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| ...Clark New LogoRepublic of the Philippines**FM-CDC-IPDI-02****Rev. 00**Page 1 of 4 Office of the President **CLARK DEVELOPMENT CORPORATION (CDC)** Clark Freeport Zone |
| **APPLICATION FOR RENEWAL***This application together with the required supporting documents must be submitted in three (3) sets to CDC Records Management Division. The Project study format may be modified to include additional relevant information.* ***Please indicate “NA” if not applicable and attach additional sheets as annexes if necessary.*** |
| **Instruction**:  |
| ***Please mark appropriate box:*** |
| **Type of Application:** |
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| * **Lease Agreement**
 | * **Certificate of Registration and Tax Exemption**
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| * **Sub-Lease Agreement**
 | * **Certificate of Registration**
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| CHECKLIST OF REQUIRED SUPPORTING DOCUMENTS AS INTEGRAL PART OF THIS APPLICATION |
| * Notarized and Completely Filled-out CDC Application for Renewal Form *(FM-CDC-IPDI-02)* and Annexes if applicable;
* Board Resolution authorizing the Lease or Sub-Lease Agreement and Signatory thereof *(disregard if Sub-Lessee is a Single Proprietorship)*;
* Copy of the following:
* Latest Audited Financial Statements and Income Tax Return and Latest Quarterly ITR *(CFZ Operations only)* with stamped received by BIR & LGU;
* Certified true copy of the Latest Security and Exchange Commission *(SEC)* - General Information Sheet (GIS) stamped and marked receipt of SEC;
* Bureau of Internal Revenue *(BIR)* Registration *(Form 2303)* - ***(Original to be presented for validation)***
* Statement of Economic Contribution *for consolidated AFS****;***
* Latest Organizational Structure *(OS)* or Revised OS if any;
* Latest photo of the leased or subleased area;
* Photocopy of PAGCOR License / Registration / Accreditation *(****For POGO only****)*

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| **FOR DIRECT LEASE WITH CDC** | **FOR DIRECT LEASE WITH CIAC** |
| * Written Acceptance to the General Conditions and Annexes/Appendix which are provisions of the Lease Agreement
 | * Endorsement Letter from CIAC;
* Renewal of Lease Agreement with CIAC
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| **FOR SUB-LEASE WITH CDC LOCATORS** | **FOR SUB-LEASE WITH CIAC LOCATORS** |
| * Endorsement Letter from Developer/Sub-Lessor;
* Sublease Agreement between Sub-lessor and

Sub-lessee | * Letter endorsement from CIAC;
* CIAC Approval of the Renewal of Sub-Lease Agreement;
* Renewal of SLA between Sub-Lessor and Sub-Lessee
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| **Compliances/ Permits** | **Issuing Divisions** |
| 1. Copy of Insurance Policy and proof of payment for GSIS All Risk Building Insurance and General Liability Insurance
 | Property Management Division |
| 1. Full Occupancy Permit/Certificate of Annual Inspection
 | Building and Facilities Permits Division |
| 1. Certificate of Environmental Clearance
 | Environmental Permits Division |
| 1. Sanitary Permit
 | Health and Sanitation Division |
| 1. Fire Safety Certificate
 | Public Safety Division |
| 1. Current on Lease Payment
 | Treasury Division |
| 1. Submission of Report on Employment and Labor Compliances
 | CSR and Placement Division |

***NOTE:***1. *CDC reserves the absolute right to inquire other documents that it may deem necessary to complete its evaluation of the application of the locator.*
2. *Approval shall be subject to locator’s compliances with the following clearances/permits issued by the concerned CDC Divisions.*
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| Page 2 of 4COMPANY PROFILE |
| **Name of Applicant Firm:** | **Name of Authorized Representative/s:** |
| **Address:** | **Position/s:** |
| **Tel No.**  | **Fax No.** | **Mobile No.**  |
| **E-mail Address:** | **Website:** | **E-mail Address:** |
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**Tax Identification Number**  |
| **Current Business Activities/Product Lines/Services:** |
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| **SOLE PROPRIETORSHIP:** |
| **DTI Certificate No.**  | **Date Issued:** |
| **Validity: From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **DTI Certificate Issued to:** |
| **Name of Proprietor:** |
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| **CORPORATION / PARTNERSHIP:** |
| **SEC Registration / Articles of Incorporation:** |
| **SEC Registration No.:** | **Date of Registration:** |
| **Subscribed Capital:** |
| **Authorized Capitalization:** |
| **Paid-Up Capital:** |
| **Equity or Ownership** *(Use separate sheet if necessary)* |
| **Directors / Key Officers /Partners** | **Corporate Position** | **Nationality** | **Stockholder** | **Amount Subscribed ()** | **Amount Paid ()** |
| **⌧Yes** | **⌧ No** |
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| **Direct Lease or Sub-lease Area being applied for:** |
| **CDC or State the name of the Sub-lessor for Sub-lease** | **Open Space (sq. m.)** | **Structure/ Floor Area (sq. m.)** | **Address** |
| **IF ANY**, please provide detailed list of **NEW** Products/Services *(with corresponding description and uses highlighting unique or distinguishing features)*  |
| *(Use separate sheet if necessary)* |

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| PERFORMANCE RECORD |
| **INVESTMENT AND EMPLOYMENT***(Required field - Information critical for processing of evaluation)* |
| **INVESTMENT** |
| **Period** | **Committed (Php)** | **ACTUAL** *(Php)**Based on Audited Financial Statement (AFS)* |
| **Original** | **Additional/(Decrease)** | **Total New Committed (Php)** |
| Year \_\_\_\_\_ |  |  |  |  |
| Year \_\_\_\_\_ |  |  |  |  |
| Year \_\_\_\_\_ |  |  |  |  |
| ***Remarks/Justification on increase / decrease of commitment:***  |
| **EMPLOYMENT** |
| **Period** | **Original Commitment** | **Additional / (Decrease) Commitment** | **Total New Commitment** | **ACTUAL** |
| Local | Foreign | Total | Local | Foreign | Total | Local | Foreign | Total | Local | Foreign | Total |
| Year \_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |
| Year \_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |
| Year \_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Remarks/Justification on increase/decrease of commitment:***  |
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| **FINANCIAL DATA** *(Use separate sheet if necessary)* |
| **Particulars** | **Last Year (Actual) Year** | **This Year (Projected) Year** | **Next Year (Projected) Year** |
| Foreign Gross Revenues\* *(Direct Export Services) (Indicate Country)* |  |  |  |
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| Gross Revenues\* *(considered* ***constructive exports*** *if within CFZ and to other similar Economic Zone – indicate which Economic Zone and Establishment)* |  |  |  |
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| Cumulative Tax Provision *(5% of Gross Income Earned)* |  |  |  |
| *\*Note: Gross revenues before any cost of sales/ services* |

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| **APPLICANT'S ADDITIONAL UNDERTAKING** |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, of legal age, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “company”, herein), with postal address at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ after having been duly sworn to in accordance with law hereby, depose, represent, certify and warrant that in addition to above performance commitments, the applicant also commits to undertake the ff.:1. To contribute to the achievement of the goals of transforming the Clark Freeport Zone (CFZ) into a modern metropolis that is world-class in its facilities but environmentally sound for its residents and workers and to the development of the national economy in general;
2. To support the promotion of CFZ as an investment and tourist destination;
3. To engage in good faith in creating a market for its products and services abroad;
4. To use domestic raw materials and supplies in preference to imported goods whenever these are available at comparable quality and price;
5. To establish a separate entity that will exclusively engage in the proposed business activities at the CFZ, if the proponent has been granted the privileges to enjoy tax incentives pursuant to RA 9400 and the same will not branch outside the CFZ in the future;
6. To comply with the following:
* Rules and regulations on importation/exportation and all other existing laws, rules and ordinances issued by the Government;
* Zoning regulations, building, environmental, health and safety standards prescribed by the authorities concerned;
* Requirements of RA 10708 also known as the Tax Incentives Management and Transparency Act (TIMTA), its implementing rules and regulations and pertinent circulars if the entity will qualify for tax incentives; if applicable;
* Terms and conditions of the lease agreement with CDC and Annexes of this application, if applicable;
* Submission of periodic reports and other information on its activities in the CFZ as may be required by CDC.
1. To install an accounting system adequate to identify the investments, revenues, costs and profits or losses of the project covered by this application separately from the aggregate investments, revenues, costs and profits or losses of the other business activities of the applicant not registered with CDC;
2. To promise not to give, has not given and will not give any gift to any officer or employee of the CDC in connection with filing and processing of this application pursuant to the provisions of Section 3 and Section 14 of Republic Act No. 3019 [Anti-Graft Act];
3. To ensure that based on the records of the applicant, no Board member or department Director of CDC has an investment or any other financial interest, direct or indirect, in the applicant’s enterprise; Also, that there no exists dummy relationship between the stockholders or Directors of the applicant and any foreigner;
4. To hire, as much as practicable, employees and workers from peripheral areas of the CFZ through the CSR & Placement Division of CDC, and to abide by existing labor policies, rules and regulations pursuant to the Labor Code of the Philippines;
5. To establish in-house skills training program and recruitment system in coordination with CDC to maximize job opportunities for the local Labor Force. If the skills requirement is highly specialized, foreign nationals hired to occupy the job must transfer the technology through the said program;
6. To accept that the CDC Citizen’s Charter on standard processing time for the lease/sub-lease agreement may only be applicable if the complete requirements have been submitted and contents of said documents have been verified by our departments;
7. To accept that the submission of the required documents will not guarantee of any property which shall be subject of the negotiations and CDC will continue to entertain other proponents for the area; if applicable
8. To accept that CDC may undertake due diligence enquiries, and to request and receive information relative to this application including information on derogatory records of its officers, directors, and/or authorized representatives and that any person named within this application is authorized to release any information requested by CDC;
9. To obligate its management and staff or authorized third party representatives, if any, to periodically access and read the official CDC Website: www.clark.com.ph to comply with applicable circulars posted regarding policies and information affecting its operation and welfare of the company and its employees. This effort is also part of the paperless campaign for a clean and green environment;

I declare that I have read and fully understood the contents of this application and Undertaking including annexes if applicable which I have voluntarily and willingly signed, fully aware of the consequences in case of non-compliance thereto in accordance with the laws of the Republic of the Philippines.Done in the city province of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_this \_\_\_\_\_\_\_\_\_ day of\_\_\_\_\_\_\_\_\_\_\_\_\_,20\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Applicant Firm) (Signature over printed name) (Position/Designation)  Republic of the Philippines}City/Province of }S.S.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_}Subscribed and sworn to before me this\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_in the City /Province of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Affiant exhibited to me his Community Tax Certificate No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issued at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Doc. No.\_\_\_\_\_\_\_\_\_\_\_\_Page No.\_\_\_\_\_\_\_\_\_\_\_Book No.\_\_\_\_\_\_\_\_\_\_\_Series of\_\_\_\_\_\_\_\_\_\_\_\_ |

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