**FM-CDC-IPDI-03**

*Rev.00*

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| CaptureRepublic of the PhilippinesOffice of the President**CLARK DEVELOPMENT CORPORATION (CDC)**Clark Freeport Zone |
| **APPLICATION FOR EXPANSION** |
| **Instructions:** *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.*** |
| *Please mark appropriate box:*  |
| 1. **Type of Application for Expansion**:
* Renewal
* New
 | 1. **Expansion for:**
* Facility
* Branch
 |
| CHECKLIST OF REQUIRED SUPPORTING DOCUMENTS AS INTEGRAL PART OF THIS APPLICATION |
| * Notarized and Completely Filled-out CDC Application for Expansion Form *(FM-CDC-IPD1-03)*;
* List of Additional Importables *(If applicable)*;
* Board Resolution authorizing the Lease or Sub-Lease Agreement and Signatory thereof, *in case of changes;*
* Copy of the following:
* Latest Audited Financial Statements *(AFS)* and Income Tax Return and Latest Quarterly ITR *(CFZ Operations only)*
* Certified true copy of the Latest General Information Sheet *(GIS)* from Security and Exchange Commission *(SEC)* stamped or marked receipt of SEC;

€ Statement of Economic Contribution *(see attached FM-CDC-IPD1-04) for Consolidated AFS****;*** **PLUS**

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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 Supplemental Lease Agreement;
* Proposed site conceptual plan and location map (with perspective drawings);
 | * Endorsement Letter from CIAC;
* 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 Sub-Lease Agreement
* Sublease Agreement between Sub-Lessor and Sub-Lessee;
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***Approval shall be subject to locator’s compliances with the following clearances/ permits issued by the concerned CDC Divisions:***

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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. Monthly Report on Employment and Labor Compliance
 | CSR and Placement Division |
| 1. Submission of TIMTA Report pursuant to RA 10708 (Form A.1 and A.2) with Incentives only
 | Investment Promotions Division II |

***NOTE:***1. *CDC reserves the absolute right to require 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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| COMPANY PROFILE |
| **Name of Applicant Firm:** | **Name of Authorized Representative/s:** |
| **Address:** | **Position/s:** |
| **Telephone Number:** | **Fax Number:** | **Mobile Number:** |
| **Email Address:** | **Website:** | **Email Address:** |

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| **Current Business Activities/Product Lines /Services and Current Market Coverage:** *(attach separate sheet if necessary)* |
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| PROJECT PROPOSAL |
| **Direct Lease or Sub-lease Area being applied for:** |
| **CDC or State the name of the Sub-lessor for Sub-lease**  | **Space Requirements** | **Address** |
|  | Open Space (sq. m.) and proposed lease rate | Structure/ Floor Area (sq. m.)and proposed lease rate |  |
| **General Project Description for Expansion** *(Specify business activity to be undertaken including facilities to be setup, concept of business operation, product lines/services, target market & indication whether new, expansion or transfer of operations, stating reasons for transfer)* |
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| **DEVELOPMENT TIMELINES:** |
| **Activity:** | **Number of days:** |
| 1. Submission of Site Development/Conceptual Plans
 | Within \_\_\_\_\_ (XX) calendar days from signing of Lease Agreement. |
| 1. Submission of Construction Plans
 | Within \_\_\_\_\_\_\_ (XX) calendar days from CDC’s approval of the conceptual plan. |
| 1. Start of construction activities
 | Within \_\_\_\_\_\_ (XX) calendar days from CDC’s approval of the construction plans. |
| 1. Construction period
 |  \_\_\_\_\_\_\_\_ (XX) months |
| 1. Start of operations
 | Within \_\_\_\_\_\_\_\_ (XX) calendar days from issuance of Occupancy Permit.Indicative Date of Start of Operation: \_\_\_\_\_\_\_\_ |
| **Additional Manpower Requirements for Expansion*****(Required field - Information critical for processing of evaluation)*** |
| **Particulars** | **1st year** | **3rd year** | **5th year** |
| **Local** | **Foreign** | **Local** | **Foreign** | **Local** | **Foreign** |
|  During Construction *(Cumulative)* |  |  |  |  |  |  |
|  During Operation: |  |  |  |  |  |  |
| * Regular *(Cumulative Totals)*
 |  |  |  |  |  |  |
| * Contractual *(Cumulative Totals)*
 |  |  |  |  |  |  |
| **Total Employment during Operation** |  |  |  |  |  |  |
| 1. Do you require specific skills in recruiting manpower? \_\_\_\_\_ Yes \_\_\_\_\_\_No
 |
| 1. If yes, please enumerate needed skills:
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| *(Pls. use extra sheets if necessary)* |
| **Additional Committed Investment for Expansion/ Project Cost*****(Required field- Information critical for processing of evaluation)*** |
| **Particulars** | **Cost (Cumulative)** |
| **1st Year** | **3rd Year** | **5th Year** |
| Land Improvements |  |  |  |
| Buildings |  |  |  |
| Plant Machinery & Equipment |  |  |  |
| Communication and Electronic Equipment |  |  |  |
| Transportation Equipment |  |  |  |
| Office Equipment |  |  |  |
| Furniture and Fixtures |  |  |  |
| Other assets |  |  |  |
|  **TOTAL INVESTMENT / PROJECT COST** |  |  |  |
| Add: Working Capital |  |  |  |
|  **TOTAL** |  |  |  |

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| **APPLICANT'S 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 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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