application to secure permits may be denied for a period of six (6) months

Type of Violation	Penalty
	<p>B. Non-SBF Locators</p> <p><u>1st Offense</u> PHP500 and application to secure permits may be denied for a period of one (1) month</p> <p><u>2nd Offense</u> PHP1,000 and application to secure permits may be denied for a period of three (3) months</p> <p><u>3rd Offense</u> PHP2,000 and application to secure permits may be denied for a period of six (6) months</p>
<p>4. Unauthorized product sampling, mobile merchandising, and interactive promotions</p>	<p>A. SBF Locators</p> <p><u>1st Offense</u> PHP500 and application to secure permits may be denied for a period of one (1) month</p> <p><u>2nd Offense</u> PHP1,000 and application to secure permits may be denied for a period of three (3) months</p> <p><u>3rd Offense</u> PHP1,500 and application to secure permits may be denied for a period of six (6) months</p> <p>B. Non-SBF Locators</p> <p><u>1st Offense</u> PHP1,000 and application to secure permits may be denied for a period of one (1) month</p> <p><u>2nd Offense</u> PHP1,500 and application to secure permits may be denied for a period of three (3) months</p> <p><u>3rd Offense</u> PHP2,000 and application to secure permits may be denied for a period of six (6) months</p>

SECTION VIII

PORT SERVICES

A. Airport Permits

The Subic Bay International Airport is open for landing/take-off of any air transport such as private, military, chartered and commercial aircrafts.

Permit/s

- 1. Personnel Access Pass
- 2. Official Business Pass
- 3. Flight Line Driver's Permit (Yellow)
- 4. Flight Line Driver's Permit (Green)

Office-in-Charge : Management Services Division
Group/Department : AVIATION & MARITIME OPERATIONS GROUP,
AIRPORT DEPARTMENT
Office Location : Airport Terminal
Contact Numbers : 252.9360

Business Hours Monday - Friday / 8AM – 5PM

1. PERSONNEL ACCESS PASS

Date of Implementation:

Reference/s: Memorandum Circular No. 97-002
(Guidelines on Issuance & Use of Subic Bay International Airport Individual Security Access Pass)

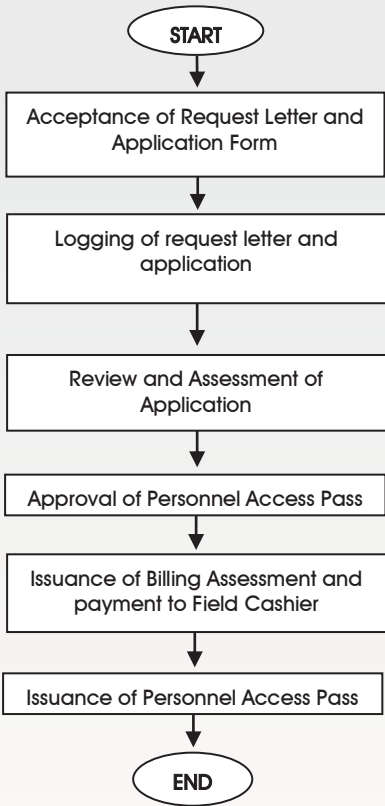
Revision No. 0

REQUIRED DOCUMENTS

- Letter Request addressed to Airport General Manager
- SBIA Application Form
- Photocopy of NBI Clearance (for new applicant and Filipino Nationals)
- Photocopy of Passport (For foreigner)
- Two (2) 1.5 x 1.5 ID picture with the ff color background
 - a. SBMA/SBIA: white
 - b. Govt. Support Agencies: Yellow
 - c. SBIA Locators/Concessionaires: Orange

PROCESS FLOW

ISSUANCE OF PERSONNEL ACCESS PASS



2. OFFICIAL BUSINESS (OB) PASS

Date of Implementation:

Reference/s: Memorandum Circular No. 97-002
(Guidelines on Issuance & Use of Subic Bay International Airport Individual Security Access Pass)

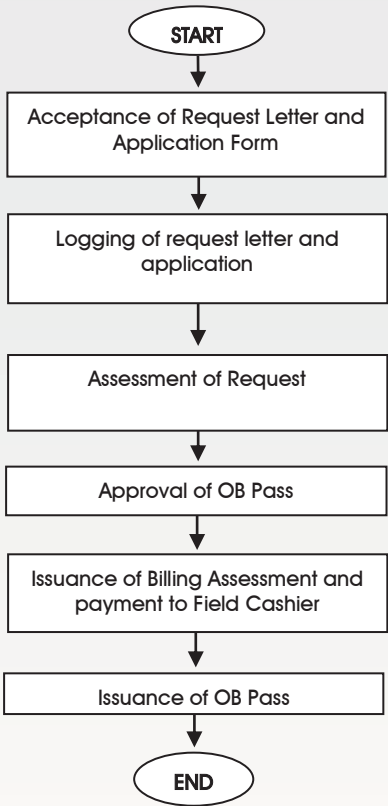
Revision No. 0

REQUIRED DOCUMENTS

- Letter Request addressed to Airport General Manager
- Duration of OB Pass
- Application Form
- Two (2) 1.5 x 1.5 ID picture

PROCESS FLOW

ISSUANCE OF OFFICIAL BUSINESS (OB) PASS

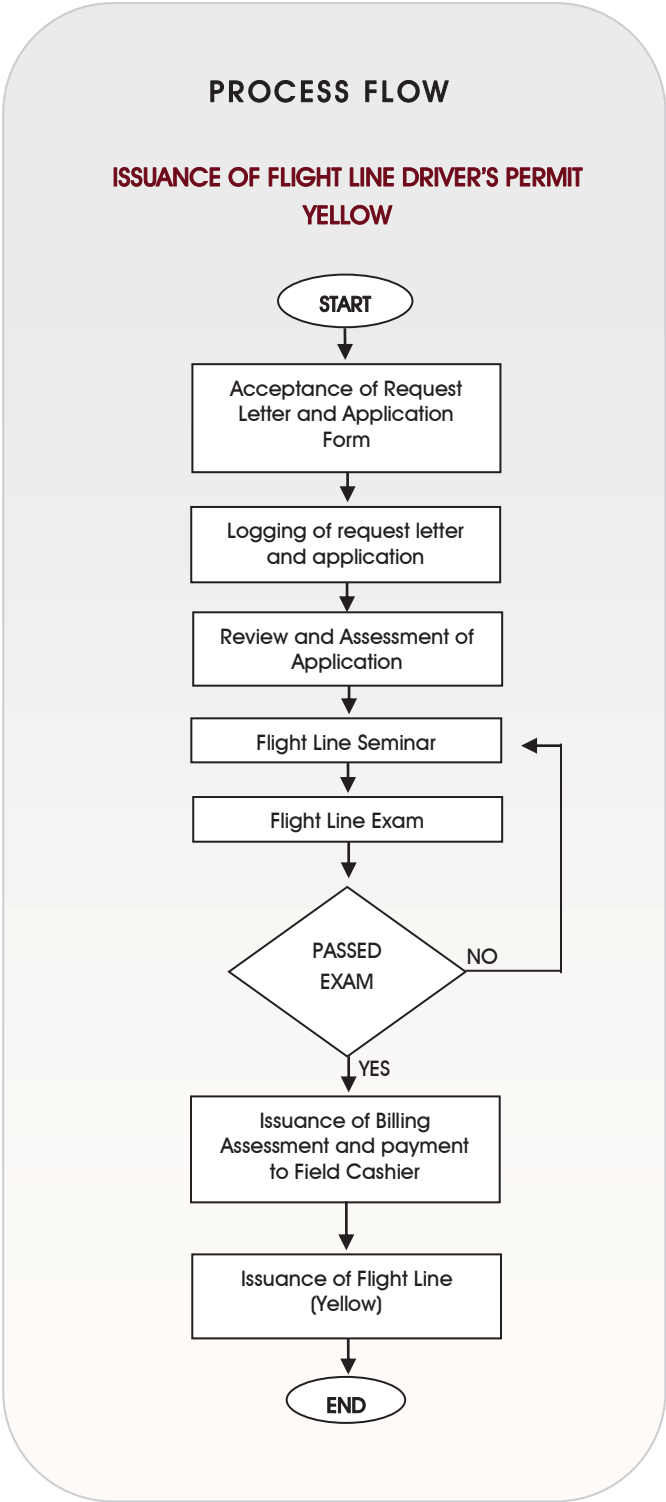


**3. FLIGHT LINE DRIVER'S PERMIT
(Yellow/Green)**

Date of Implementation:
 Reference/s: Memorandum Circular No. 97-002
 (Guidelines on Issuance & Use of Subic Bay International
 Airport Individual Security Access Pass)
 Revision No. 0

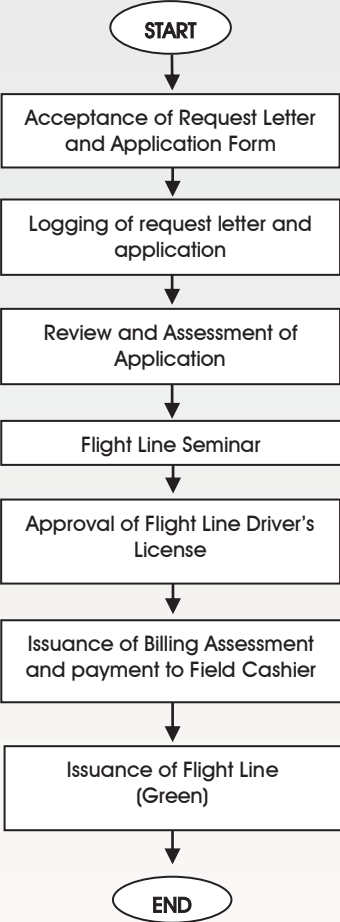
REQUIRED DOCUMENTS

- Letter Request addressed to Airport General Manager
- Photocopy of Government professional Driver's License



PROCESS FLOW

**ISSUANCE OF FLIGHT LINE DRIVER'S PERMIT
GREEN**



FEES AND VALIDITY OF PERMITS

Certificate/Permit	Fees (in PHP)	Validity
1. Personal Access Pass	100	One Year
2. Official Business (OB) Pass	80	Maximum of Six Months
3. Flight Line Driver's Permit (Yellow)	80	One Year
4. Flight Line Driver's Permit (Green)	50	One Year

SECTION VIII

PORT SERVICES

B. Seaport Permits

Vessels entering the Port of Subic Bay need to obtain entry/exit clearances for their vessels and cargoes through the Seaport Department.

Permit/s

1. Vessel Entry Clearance
2. Vessel Exit Clearance
3. Gate Pass and Sub-Gate Pass
4. Bring-In Permit
- 5.a. Local Transshipment Declaration
- 5.b Foreign Transshipment Declaration
6. Temporary Transfer Permit
7. Clearance for Cargoes Exiting Tupo

Office-in-Charge	: Billing/Processing, Corporate Division
Group/Department	: AVIATION & MARITIME OPERATIONS GROUP, Seaport Department
Office Location	: New Seaport Administration Building, Waterfront corner Sampson Road
Contact Numbers	: Corporate Division, Tel. 252.4136 Billing/Processing, Tel. 252.4140

Business Hours Monday - Friday / 8AM – 5PM

1. VESSEL ENTRY CLEARANCE

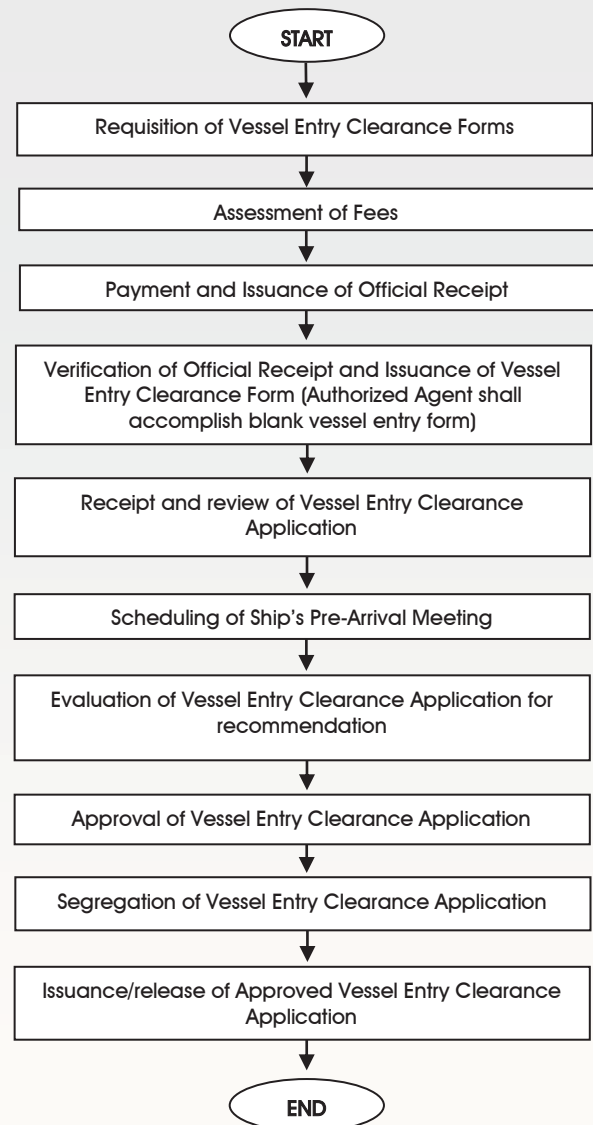
Date of Implementation: Y1994

Reference/s: SBMA Seaport Memorandum Circular
94-001; 94-002; 94-004; 94-006

Revision No. 0

REQUIRED DOCUMENTS

- Accomplished Vessel Entry Clearance Forms
- Protection and Indemnity Insurance
- Vessel Registration
- International Load Line Certificate
- Vessel Safety Construction/Equipment Certificate
- Radio Telegraphy Certificate
- Inward/Outward Manifest
- Ship Particulars and Crew List
- Ship Agent's Permit to Operate/Accreditation
- Special Power of Attorney to Process

PROCESS FLOW**VESSEL ENTRY CLEARANCE**

2. VESSEL EXIT CLEARANCE

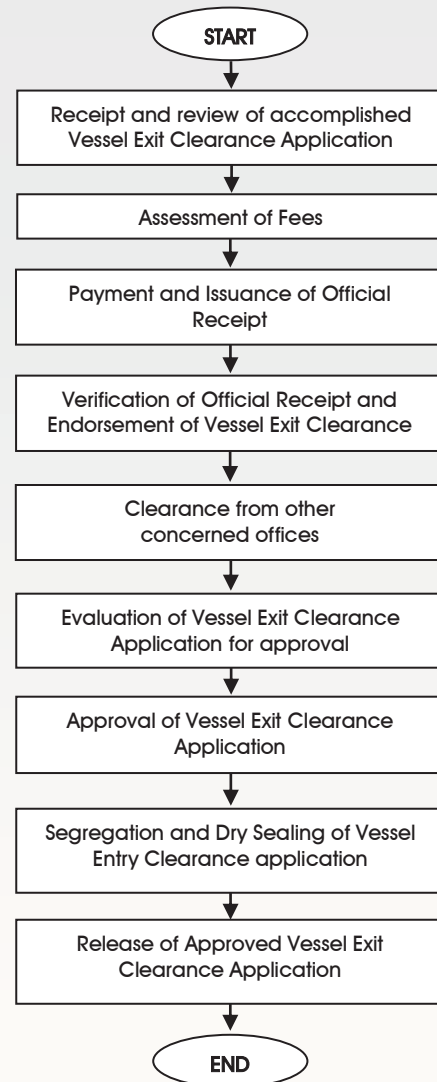
Date of Implementation: Y1994

Reference/s: SBMA Seaport Memorandum Circular
94-001; 94-002; 94-004; 94-006

Revision No. 0

REQUIRED DOCUMENTS

- Accomplished Vessel Exit Clearance Forms
- Protection and Indemnity Insurance
- Vessel Registration
- International Load Line Certificate
- Vessel Safety Construction/Equipment Certificate
- Radio Telegraphy Certificate
- Inward/Outward Manifest
- Ship Particulars and Crew List
- Ship Agent's Permit to Operate/Accreditation
- Special Power of Attorney to Process

PROCESS FLOW**VESSEL EXIT CLEARANCE**

3. GATE PASS AND SUB-GATE PASS

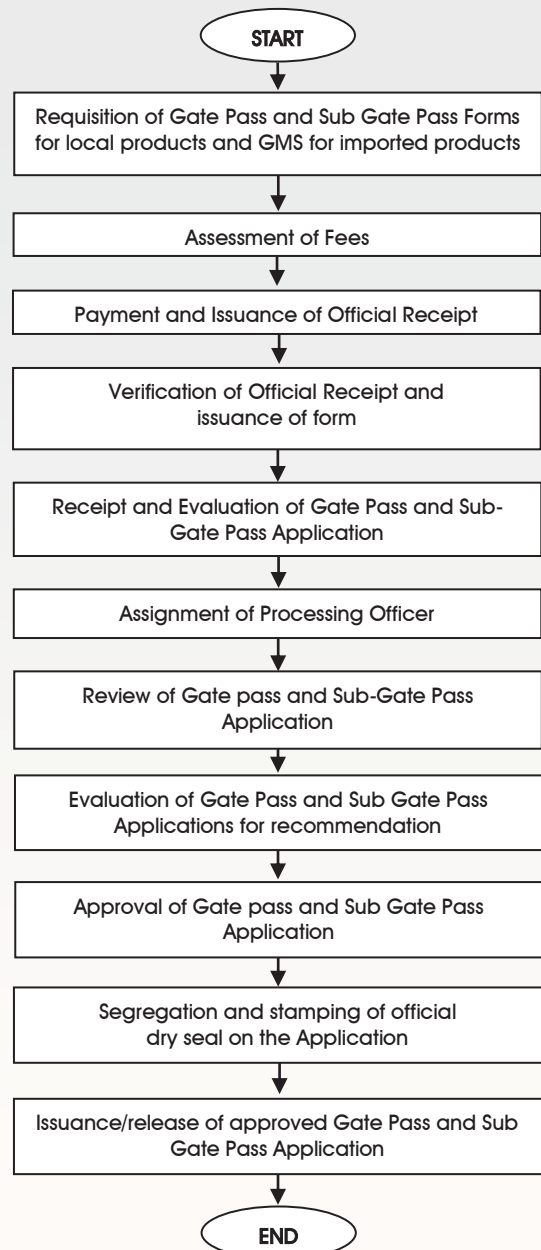
Date of Implementation: Y1994

Reference/s: SBMA Seaport Memorandum Circular
94-001; 94-002; 94-004; 94-006

Revision No. 1

REQUIRED DOCUMENTS

- Accomplished gate pass and sub-gate pass forms
- Bill of Lading
- Invoice/Packing List
- Re-routed Single Administrative Documents (SAD)
- Import/Permanent Tally Sheet
 - Manual Process
 - Tally Sheet for Gate Management System (GMS)
- Special Power of Attorney to process
- Official Receipt of tax payment
- Custom entry and computation of taxes
- Clearance/Permit from other concerned SBMA Departments and government agencies

PROCESS FLOW**ISSUANCE OF GATE PASS AND SUB-GATE PASS**

4. BRING-IN PERMIT

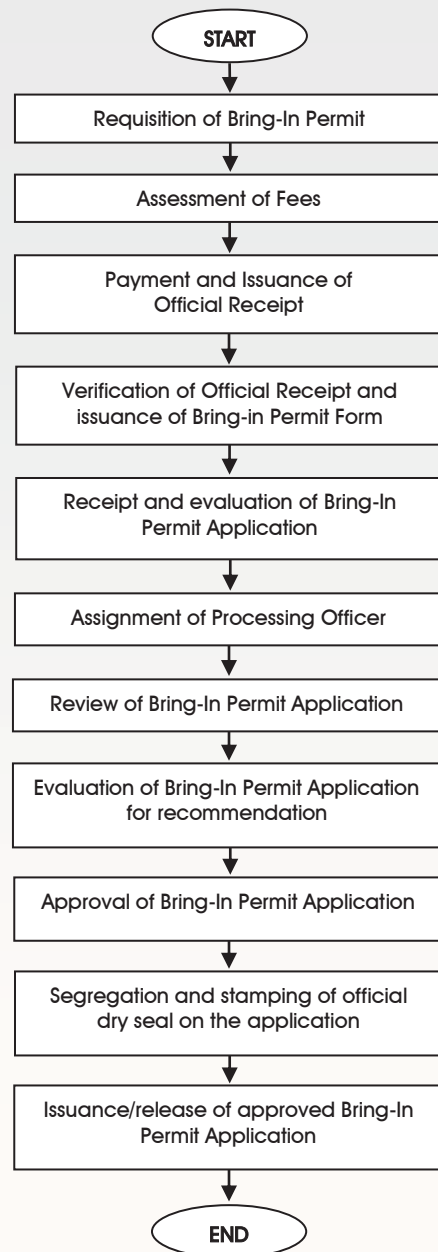
Date of Implementation: Y1994

Reference/s: SBMA Seaport Memorandum Circular
94-001; 94-002; 94-004; 94-006

Revision No. 0

REQUIRED DOCUMENTS

- Accomplished Bring-in Permit
- Delivery Receipt with LED and Seaport cargo checker stamp (if already in SBFZ)
- Special Power of Attorney to process
- Permanent Tally Sheet (if already inside SBFZ)
- Farm-Out/Bring-Out Permit (other economic zone)
- Customs Boat Note

PROCESS FLOW**ISSUANCE OF BRING-IN PERMIT**

5. LOCAL AND FOREIGN TRANSSHIPMENT DECLARATION

Date of Implementation: Y1994

Reference/s: SBMA Seaport Memorandum Circular
94-001; 94-002; 94-004; 94-006

Revision No. 0

5. A. LOCAL TRANSSHIPMENT DECLARATION

REQUIRED DOCUMENTS

- Accomplished Local Transshipment Declaration Form
- Import documents
- Transshipment Tally Sheet
- Invoice/Packing List
- Special Power of Attorney to process
- Import Permit or Bring-in Permit from other economic zone or Customs Bonded Warehouse
- Customs Boat Note
- Transshipment Permit from teh Bureau of Customs (BOC)

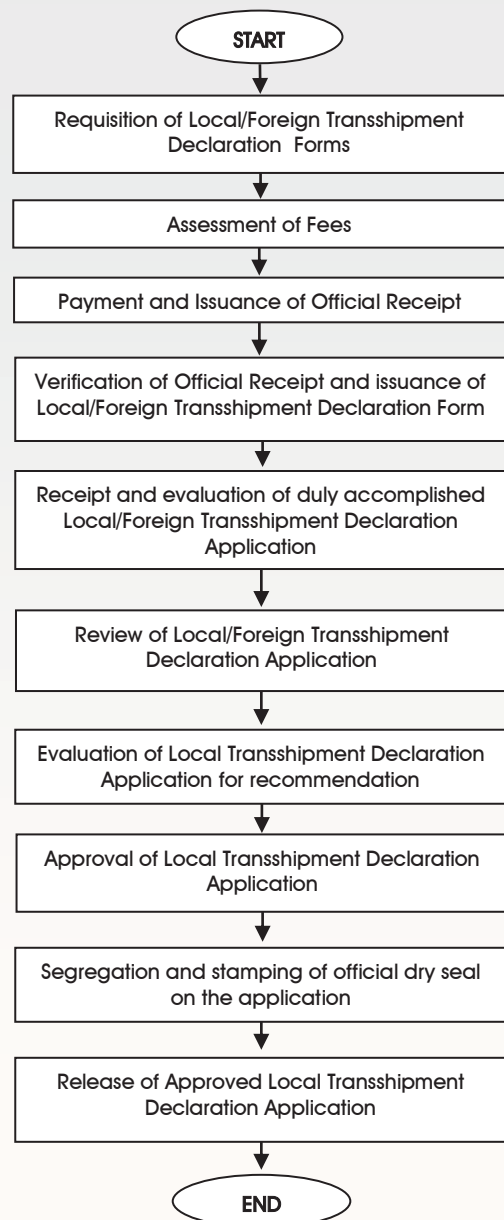
5. B. FOREIGN TRANSSHIPMENT DECLARATION

REQUIRED DOCUMENTS

- Accomplished Foreign Transshipment Declaration
- Import Documents
- Transshipment Tally Sheet
- Invoice/Packing List
- Special Power of Attorney to process
- Custom Boat Note (for non-Subic loading)
- Transshipment Permit from BOC (for non-Subic loading)

PROCESS FLOW

ISSUANCE OF LOCAL/FOREIGN TRANSSHIPMENT DECLARATION



6. TEMPORARY TRANSFER PERMIT

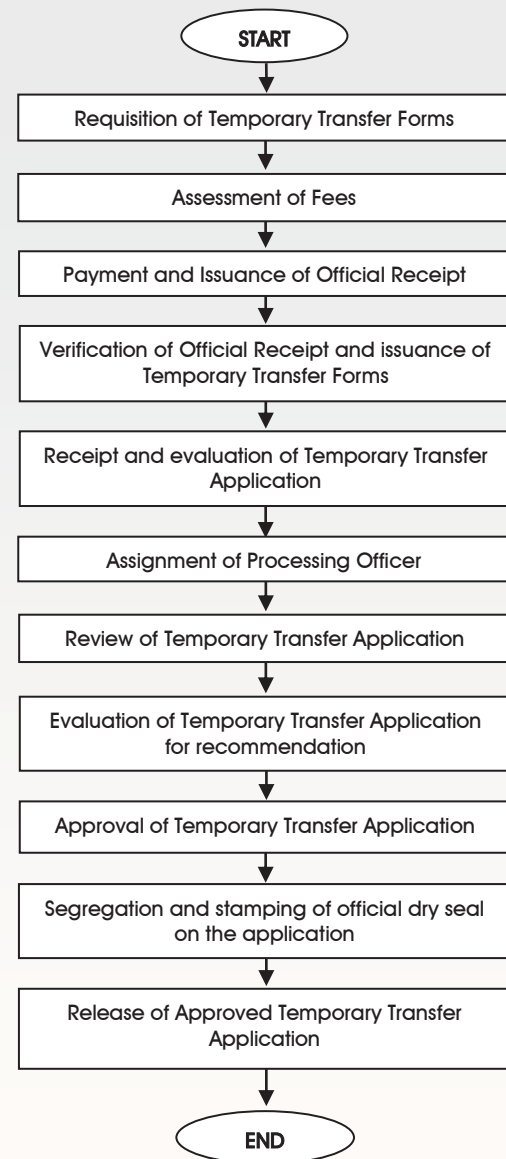
Date of Implementation: Y1994

Reference/s: SBMA Seaport Memorandum Circular
94-001; 94-002; 94-004; 94-006

Revision No. 0

REQUIRED DOCUMENTS

- Duly accomplished Temporary Transfer form
- Import Documents
- Temporary Transfer Tally Sheet
- Special Power of Attorney to process
- Official Receipt for payment of Cash Bond at the BOC

PROCESS FLOW**ISSUANCE OF TEMPORARY TRANSFER PERMIT**

7. CLEARANCE FOR CARGOES EXITING TIPO

Date of Implementation: Y1994

Reference/s: SBMA Seaport Memorandum Circular
94-001; 94-002; 94-004; 94-006

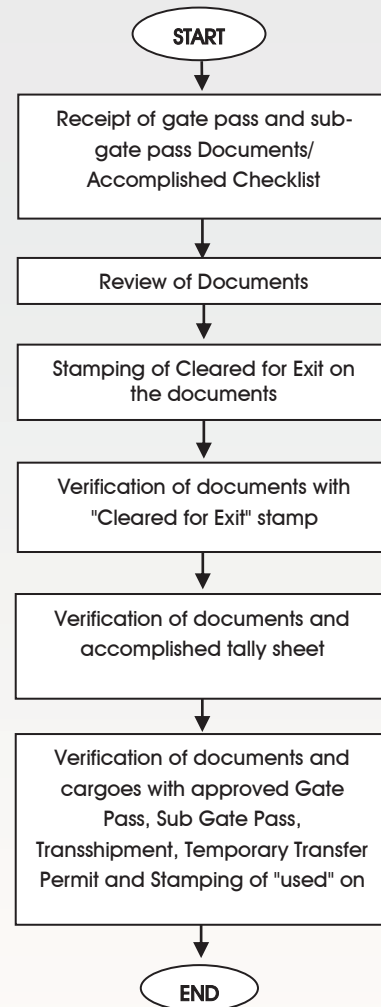
Revision No. 0

REQUIRED DOCUMENT(S)

- Gate Pass
- Packing List

PROCESS FLOW

ISSUANCE OF CLEARANCE EXITING TIPO



FEES AND VALIDITY OF PERMITS*(SBMA Board Resolution No. 08-05-2297: Increase in SBMA Share for Port and Other Related Services)*

Certificate/Permit	Fees	Validity
1. Vessel Entry Clearance Application	PHP 300	24 Hours
2. Vessel Exit Clearance Application	PHP 300	24 Hours
3. Gate Pass and Sub-Gate Pass Application		
Manual	PHP 300	<u>BY LAND</u>
GMS	PHP 350	Sub Gate Pass: valid for one (01) Month Scrap Materials: valid for one (01) Day Local/Personal Effects: valid for seven (07) Days Auctioneers & Grain Products: valid for ninety (90) Days Others: valid for thirty (30) Days/One Month
		<u>BY SEA</u>
4. Bring-In Permit	PHP 300	One Month
5. Local Transshipment Declaration	PHP 300	One (1) Month
6. Foreign Transshipment Declaration	PHP 300	One (1) Month
7. Issuance of Temporary Transfer	PHP 300	One (1) Month
8. Clearance For Cargoes Exiting Tipo	N/A	N/A

Note: All seaport processes include sub-processes that require clearances from other SBMA departments and government agencies.

SECTION IX
REGISTRY OF CERTIFICATE OF OWNERSHIP
OF LEASEHOLD RIGHTS

All Lease and Development Agreement, Lease Agreement, Sublease Agreements and other similar contracts evidencing one's occupancy rights over a property within the Subic Bay Freeport Zone must be registered with the SBMA Registry Office.

All holders of Lease and Development Agreements, Lease Agreements, Deed of Assignments and similar contracts with a lease term of at least six (6) years may be issued a Certificate of Ownership of Leasehold Rights.

CERTIFICATE OF OWNERSHIP OF
LEASEHOLD RIGHTS

Date of Implementation: February 5, 2010; May 8, 2009; July 17, 2009

Reference/s: Mandatory Registration-SBMA Board Resolution No. 10-01-3481; Amendments to the Registry of Certificate of Ownership of Leasehold Rights - SBMA Board Resolution No. 09-04-3014; Registry of Certificate of Ownership of Leasehold Rights—SBMA Board Resolution No. 09-07-3160

Revision No. 0

Office-in-Charge : Registry Office
Group/Department : REGULATORY GROUP
Office Location : Regulatory Building, corner Rizal Highway, Labitan Street
Contact Numbers : 252.4721/4296/4258

SERVICE OR PERMIT APPLIED/REQUESTED FOR

1. MANDATORY REGISTRATION

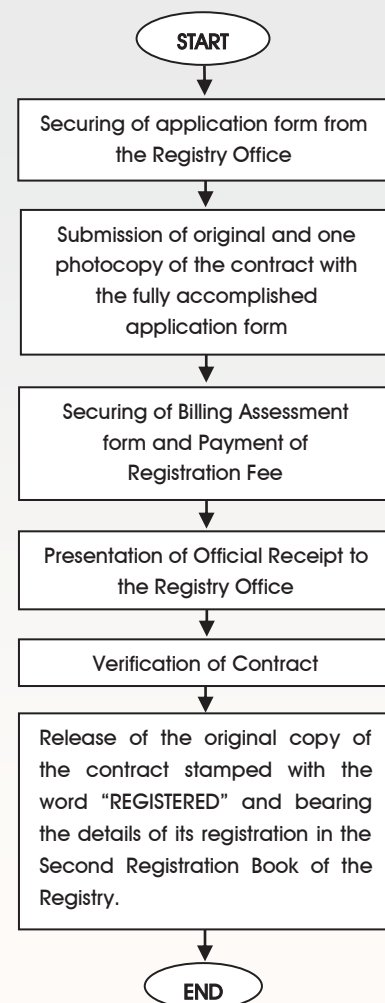
All Lease and Development Agreement, Lease Agreement, Sublease Agreements and other similar contracts evidencing one's occupancy rights over a property within the Subic Bay Freeport Zone must be registered with the SBMA Registry Office.

REQUIRED DOCUMENT

- Original and one (1) photocopy of the Lease and Development Agreement, Lease Agreement, Sublease Agreement and other similar contracts evidencing one's occupancy rights over a property within the Subic Bay Freeport Zone

PROCESS FLOW

MANDATORY REGISTRATION



2. OPTIONAL PROCUREMENT OF CERTIFICATE OF OWNERSHIP OF LEASEHOLD RIGHTS

All holders of Lease and Development Agreements, Lease Agreements, Deed of Assignments and similar contracts with a lease term of at least six (6) years may be issued a Certificate of Ownership of Leasehold Rights upon submission of the requirements and payment of the corresponding titling fee.

REQUIRED DOCUMENTS

- A. Original Certificate of Ownership of Leasehold Rights
 - 1. Lease Development Agreement or Lease Agreement;
 - 2. Certification of "No Outstanding Obligation" from SBMA Accounting Department;
 - 3. Survey of the leased area (with technical description) duly approved by LAMD;
 - 4. Insurance Policy of the Leased Property; and
 - 5. At least Four (4) photographs showing the location and extent of the leased area.

- B. Transfer Certificate of Ownership of Leasehold Rights
 - 1. Assignment Contract or Deed of Sale of Leasehold Rights;
 - 2. Certificate of Ownership of Leasehold Rights of the original lessee;
 - 3. SBMA Board Approval of the Assignment Contract or Deed of Sale of Leasehold Rights;
 - 4. Survey of the leased area (with technical description) duly approved by LAMD;
 - 5. At least Four (4) photographs showing the location and extent of the leased area.
 - 6. Insurance Policy of the leased property;
 - 7. Certification of "No Outstanding Obligation from SBMA Accounting Department"; and
 - 8. Official Receipt corresponding to the full payment of the accurate SBMA's share from the transaction.

- C. Original Condominium Certificate of Ownership of Leasehold Rights
 - 1. Lease Development Agreement or Lease Agreement;
 - 2. Certification of "No Outstanding Obligation" from SBMA Accounting Department;
 - 3. Documents showing the technical description of the property subject of the application;
 - 4. Insurance Policy of the Leased Property; and
 - 5. At least Four (4) photographs showing the location and extent of the leased area.

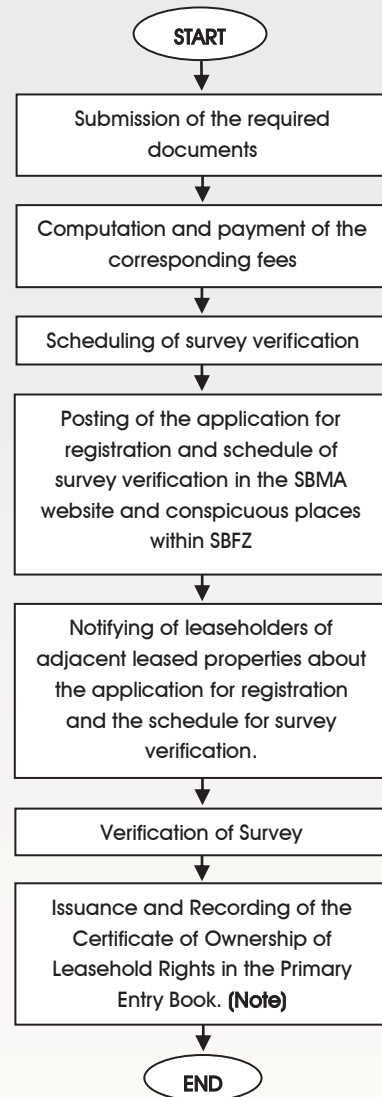
- D. Transfer Condominium Certificate of Ownership of Leasehold Rights
 - 1. Contract of Assignment/ Sale of Leasehold Rights over a Condominium Unit;
 - 2. SBMA Board Approval of the Contract of Assignment/Sale of Leasehold Rights over Condominium Unit;
 - 3. Proof of full payment of the entire purchase price and interests which may have accrued thereof as a result of delays in payment;
 - 4. Document showing the technical description of the condominium unit;
 - 5. At least four (4) photographs showing the location and extent of the leased area;
 - 6. Insurance Policy of the subject condominium unit;
 - 7. Certification of "No Outstanding Obligation" from SBMA Accounting Department; and
 - 8. Official Receipt corresponding to the full payment of SBMA's share from the transaction.

Note to Process Flow

Registrar shall issue Certificate of Ownership of Leasehold rights in duplicate; One copy will be issued to the lease owner and the other copy shall remain with the Registry Office

PROCESS FLOW

**OPTIONAL PROCUREMENT OF
CERTIFICATE OF OWNERSHIP OF LEASEHOLD RIGHTS**



FEES AND VALIDITY OF PERMITS

Certificate/Permit	Fees	Validity
1. Registration Fee for MANDATORY REGISTRATION (Stamped "REGISTERED")	PHP 200	Until expiration of contract
* Any amendment pertaining to the term/period and the area covered by the agreement must be registered.		
2. Titling Fee for CERTIFICATE OF OWNERSHIP OF LEASEHOLD RIGHTS	Based on the corresponding value of Leasehold Rights	Until expiration of lease term

TITLING FEES

VALUE OF LEASEHOLD RIGHTS (IN PHP)	TITLING FEES (IN PHP)
2,000,000.00 and below	10,000.00
2,000,000.00 to 5,000,000.00	10,000.00 plus .4% of the amount in excess of 2,000,000.00
5,000,000.00 to 10,000,000.00	22,000.00 plus .3% of the amount in excess of 5,000,000.00
10,000,000.00 to 15,000,000.00	37,000.00 plus .2% of the amount in excess of 10,000,000.00
15,000,000.00 to 20,000,000.00	47,000.00 plus .1% of the amount in excess of 15,000,000.00
20,000,000.00 and above	52,000.00 plus .05% of the amount in excess of 20,000,000.00

COMPUTATION OF VALUE OF LEASEHOLD RIGHTS

A. COMMERCIAL LOTS AND BUILDING

For Issuance of Original Certificate Of Ownership of Leasehold Rights

VALUE OF LEASEHOLD RIGHTS = (approved published/appraised rate or approved lease rate, whichever is higher) x total area of the Leased Property x remaining term of the lease

For Issuance of Transfer Certificate of Ownership of Leasehold Rights

VALUE OF LEASEHOLD RIGHTS = [(approved published/appraised rate or approved lease rate, whichever is higher) x total area of the Leased Property x remaining term of the lease] or assignment price, whichever is higher

B. CONDOMINIUM AND HOUSING UNITS

For Issuance of Original Condominium Certificate of Ownership of Leasehold Rights

VALUE OF LEASEHOLD RIGHTS = (approved published rate or approved lease rate, whichever is higher) – equivalent amount for the consumed term

For Issuance of Transfer Condominium Certificate of Ownership of Leasehold Rights

VALUE OF LEASEHOLD RIGHTS = [(approved published rate or approved lease rate, whichever is higher) – equivalent amount for the consumed term] or assignment price, whichever is higher

SECTION X

GUIDELINES ON PAYMENTS

Billing concerns and payment transactions between the SBMA and its Locators are handled by the Internal Services Group through the Accounting and Treasury Departments.

PAYMENT PROCEDURES

Date of Implementation: June 6, 2008; July 2, 2010; September 2003; February 2003; August 2006

Reference/s: SBMA Board Resolution No. 08-05-2351 or Policy on Deferment of Checks; SBMA Board Resolution No. 03-10-3176 or Imposition of Penalties for Default Payments; SBMA Board Resolution No. 03-08-3064 or Reference for the Imposition of Simple Interest; SBMA Board Resolution No. 03-01-2582 or the Adjustment of Imposition of Interest Rates; SBMA Board Resolution No. 06-08-1083 or the Merchant Agreement with Equitable Card Network., Inc.

Revision No. 1

For the Issuance of Billing and Statement of Account

Office-in-Charge : Accounting Department
Office Location : 2/F, Bldg 229, Waterfront Road
Contact Numbers : Tel. 252.4419/4654
 Fax.252.4858

For Collections

Office-in-Charge : Treasury Department
Office Location : Rm.108, Ground Floor, Bldg 229, Waterfront Road
Contact Numbers : Tel. 252.4344/4050
 Fax: 252.4167

THE ACCOUNTING DEPARTMENT ISSUES BILLING STATEMENTS FOR THE FOLLOWING:

- Land rental
- Building rental
- Garbage Fees
- Medical Services Fees
- Airport Fees
- Security Service Fees
- Utility Service Fees
- Repair and Maintenance Fees
- Power Consumption
- ID Processing Fees
- Transportation Service Fees
- Equipment Rental
- Fire Department Service Fees
- Road Users Fees
- Seaport Fees
- Co-location Fees
- CUSA Fees

SCHEDULE OF PAYMENT

Billing Statement issued on or before the 15th day of the month is due for payment on or before the 28th day of the month. Customers shall pay on or before the due date to avoid penalty.

PAYMENT APPLICATION

Payment shall be applied to the bill number that is being paid. However, in case of late payment, the following order of payment shall be followed:

1. Penalties for late payment
2. Oldest unpaid billings
3. Current unpaid billings

PENALTIES IN CASE OF DEFAULT

Payment should be remitted on or before the due date to avoid penalties.
1% simple interest will be charged if payment is made beyond the due date.

BOUNCED/DISHONORED CHECK PENALTY

The following penalty rates will be imposed in case of bounced checks:

Peso Check - PHP2,400.00 for the first 40k plus P200.00 for every 40k (in excess of the first 40k). or 1% of the check's face value whichever is higher

Dollar Check - US \$10.00 per check regardless of amount

PENALTIES IN CASE OF DELAY IN THE REDEMPTION OF BOUNCED/DISHONORED CHECK

A P300.00 per day penalty will be imposed for every day of delay in the redemption of check commencing on the 6th day following the receipt of the notice from the Treasury Department.

DEFERMENT FEES FOR POST-DATED CHECKS (PDC)

One percent (1%) of the face value of the check will be charged as deferment fee for previously issued PDC that is maturing. Maximum days of deferment is 15 days.

CHANGE OF ADDRESS, FAX AND TELEPHONE NUMBERS

Customers are required to immediately inform the Accounting Department for change of address, telephone number or fax number. Failure to notify the said department shall not exempt SBMA for the imposition of penalty in case of delay in the payment. Please note that SBMA is not accepting postal box addresses.

MODE OF PAYMENT

a. Cash/ Demand Draft/ Money Order

This payment can be made for both peso and dollar account.

b. Company Checks

Check payment can be made for both peso and dollar accounts. Company check may be accepted for payment of personal or another company's account upon the submission of a Board Resolution authorizing such payment. However, in the event the customer's check has been dishonored by the bank, future payments shall be in Cash/Manager/Cashier's or Certified Check.

c. Traveler's Check

Payor must present his passport for proper identification and sign the check in front of the cashier.

d. Credit Card Payment

For a minimum payment of P500.00, the SBMA is accepting payment using the following credit cards:

Master Card

Visa Card

Japan Credit Bureau (JCB)

American Express (AMEX) Card

e. Telegraphic/Wire Transfer

Payment of bills to SBMA can be made through following account numbers:

Landbank of the Philippines

SBMA Peso Account # 1572-2220-00

SBMA Dollar Account # 1574-0024-15 (plus USD5.00 for cable charges)

SWIFT CODE: TLBPPHMMXXX

Development Bank of the Philippines

SBMA Peso Account # 0575-002218-530 (plus service charge)

SBMA Dollar Account # 0575-002218-531 (plus service charge)

SWIFT CODE: DBPHPHMM ROUTING NO.: 0210-0008-9

Philippine National Bank

SBMA Peso Account # 213167400015 (plus service charge)

SBMA Dollar Account # 213167400023 (plus service charge)

SWIFT CODE: PNBMPHMM

f. LandBank Inter-branch Deposit

The SBMA has made a special banking agreement with the Landbank of the Philippines to provide a convenient way to pay SBMA Billings. Using the special Inter-branch Deposit Accommodation Form (IDAF), all Landbank branches that have online services shall accept payment of customer's account by crediting SBMA's bank account on the same day with no service charge. This is applicable for peso account only.

Be sure to completely fill up the deposit slip form especially the billing invoice number being paid as well as the name of the company/customer account with SBMA for which the payment shall be applied. For proper application of payment and easy reference, please print customer's name and billing invoice number clearly.

There are instances, usually with telegraphic transfer coming from outside of the Philippines, wherein the amount received by SBMA is net of bank charges. This is usually the services charge imposed by the depository bank (Land Bank) which is different from the service charge by the accommodating bank that is being paid by the party making the telegraphic transfer. SBMA shall apply only to the account of the customer the amount received which may be different from what is transferred by the customer. It will thus pose a problem. To avoid this, SBMA encourages its customers to be familiar with the service charges of the banks they are transacting with.

To ensure that payment is applied to a customer's particular account, we encourage customers to call the Treasury or Accounting Department to confirm, or fax the deposit slip.

ADVANCE RENTAL

The payment of Advance rental shall be paid in the denomination stated. Advance rental is payable on the date stipulated in the lease agreement which is usually the date of the signing of the lease agreement. This amount shall be applied on the last months of the customer's occupancy of the leased facility. In no case shall this amount, during the term of the lease agreement, be applied to the customer's unpaid obligation unless the customer has given its intention to vacate the leased property.

SECURITY DEPOSIT

Security Deposit serves as the amount to cover unpaid utility bills such as electricity, sanitation, sewerage, damages, etc, which the leased facility may incur during the term of the lease agreement and remained outstanding at the end of the term.

This amount is payable upon signing of the lease agreement in the denomination stated therein. In case of renewal, security deposit shall be updated upon signing of the renewed lease agreement.

REFUND OF SECURITY DEPOSIT

Security Deposit may be refunded upon request, after the leased facility has been turned over to SBMA in a good and tenable condition and all bills due pertaining to the property has been settled. The following are the basic requirements in the refund of security deposit:

- Letter of request
- Endorsement letter of the Business Group
- Certification of the Land and Asset Management Department that the area was vacated in a good and tenable condition
- Certificate of No Outstanding account from Subic Water
- Certificate of No Outstanding account from Subic Enerzone
- Certificate of No outstanding account with the SBMA

In the event of pre-termination by the Lessee of the Lease agreement, security deposit will be forfeited in favor of SBMA.

FAILURE TO RECEIVE MONTHLY BILLING

Monthly billing is normally delivered starting the 1st day to 15th day of the month. Payment is usually due on the 28th day of the same month. In the event that the customer fails to receive the monthly billing, SBMA will appreciate the customer's initiative to immediately inform the Accounting Department to be able to send a copy and to avoid incurrence of penalty.

EXPIRED LEASE AGREEMENT

The Accounting Department shall continue to bill the customer even after the expiration of its lease agreement for the continuous occupation of the leased property and the rental rate will be escalated using the escalation rate stated in the expired lease agreement.

COMPLIANCE WITH DOF ORDER NO. 3-08

Under Department of Finance (DOF) Order No. 3-08, all Locators enjoying the 5% preferential tax rate are required to remit the 2% out of the 5% tax due directly to the Subic Bay Metropolitan Authority (SBMA) for distribution to the surrounding Local Government Units (LGUs). Payment due dates are the same with that of the Bureau of Internal Revenue (BIR). In case of late payments, the penalty imposed by the BIR shall apply.

COMMON USE SERVICE AREA FEE (CUSA)

The CUSA is a fee imposed on locators and residents to partially recover the cost of municipal services, such as the **Security Services, Fire Protection Services, Street Cleaners, and Street Lights**. It is thus a cost-recovery mechanism, not a revenue generating measure. The costs of administration of municipal services, 24-hour Emergency Medical Assistance, Road Maintenance and Facilities Management as well as the provision for the new Tipo Road Street Lights shall continue to be borne in full by the SBMA.

CUSA RATES FOR LOCATORS

A monthly Peso rate per square meter of leased land based on 2% of the Appraised Value (Please see TABLE 1 at the back for the list of Appraised Values), but not to exceed 20% of the Actual Monthly Rent.

In the case of locators with lease contracts based on a fixed rent plus a gross revenue share, the Actual Monthly Rent will be based on the sum of the monthly fixed rent and the average monthly revenue share.

In the case of locators with lease contracts based on the average monthly revenue share or the minimum monthly revenue share, whichever is higher.

In the case of locators who paid their lease on a lump sum basis, the Actual Monthly Rent will be based on a monthly rate derived from the future value of their lump sum payment computed using a given yield.

No discounts shall be given regardless of the size of the Leased Area, except for Power and Water Utilities which shall be given a 100 % discount.

MANNER OF IMPOSITION

The CUSA will be billed together with the rental and will be included in your rental bill. The CUSA will be imposed only on SBMA's direct lessees who shall have full and primary responsibility for payment. SBMA's direct lessees have the option of passing on the CUSA to their sub-lessees. The CUSA will be based on land area, not floor area.

PENALTIES FOR NON-PAYMENT

1st OFFENSE - 10% surcharge + 12% interest per annum.

2nd OFFENSE - 20% surcharge + 12% interest + suspension of Permit to Operate.

3rd OFFENSE - 25% surcharge + 12% interest + cancellation of Certificate of Registration and Tax Exemption

TABLE 1. APPRAISED VALUES

ITEM	LOCATION	APPRAISED RATE (peso/sqm./mo.)			
		1st Strip	2nd Strip	3rd Strip	4th Strip
1	Binictican Heights District	48.9130	44.0220	39.6200	35.6580
2	Central Business District	162.4810	146.2330	NONE	NONE
3	Cubi-Triboa District	50.6620	45.5960	NONE	NONE
4	Ilanin Forest East District	37.5560	38.8000	30.4200	30.1160
5	Ilanin Forest West District	37.5560	33.8000	30.4200	30.1160
6	Kalayaan Heights District	48.9130	44.0220	39.6200	35.6580
7	Redondo Peninsula District	5.2480	4.7230	4.2510	3.8260
8	Subic Gateway District	107.4460	96.7010	87.0310	NONE
9	Subic Port District	113.5550	NONE	NONE	NONE
10	Tipo Area	2.4240	2.1820	1.9600	1.7640
11	Mt. Sta. Rita Area	1.4500	1.3050	1.1750	1.0575

PAYMENT CENTERS

	Cashier/Schedule	Contact Number/Location
1	Treasury (Main) Mon-Sun/8AM to 5PM	Tel. 252.4344 Ground Floor, Bldg. 229, Waterfront Road
2	Airport New Terminal Mon-Sun/7AM to 9:30PM	Tel. 252.9360 Subic Bay International Airport, Argonaut Hi-way, CUBI
3	14 th Street Gate Mon-Sun/6:30AM to 11PM	Tel. 252.4818 14 th Street Sentry
4	Law Enforcement Bldg. Mon-Fri/8AM to 4:30PM	Tel. 252.4042 Investigation Office, Sampson Road
5	TRANSCOM (Transport Regulatory) Mon-Fri/8AM to 4:30PM	Tel. 252.4288 Labitan St., beside Lyceum
6	Pamulaklakin Mon-Sun/8AM to 4:30PM	Tel. 252.4151 Binictican Area
7	Public Health & Safety Dept. (PHSD) Mon-Fri/7AM to 10PM	Tel. 252.4380/4169 Bldg. 280, Dewey Avenue
8	Office Services Dept.(OSD) Mon-Sun/8AM to 4:30PM	Tel. 252.4728/4044 Bldg.608, beside Main Gate
9	Rizal Gate 24 hours x 7 days	Rizal Ave., near Sentry
10	Seaport Mon-Sat/8AM to 4:30PM	Tel. 252.4717 New Seaport Administration Building Waterfront Road corner Sampson Road
11	Subic Gym/ Remy Field Oval Mon-Sun/5AM to 10PM	Tel. 252.4213 Remy Field Complex
12	Tipo Gate Mon-Sun/24 hours x 7days	Tipo Road Security Plaza
13	Tourism Department Mon-Sun/8AM to 4:30PM	Tel. 252.4206 Subic Bay Exhibition & Convention Center Efficiency Road, Subic Bay Gateway Park I
14	Transportation Building Mon-Fri/8AM to 4:30PM	Tel. 252.4805/4309 Canal Road

**SBMA'S POLICY ON RENTAL SHARES
FROM SUBLEASE/S AND FURTHER SUBLEASE/S**

Date of Implementation: 01 November 2001

Reference/s: SBMA Board Resolution No. 01-09-1569

Revision No. 0

I. RATIONALE

This **proposed policy** on SBMA's Rental Shares from Sublease/s and Further Sublease/s is grounded on:

1. Section 10 (k) of the Rules and Regulations Implementing R.A. 7227, citing the powers and functions of SBMA to raise revenues.
2. Section 11 (a), declaring that "The SBMA shall exercise authority and jurisdiction over all economic activity within the SBF".

Furthermore, in view of the SBMA's difficulty in collecting from delinquent Lessees, the proposals hereinafter provided—necessarily entwined in the principal proposed policy of direct remittance—are also sought to be approved to facilitate collection and limiting debt exposure.

II. OBJECTIVES

1. To **facilitate collection** of SBMA's percentage share of the monthly rental from Sub-lessee/s and Further Sub-lessee/s by requiring the direct remittance of SBMA share. Presently, the SBMA gets a minimum of 10% from any Sublease rates and a minimum of 5% from rates of Further Subleases.
2. To incorporate in all Sublease Agreements a provision requiring any Sublessee/s or Further Sublessee/s to directly remit SBMA's percentage share of the rentals due from said Sublessee/s or Further Sublessee/s.
3. To regulate and impose limitations in the further subleasing of Leased properties.

III. SCOPE AND LIMITATION

1. This policy shall cover all Sublease and further Sublease Agreements. Existing Sublease and further Sublease Agreements subject to renewal should be adjusted to comply with this policy before any such renewal may granted.
2. Sublease/s and Further Sublease/s of the Leased Properties may be allowed subject to SBMA's consent. Consent shall be withheld under the following situations:
 - a. When the Lessee, Sublessee, or any relevant Further Sublessee is in default in remitting any amount due to the SBMA..
 - b. When there is no direct relation or similarity between businesses of the relevant contracting parties.
 - c. When the financial viability of any party who wishes to Sublease or Further Sublease is in question.
 - d. When, by virtue of any proposed Sublease or Further Sublease, the party Leasing, Subleasing, or Further Subleasing runs afoul of the requirement to retain adequate business space to conduct their own business operation.
 - e. When any party to the Sublease or Further Sublease refuses to accede to this stipulated policy as an addendum to any existing Lease, Sublease, or Further Sublease Agreement.

3. The conduct of all Sublease and Further Sublease Agreements should comply with all SBMA Rules and Regulations including all standards pertaining to business activities and to modifications of existing facilities in accord with the Master Plan.
4. The Lessee, its Sublessees and Further Sublessees should always retain adequate space from the Leased Property for the conduct of their own business operations. Non-compliance with this policy shall be ground for SBMA to withhold its consent.
5. If the locator's leased properties be subleased or further subleased, the sub-lessee or further sub-lessees should engage in substantially similar or related activity of the SUBLESSOR.
6. The SBMA reserves the right to reduce the area of the Leased Property if it be found that SUBLESSOR and SUBLESSEE subleases the property to the degree that it can no longer reasonably operate the business with which it is principally engaged.

IV. PERCENTAGE SHARE

SBMA's share in any Agreements for Sublease is equivalent to at least twenty (20%) percent of the rates provided for in the Contract for Sublease. A minimum percentage share of ten (10%) percent shall be duly allotted to SBMA in all Agreements of Further Sublease.

V. MANDATORY PROVISION TO BE INCLUDED IN THE SUBLEASE AGREEMENT

To bind the SBMA, a written consent must be acquired prior to the execution of any Sublease Agreement or Agreements for Further Sublease. It is thus proposed that any party seeking SBMA's consent in pursuit of a plan to sublease or further sublease be **required to incorporate** in the Sublease Agreement or other relevant contracts the **provisions set forth below** and to further require said parties to provide the SBMA a **notarized copy of such contract on or before the fifth day from receipt of the SBMA Board Resolution**.

"Amounts due from Sublessee/s and Further Sublessee/s"

The SUBLESSEE shall pay or remit directly to the SBMA an amount equivalent to twenty percent (20%)² of the lease rate imposed by the SUBLESSOR. Any and all SUBLESSEE/S beyond such lease shall be liable to remit to the SBMA an amount equivalent to ten (10%)² percent of the rate imposed by the SUBLESSOR upon the relevant SUBLESSEE/S. Such amounts due shall be remitted directly to SBMA on or before the due date stated in the billing statement.

In all cases, the SUBLESSOR, SUBLESSEE/S and FURTHER SUBLESSEE/S shall always retain in its leased property adequate space to conduct its primary business operations.

"Right to Collect Rental from Sublessee and further Sublessee"

In the event the Sublessor or further Sublessor is in default in the payment of rentals on the subleased premises, the SBMA shall have the right to collect the whole monthly rentals due thereon from the Sublessees or Further Sublessees in accordance with the provision stipulated in the corresponding Sublease Agreement, more specifically on the rental rates on the subleased premises.

SECTION XI

**BUSINESS ACCREDITATION OF SUPPLIERS &
SERVICE PROVIDERS
(NON-LOCATORS)**

Locators need to inform their non-SBF registered suppliers and service providers to comply with SBMA's accreditation requirements and application procedures before providing products and services within the Subic Bay Freeport Zone.

**BUSINESS ACCREDITATION OF SUPPLIERS/
SERVICE PROVIDERS (Non-Locator)**

Date of Implementation: December 1998

Reference/s: IRR of R.A. 7227 Chapter II-B, Sec. 10, Sub-section c & k and Sec. 11, Sub-sections a, d, e & f; SBMA Board Resolution No. 13-01-4672

Revision No. 1

Office-in-Charge	: Accreditation Office
Group/Department	: REGULATORY GROUP
Office Location	: Regulatory Building, corner Rizal Highway, Labitan Street
Contact Numbers	: Accreditation Office, Tel: 252.4088/Telefax: 252.4203
Business Hours	: Monday - Friday / 8AM – 5PM

The purpose of accreditation is to register with SBMA the non-locator companies that conduct business with SBF locators for the delivery of goods/services that support the business activity of said SBF locators.

Non-locator companies are businesses under sole proprietorship, partnership, corporation, or cooperative that have places-of-business outside the Subic Bay Freeport Zone.

The Certificate of Accreditation issued by SBMA serves as the primary document used by non-locator companies in applying for SBF access pass for vehicles and SBMA identification cards for employees of these accredited companies entering the Subic Bay Freeport Zone.

The Certificate of Accreditation issued by SBMA not only ensures that legitimate and competent providers of goods/services are allowed entry into the Subic Bay Freeport Zone but more importantly binds the grantee to conform to all policy guidelines, rules, regulations, and safety advocacy of SBMA and makes them liable for any violation thereof.

REQUIRED DOCUMENTS

- Mayor's Permit from place of business
- Company Profile with:
 - DTI/SEC/CDA registration
 - List of Company Officers
 - List of employees and vehicles to be assigned in SBFZ
- License/Permit or other issuance from concerned government agency for which authorization to engage in the business activity being applied for is required (i.e. DENR registration, PCAB License, PRC license, etc.)
- Clearance from concerned SBMA Department/Office
- Endorsement Letter from SBF Locator signifying intent to engage the applicant's products/service.
- Such other document that may be required.

ADDITIONAL REQUIREMENTS for Special Type of Services

- Certified True Copy of PCAB License (Construction)
 - * Certified True Copy of Dole 18-02
 - * Certificate of Non-Inclusion in the Blacklist for Government/Private Institutions (Notarized)
 - * List of equipments to be used in SBFZ Projects

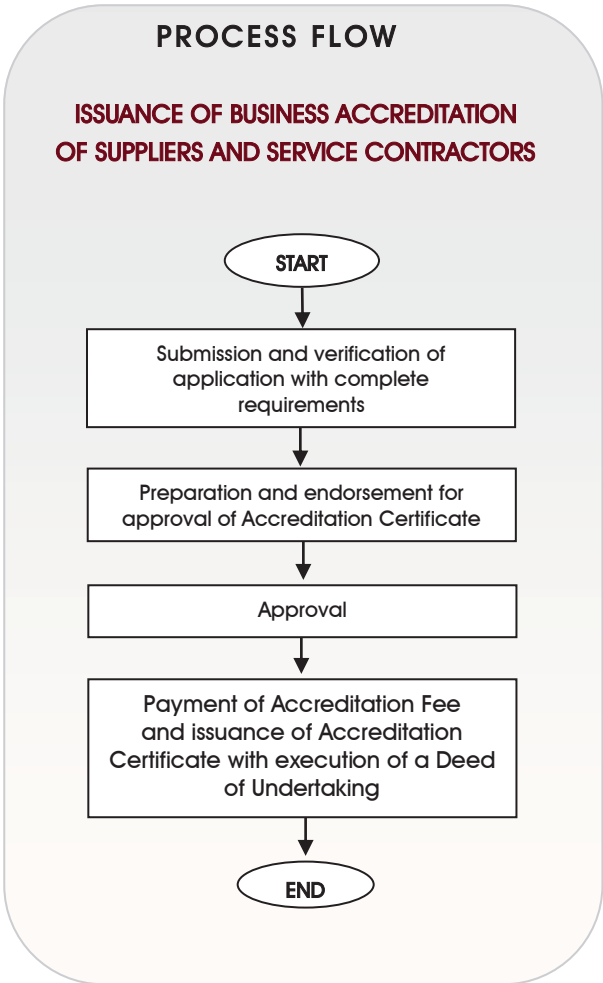
- Certified True Copy of PRC I.D., BOC Accreditation and Broker’s Bond (Customs Broker)
- General Cargo Bond for Land Carrier (Trucking, Equipment rental)
- List/Description of vehicles to be used within SBFZ (Trucking, Suppliers, Scrap Haulers, Petroleum Hauler, Equipment Rental, Hazardous transporter)
- Certified True Copy of DENR Permit (Oil sludge & Hazardous Waste Transporter/Collector)
- Oil Spill Contingency Plan (Oil sludge, petroleum hauler)
- Certified True Copy of Philippine Shipper’s Bureau (Freight Forwarding)
- Certified True Copy of FPA License (Pest Controllers)
 - * Agricultural/fumigation
 - * BFAD/DOH Certification for chemicals used in urban pest control
- Certified True Copy of Philippine Insurance Commission Accreditation (Insurance)
- Certified True Copy of Sanitary Clearance (Canteen/ Catering)

AVAILABLE FORMS

- Application for Accreditation

FEES AND VALIDITY OF PERMITS

Certificate/Permit	Fees	Validity
1. Accreditation Fee	US\$200 or equivalent in Philippine Peso at current exchange rate	One year



SYSTEM OF FINES AND PENALTIES**A. Minor Violations**

TYPE OF VIOLATION	FINE
1. Late renewal of Accreditation	US\$ 25.00 per quarter
2. Non-posting/display/presentation of Accreditation Certificate	US\$ 10.00 per violation
3. Failure to wear SBMA ID's within the SBFZ	US\$ 5.00 per violation

B. Major Violations

TYPE OF VIOLATION	FINE
1. Operating without Accreditation <i>First violation</i> <i>Second violation</i>	US\$ 400.00 with advise to apply for accreditation Blacklisted from doing business within SBFZ
2. Fraudulence/misrepresentation in the submission of documents	Cancellation of Accreditation
3. Fraudulence/misrepresentation in the conduct of business within the SBFZ	Cancellation of Accreditation
4. Hiring or employment by SBF-registered companies of non-accredited entities <i>First violation</i> <i>Second violation</i>	US\$ 400.00 for the Locator Cancellation of SBF permit/registration

SECTION XII

VISA ASSISTANCE

The SBMA through its One-Stop-Shop Visa Processing Office provides assistance in the processing of Special Subic Visas of foreign nationals who intend to locate their businesses or work in Subic Bay Freeport.

Permit/s

1. Special Subic-Clark Working Visa (SS-CWV)
2. Special Subic-Clark Investor's Visa (SS-CIV)
3. Special Subic-Clark Dependent's Visa
4. Downgrading of Subic Visa Status to Tourist Visa

Office-in-Charge : Visa Processing Office
Group/Department : REGULATORY GROUP
Office Location : Regulatory Building, corner Rizal Highway, Labitan Street
Contact Numbers : Tel: 252.4257/Telefax: 252.4203

Business Hours Monday - Friday / 8AM – 5PM, except Holidays

SPECIAL SUBIC-CLARK WORKING VISA ASSISTANCE

Date of Implementation: 03 February 2009

Reference/s: Joint Memorandum Order No. 001-2009 (Rules & Procedures on Alien Employment Permits, Work Permits and Visas for the Subic-Clark Economic Corridor)

Revision No. 0

Special Subic-Clark Working Visa (SS-CWV)

It is a temporary residence status granted to aliens who are gainfully employed within the Freeport Zones and holders of an Alien Employment Permit (AEP). The SS-CWV is valid for two (2) years and extendible every two (2) years. It is coterminous with the employment contract or the Alien Employment Permit whichever validity is shorter.

Documentary Requirements of SS-CWV:

- Application form;
- Photocopy of Passport with updated visa;
- Alien Employment Permit (AEP) from the DOLE;
- Photocopy of Certificate of Registration and Tax Exemption (CRTE);
- Medical Certification from the employer that the foreign worker is in good medical and psychological condition or results of medical and psychological examinations; and
- Affidavit of Support from the President or Vice President of the company.

Application for renewal of SS-CWV shall be subject to the same documentary requirements stated above.

The following forms can be downloaded from the SBMA website, www.sbma.com

- A. Requirements Checklist
- B. Application form for SS-CWV
- C. Medical Certification
- D. Affidavit of Support

Processing Time

: Within 8 working hours on submission of application with complete documentary requirements

SPECIAL SUBIC-CLARK INVESTOR VISA

Date of Implementation: 03 February 2009

Reference/s: Joint Memorandum Order No. 001-2009 (Rules & Procedures on Alien Employment Permits, Work Permits and Visas for the Subic-Clark Economic Corridor)

Revision No. 0

Special Subic-Clark Investor's Visa (SS-CIV)

It is an *Indefinite* residence status granted to a foreign investor/expatriate who has an investment or allocation from the company of not less than Two Hundred Fifty Thousand U.S. Dollars (US\$250,000.00) within the Freeport and Economic Zones. It shall be valid while the investment is intact.

Documentary Requirements of SS-CIV:

- Application Form;
- Photocopy of passport with the latest arrival date and updated visa;
- Proof of investment of US\$250,000.00 (Certificate of Inward Remittance/s) from the Manager of the authorized applicant's agent bank in the Philippines. Should the applicant decide to seek assistance from the Bangko Sentral ng Pilipinas (BSP) for the repatriation of his investment, he shall register the company with the said agency within six (6) months after the issuance of his SS-CIV;
The investment can be in the form of cash, bonds, capital investment, money market, and/or bank deposit;
- Written and sworn declaration that the investment shall be used within the Freeport and Economic Zones and a certificate of allocation issued by the President/Chairman of the enterprise that the applicant has allocated US\$250,000 or its peso equivalent;
- Photocopy of SBF Certificate of Registration and Tax Exemption (CRTE);
- Medical Certification from the President/Vice President that the applicant is in good medical and psychological condition or results of medical and psychological examinations;
- Alien Employment Permit (AEP) issued by the Department of Labor and Employment (if an applicant signs documents pertaining to the operations of the company); and
- Personal Appearance (Briefing)

The following forms can be downloaded from the SBMA website, www.sbma.com

- A. Application Form for SS-CIV
- B. Medical Certification

Processing Time

: Within 8 working hours on submission of application with complete documentary requirements

SPECIAL SUBIC-CLARK DEPENDENT'S VISA ASSISTANCE

Date of Implementation: 03 February 2009

Reference/s: Joint Memorandum Order No. 001-2009 (Rules & Procedures on Alien Employment Permits, Work Permits and Visas for the Subic-Clark Economic Corridor)

Revision No. 0

Subic-Clark Dependent's Visa

Issued to the legal spouse and unmarried minor children below 21 years of age, of holders of a valid SCWV and SCIV.

Documentary Requirements of Subic-Clark Dependent's Visa (SCDV):

- Application Form;
- Photocopy of passport with updated visa;
- Birth Certificate (children/marriage certificate (spouse) authenticated or notarized by the Philippine Embassy at the applicant's country of origin; and
- Affidavit of Support from the sponsor;
- Medical Certification from the sponsor that his/her dependents are in good medical and psychological condition or results of medical and psychological examinations (psychological examination is not required for dependent children below 18 years old); and
- Photocopy of sponsor's visa endorsement and implemented visa.

The following forms can be downloaded from the SBMA website, www.sbma.com

- A. Requirements Checklist
- B. Application form for SCDV
- C. Medical Certification
- D. Affidavit of Support

Documentary Requirements for the Renewal of (SCDV):

- Application Form
- Photocopy of passport with updated visa
- Affidavit of Support from the sponsor; and
- Photocopy of sponsor's visa endorsement and implemented visa

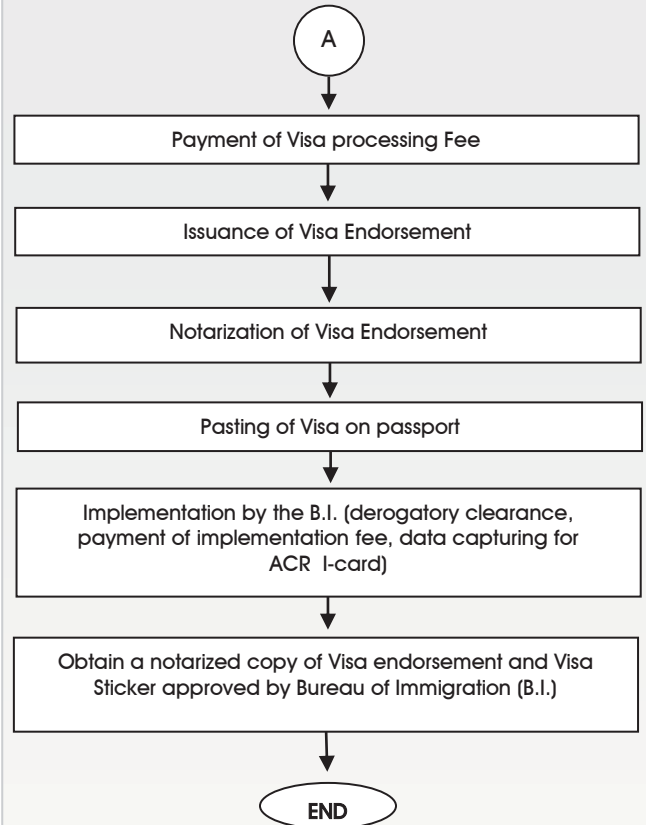
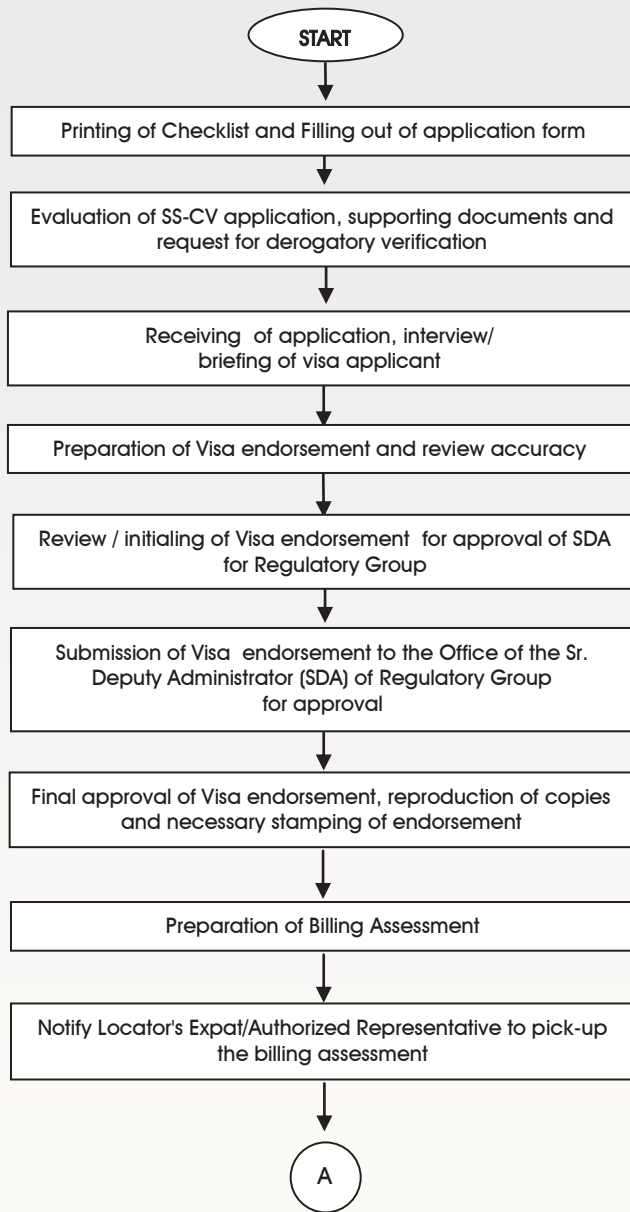
The following forms can be downloaded from the SBMA website, www.sbma.com

- A. Application form for SCDV
- B. Affidavit of Support

Processing Time

: Within 8 working hours on submission of application with complete documentary requirements

PROCESS FLOW
ISSUANCE OF SPECIAL SUBIC-CLARK VISA (SS-CV)
(SS-CWV / SS-CIV / S-CDV)



Note: Interview/briefing can be conducted before or after the processing of Visa

DOWNGRADING OF SUBIC VISA STATUS TO TOURIST VISA

Date of Implementation: 03 February 2009

Reference/s: Joint Memorandum Order No. 001-2009 (Rules & Procedures on Alien Employment Permits, Work Permits and Visas for the Subic-Clark Economic Corridor)

Revision No. 0

Instances for downgrading of Subic Visas are as follows:

- Non-renewal of the company's Certificate of Registration and Tax Exemption (CRTE);
- An Investor's visa or a Working visa holder transfers from one company to another;
- The employment contract of the Subic visa holder has been terminated before the end of the contract;
- The employment contract of the Subic visa holder will no longer be renewed;
- The holder of a dependent's visa reaches the age of majority (21 years);
- The investment of an Investor's Visa is less than US\$250,000.00;
- A dependent's visa shall be downgraded simultaneous with the sponsor;
- Change of status of Subic Visa

Example:

A principal Working Visa is change to dependent's visa and vice versa
From an Investor's Visa to a Working Visa and vice versa

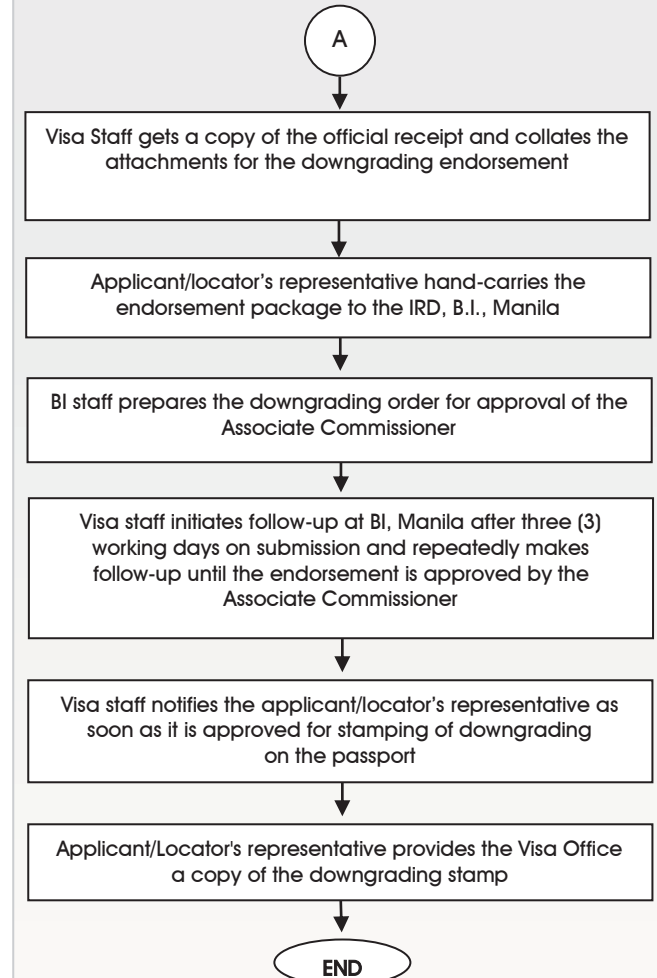
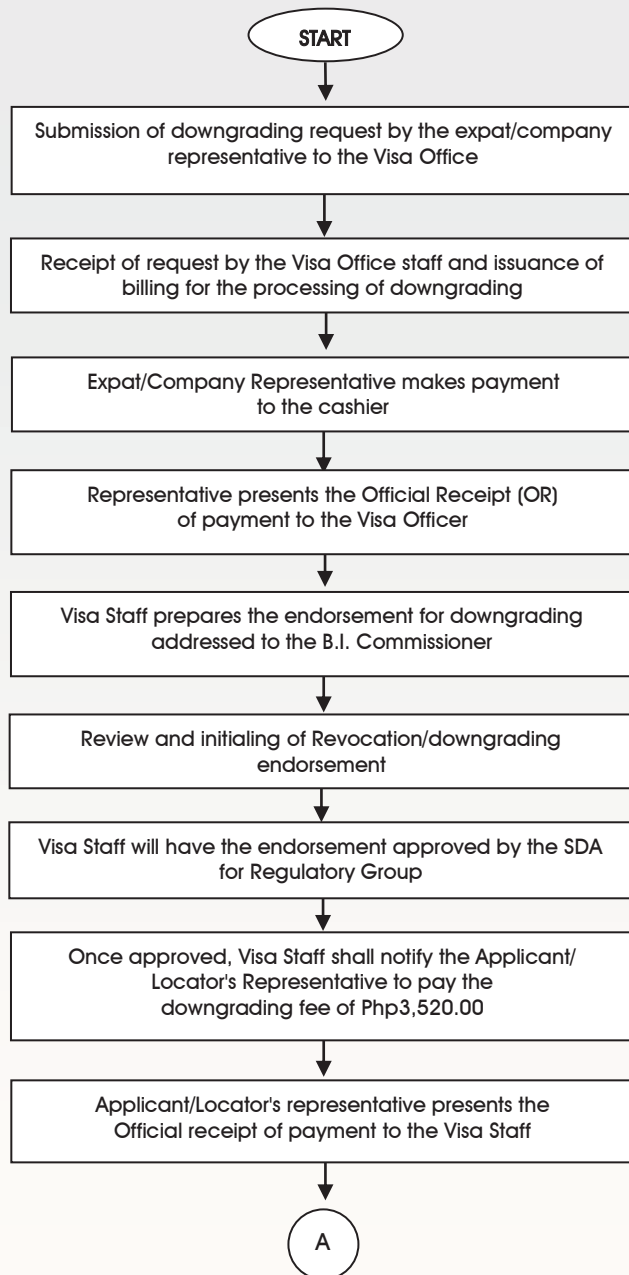
Documentary Requirements:

- Letter request for downgrading of Subic Visa
- Photocopy of picture page of passport; and
- Photocopy of Subic Visa

Request for Downgrading of Subic Visa can be downloaded from the SBMA website, www.sbma.com

Processing Time : Within 5-6 Working Days

PROCESS FLOW

DOWNGRADING OF SPECIAL SUBIC-CLARK VISA (SS-CV)
(SS-CWV / SS-CIV / S-CDV)

Note: Briefing is conducted upon submission of downgrading request.

FEES AND VALIDITY OF PERMITS

Certificate/Permit	Fees			Validity
	SBMA	DOLE	BI	
Subic-Clark Special Work Permit (SWP)				
New & Renewal	US\$20		PHP 6,440 + ACR	
Subic-Clark Provisional Permit to Work (PPW)				
New	US\$10		PHP 6,330	
Alien Employment Permit (AEP)				
New		PHP 8,000 + P3,000 for every additional year		One Year
Renewal		PHP 3,000		
Special Subic-Clark Working Visa (SS-CWV)				
New	US\$100		PHP 8,360 + ACR	Two Years
New	US\$100		PHP 6,620 + ACR	One Year
Renewal	US\$50		PHP 8,050 + ACR	Two Years
Renewal	US\$50		PHP 4,550 + ACR	One Year
Special Subic-Clark Investor's Visa (SS-CIV)				
New	US\$50		PHP 7,970 + ACR	
Special Subic-Clark Dependent's Visa (Working)				
New	US\$75		PHP 6,840 + ACR	Two Years
New	US\$75		PHP 5,610 + ACR	One Year
Renewal	US\$50		PHP 7,650 + ACR	Two Years
Renewal	US\$50		PHP 4,350 + ACR	One Year
Special Subic-Clark Dependent's Visa (Investor's)				
New	US\$50		PHP 6,970 + ACR	
Alien Certificate of Registration (ACR-ICARD)				
			US\$50 equivalent to peso + PHP 500 express lane fee	One Year
			US\$100 equivalent to peso + PHP 1,000 express lane fee	Two Years
Re-stamping	US\$5		PHP 1,010	
Revalidation	US\$5			
Visa Exempt	US\$5			One Year
Downgrading Fee	US\$5		PHP 3,520	
Certification	US\$5			

SYSTEM OF FINES AND PENALTIES**A. Minor Violations**

TYPE OF VIOLATION	FINE	REMARKS
1. Late renewal of Special Subic-Clark Working Visa (SS-CWV)	US\$50.00 plus US\$2.00 daily until date of compliance	Responsible: Expat
	US\$50.00 plus US\$2.00 daily until date of compliance	Responsible: Sponsor/ Company
2. Failure to downgrade	US\$ 50.00	Responsible: Sponsor/ Company
3. Late Submission of Annual Report (SSIV) holder	US\$50.00 plus US\$2.00 daily until date of compliance	Responsible: Expat

B. Major Violations

TYPE OF VIOLATION	FINE	REMARKS
1. Undocumented illegal worker	US\$1,000.00	Responsible: Expat & Sponsor (each)
2. Working with company other than sponsor company	US\$500.00	Responsible: Expat
3. SS-CWV/SS-CIV holder working outside FPZ	US\$500.00	Responsible: Expat
4. Undocumented Foreign national	US\$200.00	Responsible: Expat
5. Failure to downgrade upon reaching the age of maturity	US\$500.00	Responsible: Principal & Sponsor

LIST OF SBMA-RELATED LAWS, EXECUTIVE ORDERS, AND/OR I.R.R.S

This section provides a list of laws, executive orders and implementing rules relevant to SBMA and its stakeholders such as R.A.7227, I.R.R. of SBMA, Presidential Decrees, and Executive Orders.

LIST OF SBMA-RELATED LAWS, EXECUTIVE ORDERS AND/OR IRRS
(Compilation available at the SBMA Website, www.sbma.com)

- R.A.7227 or the Bases Conversion Development Act of 1992
- Implementing Rules and Regulations of SBMA
- Executive Orders and other laws applicable to SBMA

A. Related to Trade Facilitation and Free Port Operations

R.A. 8794 September 2009	Anti-overloading Law. All trucks beyond the 13.5 metric tons per axle load limit are apprehended.
E.O. 687 Dec 28, 2007	Placing Task Force Subic under the Presidential Anti-Smuggling Group
E.O. 675 (Amending E.O. 97-A) Nov 5, 2007	Amending Executive Order no. 97-A dated June 19, 1993 by extending the secured area enjoying the tax and duty-free privileges to the Subic Special Economic and Free Port Zone as defined by Proclamation No. 532 dated February 1, 1995
E.O. 660 September 13, 2007	Rationalizing the tax privilege covering importations by registered enterprises within the Subic Special Economic Zone, and for other purposes
E.O. 170-B September 19, 2005	Encouraging the further expansion of the country's road Roll-On/Roll-Off Terminal System. As envisioned by this executive order, all capable ports must continue to develop RORO in strategic areas of the country to widen the coverage of the nautical highway program
E.O. 384 November 18, 2004	Empowering a Senior Official of the SBMA to Combat Violations of Customs Laws at the SBMA Area
E.O. 156 December 12, 2002	Providing for a Comprehensive Industrial Policy and Directions for the Motor Vehicle Development Program and Its Implementing Guidelines

B. Related to Maritime

E.O. 588 The Philippine Marine Act of 2009	Strengthening the Philippines' Shipbuilding and Ship Repair Sector and Instituting Measures to Promote Its Growth and Development
E.O. 311 (Section 1.b.) April 26, 2004	The Office for Transportation Security (OTS) is hereby designated as the single authority responsible for the security of the transportation systems of the country, including, but not limited to Sea Transport and Maritime Infrastructure, by ensuring that the International Maritime Organization International Ship and Port Facility Security Code (ISPS) is implemented, and that a National Security Program for Sea Transport and Maritime Infrastructure is formulated, developed and implemented
R.A. 9295 Domestic Shipping Development Act of 2004	An Act Promoting the Development of Domestic Shipping, Shipbuilding, Ship Repair and Ship Ordaining Reforms in Government Policies Toward Shipping in the Philippines and for other Purposes

C. Related to Other Investments

<p>R.A. 9593 May 12, 2009</p>	<p>The National Tourism Policy Act of 2009 An Act Declaring a National Policy for Tourism as an Engine of Investment, Employment, Growth, and National Development, and Strengthening the Department of Tourism and its Attached Agencies to Effectively and Efficiently Implement That Policy, and Appropriating Funds Therefore</p>
<p>E.O. 226 1987</p>	<p>Omnibus Investment Code of the Philippines of 1987</p>

D. Related to Environment

<p>R.A. 9275 Clean Water Act March 22, 2004</p>	<p>An Act Providing for a Comprehensive Water Quality Management and for Other Purposes</p>
<p>R.A. 9147 July 30, 2001</p>	<p>An Act Providing For the Conservation and Protection of Wildlife Resources and Their Habitats, Appropriating Funds Therefore and For Other Purposes</p>
<p>R.A. 9003 Ecological Solid Waste Management Act of 2000 January 26, 2001</p>	<p>An Act Providing For An Ecological Solid Waste Management Program, Creating the Necessary Institutional Mechanisms and Incentives, Declaring Certain Acts Prohibited and Providing Penalties, Appropriating Funds Therefore, and for Other Purposes</p>
<p>R.A. 8749 Clean Air Act of 1999 June 23, 1999</p>	<p>An Act Providing for a Comprehensive Air Pollution Control Policy and for Other Purposes</p>
<p>R.A. 8371 The Indigenous People's Act of 1997 October 29, 1997</p>	<p>An Act to Recognize, Protect and Promote the Rights of Indigenous Cultural Communities/Indigenous People, Creating a National Commission of Indigenous People, Establishing Implementing Mechanisms, Appropriate Funds Therefore, and For Other Purposes</p>
<p>R.A. 6969 Hazardous & Toxic Substances Control Act October 26, 1990</p>	<p>An Act to Control Toxic Substances and Hazardous and Nuclear Wastes, Providing Penalties for Violations Thereof, and for Other Purposes</p>
<p>Presidential Decree 1586 June 11, 1978</p>	<p>Establishing an Environmental Impact Statement System, Including Other Environmental Management-related Measures and for Other Purposes</p>
<p>Presidential Decree 984 August 18, 1976</p>	<p>Providing for the Revisions of R.A. 3931 commonly known as the Pollution Control Law, and for Other Purposes</p>

E. Related to the Issuance of the Special Subic-Clark Working Visa and the Special Subic-Clark Investors' Visa to Foreign Nationals

R.A. 7227, Chapter VI (Subic Bay Freeport Immigration Regulations)	These are basic guidelines/checklist in the issuance of the Special Subic-Clark Working Visa (SS-CWV) and Special Subic-Clark Investor's Visa (SS-CIV)
Department of Labor and Employment (DOLE) Order No. 75-06 series of 2006 (Revised Rules on the Issuance of Alien Employment Permit (AEP) to Foreign Nationals)	AEP is a requirement in securing a Special Subic-Clark Working/Investor's Visa
Bangko Sentral ng Pilipinas (BSP) Circular 224 March 31, 2000 series of 2000 (Rule on Foreign Investment)	An inward remittance from the foreign bank to the local bank is required when securing an SS-CIV
MOA by and between the Bureau of Immigration, Subic Bay Metropolitan Authority and the Clark Development Corporation (Policy on 14-Day Visa Free Movement of Taiwanese from Taiwan to Clark and Subic)	The Taiwanese prospective investors and guests of Taiwanese investors in the Freeport Zone can avail of a visa free entry for the directors, officers, personnel, clients or guests of a Taiwanese locator in good standing of either Clark Development Corporation or the Subic Bay Metropolitan Authority

F. Related to the Organization

E.O. 340 August 4, 2004	Reorganizing the Board of Directors of the SBMA and Defining the Powers, Functions, and Duties of the Chairman of the Board and the SBMA Administrator
R.A. 9485 (ARTA) Anti-Red Tape Act of 2007 June 2, 2007	An Act to Improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption, and Providing Penalties Therefore
E.O. 428 May 18, 2005	Directing Departments, Bureaus, Offices and other Agencies in the Executive Branch, including government-owned and controlled Corporations to simplify rules and regulations and reduce Reportorial Requirements to Facilitate Doing Business and Encourage More Investments in the Country

- Special IRRs can be download from the SBMA Corporate website, www.sbma.com.

DIRECTORY OF OFFICES

SBMA OFFICES	CONTACT NUMBERS	
	TELEPHONE (+6347)	TELEFAX / FAX (+6347)
CHAIRMAN & ADMINISTRATOR GROUP		
OFFICE OF THE CHAIRMAN AND ADMINISTRATOR	252.4427/4422/ 4888	252.4428/3014
BOARD SECRETARIAT	252.4172/4174	252.4170
INTELLIGENCE OFFICE	252.4506	252.4246
INTERNAL AUDIT SERVICE	252.4030	252.4266
Manager	252.4267	
Financial Division	252.4030	
Management Division	252.4031	
INFORMATION TECHNOLOGY DEPARTMENT	252.4879/4404	
Manager	252.4471/4497	252.4388
Operations Division	252.4389	
Help Desk	252.4404	
Network and Systems	252.4490	
Technical Support	252.4778/4779	
Applications Division	252.4482	
IFMS Concerns	252.4158/4487/ 4489	
Ortho-GIS Office	252.4355	
PLANNING AND DEVELOPMENT OFFICE	252.4097/4053	252.4098
Manager	252.4077	
TQM (Total Quality Management) OFFICE	252.4026	
OFFICE OF THE DEPUTY ADMINISTRATOR FOR CORPORATE COMMUNICATIONS	252.4007/4999	252.4007
MEDIA PRODUCTION DEPARTMENT	252.4014	
Manager	252.4014	
News and Information Division	252.4279	
Broadcast Services Division - Radio	252.4439/252.8905	
PUBLIC RELATIONS DEPARTMENT	252.4278/4375	
Manager	252.4368	
SubIC (Subic Information Center)	252.4000/4001/4002	

SBMA OFFICES	CONTACT NUMBERS	
	TELEPHONE (+6347)	TELEFAX / FAX (+6347)
INTERNAL SERVICES GROUP		
OFFICE OF THE SENIOR DEPUTY ADMINISTRATOR FOR INTERNAL SERVICES	252.4885	252.4040
OFFICE OF THE DEPUTY ADMINISTRATOR FOR ADMINISTRATION	252.4308/4130	
HUMAN RESOURCE MANAGEMENT DEPARTMENT	252.4709/4252	252.4294
Manager	252.4709/4232	
Manpower Development Division		
Recruitment Section	252.4054	
Appointment & Discipline Section	252.4252	
Training Section	252.4709	
Personnel Services Division		
Benefit Section	252.4135	
Payroll Section	252.4110	
Administrative Section	252.4711	
Morale Welfare & Records Section	252.4297	
OFFICE SERVICES DEPARTMENT	252.4290	252.4291
Manager	252.4390	
Pass Issuance & Control Division	252.4290	
Badging Section	252.4217	
Evaluation Section	252.4728	
Pass Window Section	252.4261	
Administrative Section	252.4776	
Auxiliary Services Division	252.4754	252.4185/ 4186
PROCUREMENT & PROPERTY MANAGEMENT DEPARTMENT	252.4214	252.4284
Manager	252.4282	
Procurement Division		
Purchasing	252.4210	
Technical	252.4501	

SBMA OFFICES	CONTACT NUMBERS	
	TELEPHONE (+6347)	TELEFAX / FAX (+6347)
Coordination	252.4282	
Bids and Awards Committee	252.4230	
Property and Inventory Division		
Administrative/Assets		
Inventory Management	252.4219/4613/4474	
System Section		
Inventory Section	252.4086	
Records and Receiving	252.4432/4238	
Issuance	252.4046	
Warehouse	252.4085	
OFFICE OF THE DEPUTY ADMINISTRATOR FOR LEGAL AFFAIRS	252.4356	252.4352
LEGAL DEPARTMENT	252.4784	252.4780
LABOR DEPARTMENT	252.4254	252.4494
Manager	252.4074/4254	
Manpower Services Division	252.4073/4346/4101	
Receiving Section	252.4273	
Conciliation & Employee Welfare	252.4253/4554	252.4828
Workforce Development Division	252.4496/4067/4092	
Service Contracting Office	252.4861/4542	
OFFICE OF THE DEPUTY ADMINISTRATOR FOR FINANCE	252.4168	
ACCOUNTING DEPARTMENT	252.4419	252.4858
Manager	252.4045	
Accounts Receivable-LOCATOR	252.4654	
Accounts Receivable-HOUSING	252.4016	
Accounts Payable	252.4018	
General Accounting	252.4364	
Payroll	252.4606/4017	
FINANCIAL CONTROL & ANALYSIS DEPARTMENT	252.4459	252.4631
Manager	252.4459	
Financial Control	252.4126/4531	
Budget	252.4605/4642/4512/463	
TREASURY DEPARTMENT	252.4050	

SBMA OFFICES	CONTACT NUMBERS	
	TELEPHONE (+6347)	TELEFAX / FAX (+6347)
BUSINESS & INVESTMENT GROUP		
OFFICE OF THE SENIOR DEPUTY ADMINISTRATOR FOR BUSINESS & INVESTMENT	252.4365/4351/4440	
OFFICE OF THE DEPUTY ADMINISTRATOR FOR BUSINESS & INVESTMENT	252.4242/4149/4150	252.4194
BID - GENERAL BUSINESS & INVESTMENT	252.4636	
Manager	252.4634	
Trading	252.4515/4753	
General Services & Others	252.4394/4396/4397	
BID - INFORMATION & COMMUNICATION TECHNOLOGY	252.4215/4995	252.4215
Manager	252.4995	
BID - LEISURE	252.4398/4331/4071/ 4087/4735/4399/ 4669/4066	252.4023
Manager	252.4331/4392	
BID - LOGISTICS//MARKET RESEARCH	252.4626/4627	252.4216
Manager	252.4055	
BID - MANUFACTURING & MARITIME	252.4636/4635/ 4486/4791	252.4633
Manager	252.4632	
LAND ASSET MANAGEMENT DEPARTMENT	252.4479	252.4715
Manager	252.4470/4479	
Estate Management Division	252.4147/4409	
Land Administration Division	252.4148/4529	
TOURISM DEPARTMENT	252.4200	252.4194
Manager	252.4655	
Conference/Support Division	252.4195	
Administrative Section	252.4561	
Tourism Standards	252.4788	
Recreational Division	252.4180	
Reservations	252.4032/4160	

SBMA OFFICES	CONTACT NUMBERS	
	TELEPHONE (+6347)	TELEFAX / FAX (+6347)
PUBLIC SERVICES GROUP		
OFFICE OF THE SENIOR DEPUTY ADMINISTRATOR FOR PUBLIC SERVICES		
FIRE DEPARTMENT	252-4226/4227	
Manager	252.4224/4227	252.4227
Fire Prevention Division	252.4061	
Fire Suppression Division	252.4830	
Substation 1- Upper Cubi	252.5967	
Substation 2- Naval Magazine	252.5117	
Substation 3– Airport	252.5047/5356	
Substation 4- Boton	252.4740	
Substation 5- Binictican	252.4319	
Substation 6- Kalayaan	252.4883	
Substation 7– CBD	252.4830/4657	
LAW ENFORCEMENT DEPARTMENT	252.4550/4650	252.4667
Manager	252.4505	
Operations Division	252.4641	
Patrol Division	252.4143	
Investigation Division	252.4766	252.4641
Administrative Division	252.4212	
Physical Security Division (Desk Sergeant)	252.4550/4650	
Special Reaction Division	252.5027	
PUBLIC HEALTH & SAFETY DEPARTMENT	252.4161/4169	252.4106
Manager	252.4106	
Medical Division (Trunkline)	252.4169	
Subic Dispensary	252.4161	
Cubi Dispensary	252.5851	
Nurse Station	252.4880	
Locator's PE	252.4161	
Dental	252.4280	
Occupational Health & Safety	Division 252.4502	
Pharmacy/Laboratory/X-ray	252.4380	

SBMA OFFICES	CONTACT NUMBERS	
	TELEPHONE NUMBERS	TELEFAX / FAX
	(+6347)	(+6347)
OFFICE OF THE DEPUTY ADMINISTRATOR FOR PUBLIC WORKS & TECHNICAL SERVICES	252.4834/4610	252.4472
CONSTRUCTION AND MAINTENANCE DEPARTMENT	252.4111	252.4072/ 4137
Manager	252.4802/4058	
Maintenance Division		
Administrative	252.4111	
Green Brigade	252.4312	
Ground Maintenance	252.4250	
Solid Waste Management	252.4309	
Transportation Division	252.4802	
Motorpool	252.4263	
Repairs	252.4461	
ENGINEERING SERVICES DEPARTMENT	252.4100	252.4713
Manager	252.4100	
Technical Services Division	252.4483	
Project Development Division	252.4191	
Utilities	252.4590/4577/4690	252.4589
Project Management Office (PMO)	252.4576/4572/4575	252.4574
AVIATION & MARITIME OPERATIONS GROUP		
OFFICE OF THE SENIOR DEPUTY ADMINISTRATOR FOR AVIATION & MARTIME OPERATIONS	252-4028	
AIRPORT DEPARTMENT	252-3131	252.7171
Manager	252.3131	
Trunkline	252.9360-65	
Admin	252.4961	
Planning & Engineering Division	252.4954	
Operations Division	252.5535	
Marketing	252.9377	

SBMA OFFICES	CONTACT NUMBERS	
	TELEPHONE NUMBERS	TELEFAX / FAX
	(+6347)	(+6347)
SEAPORT DEPARTMENT	252.4541	252.4694
Manager	252.4225	
Asset Management Division	252.4871/4844	252.4871
Corporate Division	252.4371	252.4096
Marine Division	252.4473	252.4248
Policy Division	252.4691	
Terminal Division	252.4347/4342	252.4476
TRADE FACILITATION & COMPLIANCE DEPARTMENT	252-4360/4361	252.4360
Manager	252.4384	
Trade Facilitation & Compliance Monitoring	252.4089/4227/4285	
Processing	252.4293/4295/4265	
Export	252.4316	
REGULATORY GROUP		
OFFICE OF THE SENIOR DEPUTY ADMINISTRATOR FOR REGULATORY GROUP	252.4370	252.4584
ACCREDITATION & VISA PROCESSING OFFICE	252.4257	252.4203
Manager	252.4088/4029	
Accreditation	252.4088	
Visa	252.4257/4203	
REGISTRY OFFICE (REGISTRY OF CERTIFICATE OF OWNERSHIP OF LEASEHOLD RIGHTS)	252.4721	252.4780
BUILDING PERMIT & SAFETY DEPARTMENT	252.4015	
Manager	252.4723	
ECOLOGY CENTER	252.4435	252.4157
Manager	252.4435	
Environmental Protection and Community Development Division	252.4656	
Planning, Administration & Information Management Division	252.4435/4155	
Policy Monitoring Division	252.4416	
Regulatory Permitting Division	252.4059	

SBMA OFFICES	CONTACT NUMBERS	
	TELEPHONE (+6347)	TELEFAX / FAX (+6347)
TRANSPORTATION & COMMUNICATIONS DEPARTMENT	252.4298	252.4449
Manager	252.6269	
Admin	252.4298	
Help Desk	183	
Communication Network	252.4442/4570	
Electronics System Division	252.4437/4444	252.4447
Telephony Systems Division	252.4047/4446	
Transport Regulatory Division	252.4249/4663	

OTHER OFFICES

Office/Agency	Contact Number	website
Subic Bay Freeport Chamber of Commerce (SBFCC)	(+6347)252.3180	http://subicchamber.org/
Greater Subic Bay Tourism Bureau (GSBTB)	(+6347)252.5212	http://www.greatersubic.com/
Wowcard Office	(+6347)252.9032	

Utility Service Providers

Subic Enerzone	(+6347)252.8191	http://www.subicenerzone.com
SubicWater	(+6347)252.2960	http://www.subicwater.com.ph/
SubicTel	(+6347)252.2000	http://www.pldtsubictel.com/
Freeport Cable	(+6347)252.5282	

Government Offices

Bureau of Customs (Main)	Admin Office (+632) 526.6389 / 527.4518	http://www.customs.gov.ph
Bureau of Customs (Port of Subic)	(+6347)252.3534	
Department of Trade and Industry (Main)	(+632)751.0384	http://www.dti.gov.ph
Board of Investments		http://www.boi.gov.ph
Department of Tourism (Main)	(+632)523.8411	http://www.tourism.gov.ph
Department of Tourism (Region 3)	(+6345)477.2499	
Links to Other Government Agencies	Philippine Information Agency	http://www.pia.gov.ph/govlinks.htm

SUBIC BAY FREEPORT CHAMBER OF COMMERCE



The Subic Bay Freeport Chamber of Commerce (SBFCC) is an independent, nonprofit, membership-funded organization founded in 1995 to serve and represent the interests of its member businesses. We are actively involved in many areas and are on the forefront of issues affecting our member businesses, their employees, and their families.

The single distinguishing characteristic that sets SBFCC apart from other Chambers of Commerce is that our members come from some 20 countries around the world.

HOW TO BECOME A MEMBER

1. Download the Membership Application Form from the subichamber.org website.
2. Pay the annual membership fee based on your preferred membership category:
 - Associate Member – Php 7,000.00
 - Corporate Member – Php 10,000.00

**Elite President Circle membership also available*

CONTACT INFORMATION

Contact Numbers	Emails	Office Location
Tel: (+63 47) 252-3180 Fax: (+63 47) 252-3190	admin@sbfcc.com marketing@sbfcc.com donna.tamayo@sbfcc.com	Rm 101 Regulatory Bldg. cor. Labitan & Rizal Hi-way Subic Bay Freeport Zone
website: www.sbfcc.com		

SBFCC SERVICES

- Serves as the voice of the business community in Subic Bay Freeport
- Engages in active dialogue with SBMA, National and local Government levels
- Rallies for policy creation with SBMA to strengthen the economy
- Strong public relations expertise
- Provides business advice and assistance to new and existing members
- Offers extensive communication of business interests and other information pertinent to members of the community
- Offers new investor assistance
- Provides Certificates of Origin
- Facilitates business and social interaction
- Library of business information

SUBIC BAY METROPOLITAN AUTHORITY

**Bldg.229, Waterfront Road, Subic Bay Freeport
Information Center (+6347)252.4000 to 4002
(+6347)252.SBMA**