

SUBIC BAY FREEPORT ZONE (SBFZ) REQUIREMENTS FOR BUSINESS REGISTRATION

A. STAGE 1 REQUIREMENTS

- I. SBF Investment Application Form
- II. Documentary Requirements
 1. Letter of Intent
 2. Business Plan
 - a. Company Profile
 - b. Scope of Operation
 - c. Proposed site development plan (for development projects) with the following:
 - i. perspective drawings
 - ii. development timetable
 - iii. 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. Deed of Undertaking for submission of Risk Assessment Analysis Report
 - i. Brochures (*optional*)
 - j. Letter of References (*optional*)
 3. Document of Authorization stating Official Representative
 4. Business Registration
 - a. For Existing Parent Corporation: Certified True Copy of Securities and Exchange Commission (SEC) Certificate with Articles of Incorporation and By-Laws
 - b. For New Corporation: SEC Name Reservation
 - c. For Sole Proprietor: DTI Registration
 5. Personal Information Sheet (PIS) of Incorporators with the following attachments:
 - a. For Filipino Citizens: photocopy of valid identification cards or passport
 - b. For Aliens:
 - i. Photocopy of valid passport
 - ii. Curriculum vitae
 - iii. Clearance from embassy of country of origin
 6. Audited Financial Statements for the last three (3) years of operation of applicant's parent company, if any.
 7. Latest income tax return of applicant's parent company, if any.
 8. Bank Certificate of Deposits or Certification of approved loan/credit line
 9. *For Sublease Arrangements:* Draft sublease agreement with technical plan and location plan, and letter of endorsement from Sublessor
 10. Permits and licenses required by law as necessary.
 11. Proof of Payment of Filing Fee (US \$50.00)

B. STAGE 2 REQUIREMENTS

1. Signed letter of Conformity (if applicable)
2. Proof of payment of registration fee
3. Certified true copy of Securities & Exchange Commission (SEC) Certificate with Articles of Incorporation & By-laws for newly registered corporations
4. Notice to Proceed from the SBMA Ecology Center
5. Signed Lease Agreement with proof of payment of Advance Rental and Security Deposit.
6. Notarized Certification of Conformity with latest Secretary's Certificate designating authorized SBF signatory
7. Integrity Pledge

C. REQUIREMENTS AFTER ISSUANCE OF CRTE and CR

1. Submission of performance bond for those with development projects
2. For Main Lessee with existing structure, the applicant shall submit the Insurance Policy with Government Service Insurance System stating SBMA as the co-beneficiary

