

**Marketing Department**

**External Services**

### 1. Application for Direct Lease Agreement (Letter of Intent to Lease Agreement) (New, Renewal, Extension, Amendment)

- Describes the procedure for processing of Letter of Intent to Lease Agreement

<b>Office/Division:</b>	Marketing Department	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2B – Government to Business Entity	
<b>Who may avail:</b>	Prospective and Existing Business Locators	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1)	Letter of Intent – 1 original copy & 1 duplicate copy	CIAC-MD (sample LOI)
2)	Company profile and brochures – 1 original copy & 1 duplicate copy	Proponent
3)	Properly filled-up and notarized Project Evaluation Form – 1 original copy & 1 duplicate copy	CIAC-MD (PEF Form)
4)	Board Resolution of duly authorized representative/signatory - 1 original copy & 1 duplicate copy	Proponent
5)	Certified true copy of business registration (SEC papers, license to transact business in the Philippines, DTI registration) – 2 certified true copies of original	SEC, DTI
6)	Resume and copies of passports of stockholders and key management officers – 2 certified true copies of original	Proponent
7)	Proof of financial capability (verifiable bank certification from universal bank, audited Financial Statement) – 2 certified true copies of original	Bank, independent auditor
8)	Pertinent licenses, franchises, permits, certifications, etc. - 2 certified true copies of	

<p><b>original</b></p> <p>9) Proposed site development plan and location plan (with perspective drawings) and construction timetable/ financial schedule – <b>1 original copy &amp; 1 duplicate copy</b></p> <p>10) Production process flow chart, if applicable (copy of systems/ schematic diagram/ basic network configurations) – <b>1 original copy &amp; 1 duplicate copy</b></p>	<p>Pertinent government agency</p> <p>Proponent</p> <p>Proponent</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1) Proponent submits documents at the CIAC Records Management Office	1.1) Stamping of submitted documents indicating date and time of receipt	None	30 minutes	Records Management Assistant – CIAC Records Management Office
	1.2) Forward documents to OP/CEO			
	1.3) Issue instructions, if any, and forward documents to VP/CBDG	None	1 day	OP/CEO
	1.4) Issue instructions, if any, and forward documents to MD	None	1 day	VP/CBDG
	1.5) Assignment of Account Officer	None	2 days	MD-Manager, MD-Account Officer
	1.6) Document review for completeness and correctness in accordance with business standards			
	1.7) Acknowledge receipt and status of LOI			
	1.8) Simultaneous release of evaluation sheets to concerned CIAC depts			
	1.9) Submission of evaluation reports & comments	None	1 day	Concerned Department Head

	<p>1.10) Collation of submitted reports &amp; comments and preparation of recommendation:</p> <p>If for approval, submit to CBDG-VP Memo for Board for approval of Term Sheet.</p> <p>If for disapproval, submit to CBDG-VP letter to proponent stating therein reason for disapproval</p>	None	1 day	MD-Manager, MD-Account Officer
	1.11) Review and endorse to OP/CEO submitted recommendation	None	1 day	CBDG-VP
	<p>1.12) Review submitted recommendation:</p> <p>If for approval, sign Memo for Board for approval of Term Sheet.</p> <p>If for disapproval, sign letter to proponent stating therein reason for disapproval</p>	None	1 day	OP/CEO
	1.13 <i>Approval or Disapproval of Term Sheet</i>	None		<i>CIAC Board</i>
	<p>1.14) If approved, sign Term Sheet.</p> <p>If disapproved, sign letter to proponent stating therein reason for disapproval.</p>	None	1 day	OP/CEO
	1.15) Transmit to RMO			
	1.16) Stamping of documents indicating date and time of receipt	None	1 day	RMO-Records Management Assistant

	1.17) Provide copies to MD			
	1.18) Transmit documents to proponent			
2) Proponent submits signed Term Sheet at the CIAC Records Management Office	2.1) Stamping of submitted documents indicating date and time of receipt	None	30 Minutes	RMO-Records Management Assistant
	2.2) Forward documents to the Marketing Department	None		
	2.3) Draft Lease Agreement	None	2 Days	MD-Manager, MD-Account Officer
	2.4) Forward draft LA for simultaneous final review of LSD and AD			
	2.5) Submit to MD results of final review	None	1 Day	LSD-Manager, AD-Manager
	2.6) Transmit via email the draft LA for concurrence of proponent	None	1 Day	MD-Account Officer
3) Proponent submits via email or in writing its concurrence to draft LA	3.1) Acknowledge receipt of concurrence of proponent to draft LA	None	1 Day	MD-Manager, MD-Account Officer
	3.2) Prepare 9 sets of final draft of LA and forward to LSD for initials	None		
	3.3) Affix initials on 9 sets of final draft of LA and forward to MD	None	1 Day	LSD-Manager
	3.4) Forward 9 set of final draft of LA to CBDG-VP	None	1 Day	MD-Manager, MD-Account Officer
	3.5) Review and endorse 9 sets of final draft of LA for signature of OP/CEO	None	1 Day	CBDG-VP
	3.6) Affix signature on 9 sets of final draft of LA	None	1 Day	OP/CEO
	3.7) Forward to MD 9 sets of signed LA			

	3.8) Inform proponent to pick-up 9 sets of LA for signature and notarization	None	30 Minutes	MD-Account Officer
4) Proponent submits to CIAC MD 9 sets of signed and notarized LA	4.1) Acknowledge in writing or via email receipt of 9 sets of LA signed and notarized by proponent	None	1 hour	MD-Account Officer
	4.2) Issue Order of Payment for Processing Fee			
5) Proponent to pay Processing Fee at CIAC Treasury Department	5.1) Issue Official Receipt	P2,000.00 Processing Fee	5 Minutes	TrD-Cashier
<b>TOTAL</b>		<b>Php 2,000.00</b>	<b>20 Working Days</b>	