



**SUBIC BAY METROPOLITAN AUTHORITY**  
Registry of Certificate of Ownership of Leasehold Rights

**Document Code :**

Revision Code: 01

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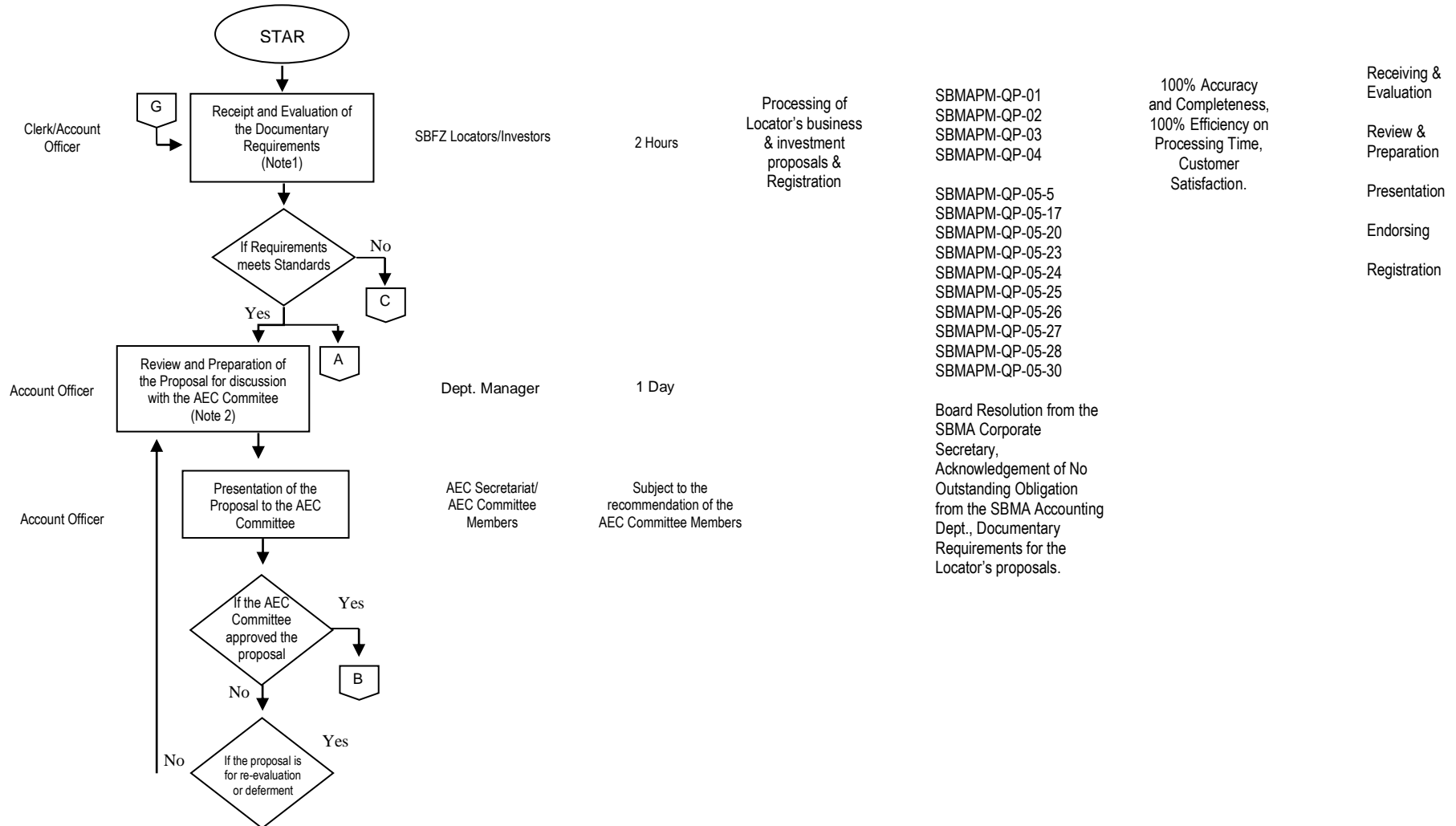
Effectivity Date:

**PROCEDURES MANUAL: Business and Investment Proposals & Registration Processing**

**Objective** : To process all business & investment proposals and registration of registration certificates and certificates of tax exemptions on time based on comprehensive policies and guidelines to satisfy customers' expectations.

**Scope** : Processing of Business and Investment Proposals and Registration Process.

PERSONS RESPONSIBLE	PROCESS FLOW	INTERFACE	KPM	RECORDS	DOCUMENT REFERENCE	QUALITY STANDARDS	CONTROL METHOD
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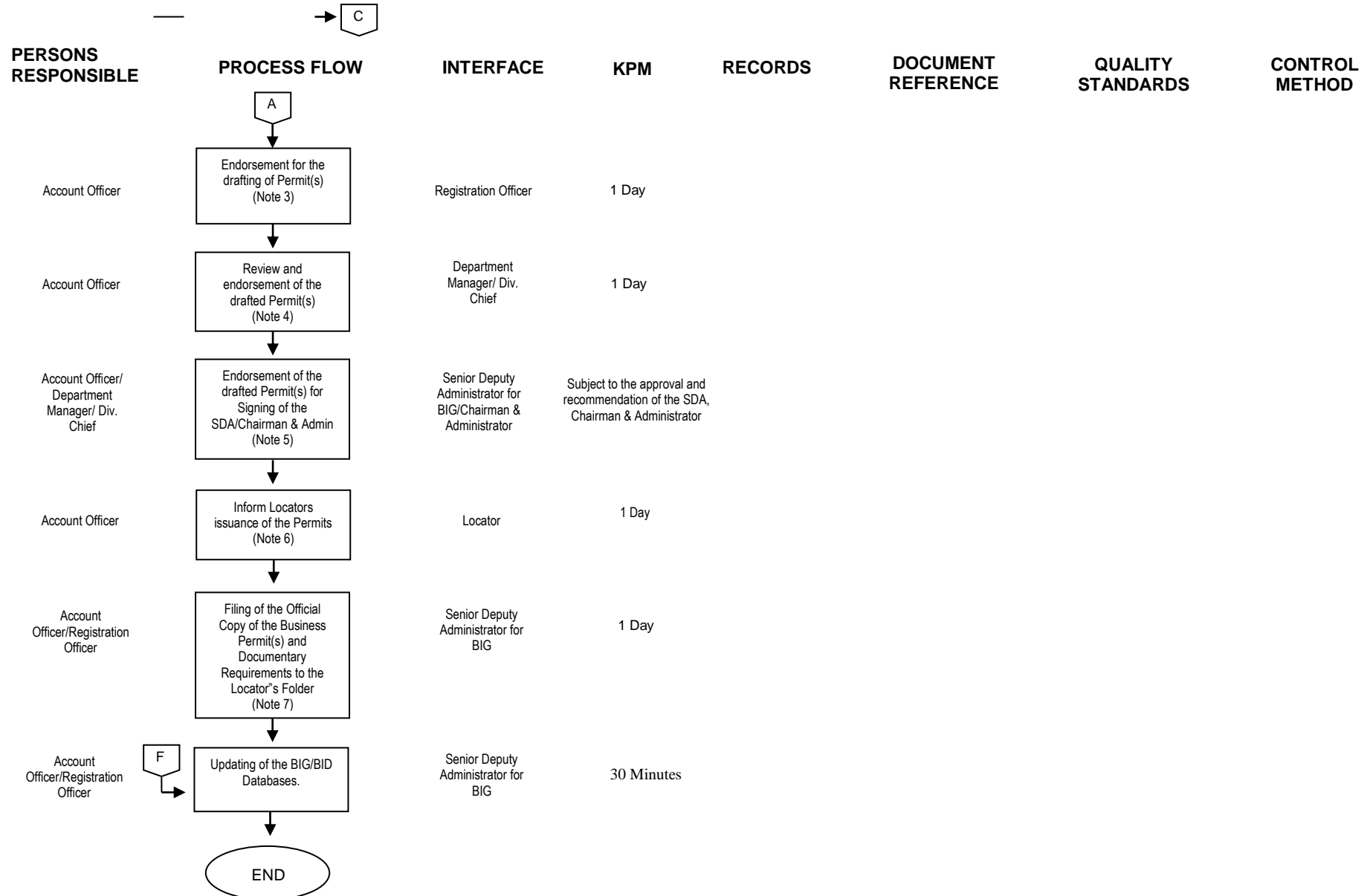
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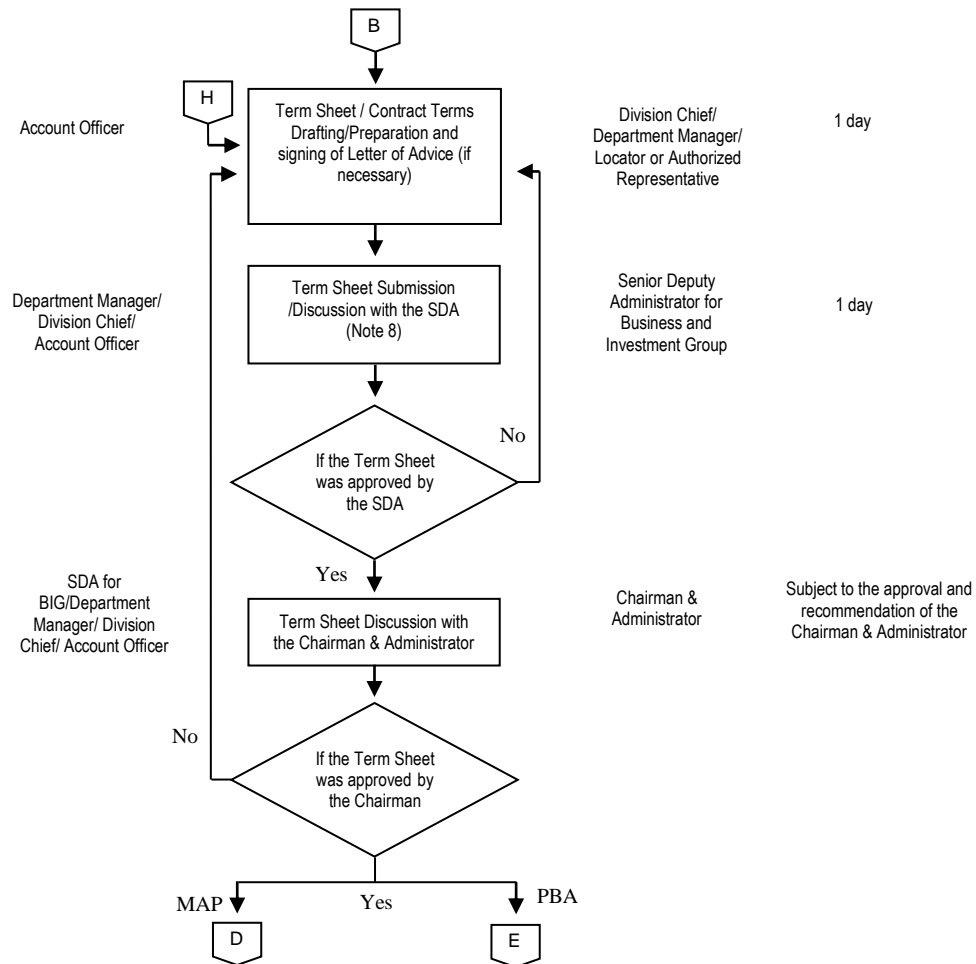
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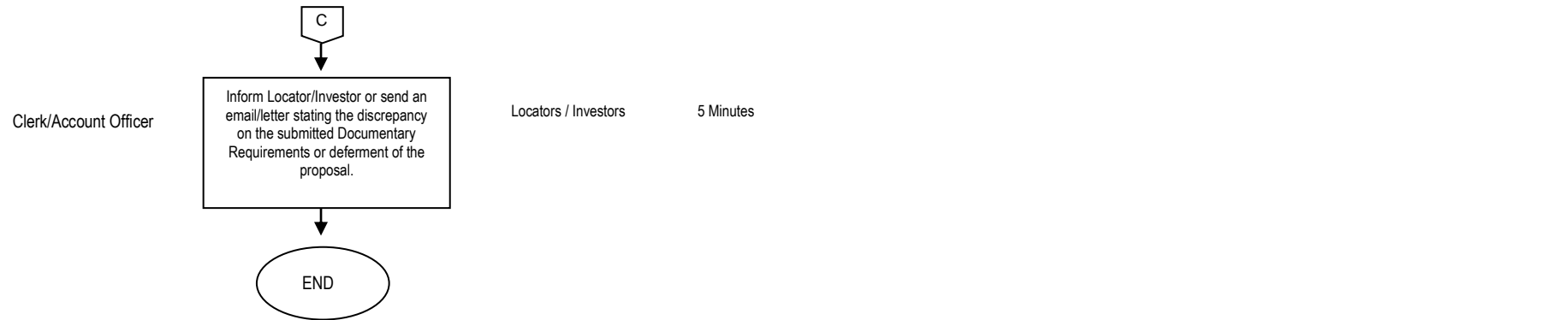
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	D						
Account Officer/Clerk	Receipt of the approved termsheets from the OSDABI	OSDABI	2-3 Minutes				
Account Officer/BID Manager	Submit memo to the Office of the SDA for the approved projects	OSDABI	2-3 Minutes				
Account Officer/BID Manager	Inform Locator approval of proposal through letter or email.	Locator/Client	30 Minutes				
	If proposal need to amend Certificate/Permit Yes / No						
Account Officer/BID Manager	Inform Locator submission of other documentary requirements.	Locator/Client	30 Minutes				
	G						



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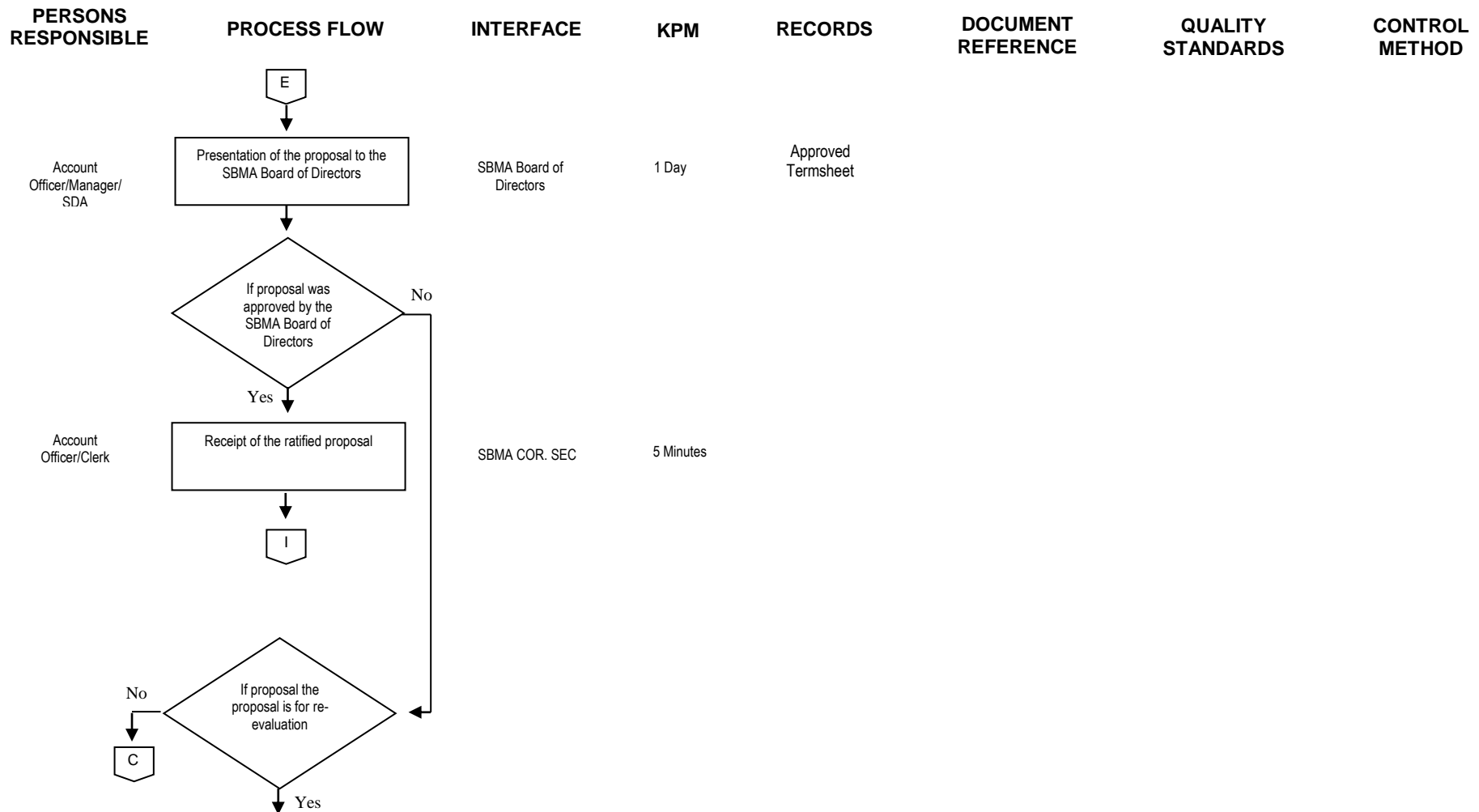
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**Note 1:** The Clerk/Account Officer determines the nature of request:

**a. New Business Proposals**

Stage I

- i. Letter of Intent
  - ii. Business Plan
    1. Company Profile
    2. Scope of Operation
    3. Proposed site development plan (Perspective drawings, development timetable and development cost)
    4. Market Study
    5. Sources of Funds
    6. Financial Projection for the First Five (5) Years of Operation
    7. List of Clients and Suppliers with contact information
    8. Brochures – optional
    9. Letter of References - optional
  - iii. Document of Authorization stating Official Representative
  - iv. Business Registration
    1. For Existing Parent Corporation: Certified True Copy of Securities and Exchange Commission (SEC) Certificate with Articles of Incorporation and By-Laws.
    2. For New Corporation: SEC Name Reservation
    3. For Sole Proprietorship: DTI Registration
  - v. Personal Information Sheet (PIS) of Incorporators with the following attachments:
    1. For Filipino Citizens: photocopy of valid identification cards or passport
    2. For Aliens: photocopy of valid passport, curriculum vitae and clearance from embassy of country of origin
  - vi. Audited Financial Statement for the last three (3) years of operation of applicant's parent company, if any.
  - vii. Latest income tax return of applicant's parent company, if any.
  - viii. Bank Certificate of Deposits or Certification of approved loan or credit line
  - ix. For Sublease Arrangements: Draft Sublease Agreement with technical plan and location plan, and letter of endorsement from sublessor
  - x. Permits and licenses required by as necessary
  - xi. Proof of Payment of Filing Fee
- b. Renewal of Permits,
  - c. Renewal Lease/Sublease Contracts & Other Occupational Agreements
  - d. Amendments of the Business Activity, Address



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**Note 2:** Review of the proposal includes the study and evaluation of the business plan, core business activity, secondary licenses necessary, and drafting of the Project Evaluation Report. There are certain evaluation reports are being requested to FCAD, IIO, Legal and Treasury Departments in preparation for the drafting of the Term sheet once the Accounts Evaluation Committee (AEC) approves the proposal.

**Note 3:** The Registration Officer will draft the appropriate Permit as requested and return in to the Account Officer for review.

**Note 4:** The Account Officer will check the information printed to the Permit/Certificate if in accordance to what the approved proposal is such as the Name of the Company, Addresses, Business Activity and other information as requested or deemed by the SBMA policies.

**Note 5:** Upon endorsement of the Account Officer/Manager to the Office of the SDA of the Permits/Certificates, the OSDABI will facilitate the signing and release to the Locators/Company.

**Note 6:** The OSDABI will inform the Account Officer that the Certificate has already been signed by the SDA/Chairman & Administrator and the schedule of the issuance of the Certificate. The Account Officer will then inform the Locator through phone call or email about the schedule of the issuance and presentation of other requirements if the President/General Manager/Owner of the company is not available on the schedule of the issuance (**Authorization Letter** and photo **copy of the identification card** of the authorizing person.)

**Note 7:** After the Certificate has been issued to the Locator, the OSDABI will return the copies of the requirements attached to the Certificate to the Registration Officer to update the records. Afterwards, the Registration Officer will return the copies of the requirements to the concerned Account Officer/Department for safekeeping.

**Note 8:** The proposals will be submitted to the SDA for Business and Investment Group for his determination and approval, and shall be endorsed to the Office of the Chairman and Administrator. In the event that the proposals have discrepancies and inconsistencies, the OSDABI shall return it to the concern Department for re-evaluation and re-drafting of the termsheets.





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**APPROVAL:**

This Procedures Manual: Business Registration and Renewal Process, consists of Nine (9) pages including this page; prepared, reviewed, signed and approved, is in conformance with the Document Creation/Change Request, executed on 30 September 2015, effective 30 September 2015.

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