

**Marketing Department**

**External Services**

**1. Application for Sub-Lease Agreement (New, Renewal, Extension, Amendment)**

- Describes the procedure for processing of approval of Sub-Lease Agreement between existing Lessee and prospective Sub-Lessee

<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>	Existing Lessee and Prospective Sub-Lessee	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1)	Letter of Intent and Endorsement of Lessee– <b>1 original copy &amp; 1 duplicate copy</b>	Lessee, Prospective Sub-Lessee
2)	<b>Draft Sub-Lease Agreement between Lessee and Sub-Lessee – 1 original copy &amp; 1 duplicate copy</b>	Lessee, Prospective Sub-Lessee
3)	Company profile and brochures – <b>1 original copy &amp; 1 duplicate copy</b>	Prospective Sub-Lessee
4)	Properly filled-up and notarized Project Evaluation Form – <b>1 original copy &amp; 1 duplicate copy</b>	CIAC-MD (PEF Form)
5)	Board Resolution of duly authorized representative/signatory - <b>1 original copy &amp; 1 duplicate copy</b>	Prospective Sub-Lessee
6)	Certified true copy of business registration (SEC papers, license to transact business in the Philippines, DTI registration) – <b>2 certified true copies of original</b>	SEC, DTI
7)	Resume and copies of passports of stockholders and key management officers – <b>2 certified true copies of original</b>	Prospective Sub-Lessee
8)	Proof of financial capability (verifiable bank certification from universal bank, audited Financial Statement) – <b>2 certified true copies</b>	



	depts			
	1.9) Submission of evaluation reports & comments	None	1 day	Concerned Department Head
	1.10) Collation of submitted reports & comments and preparation of recommendation:  If for approval, submit to CBDG-VP Memo for Management Committee for approval of Sub-Lease Agreement.  If for disapproval, submit to CBDG-VP letter to Lessee and Prospective Sub-Lessee stating therein reason for disapproval	None	1 day	MD-Manager, MD-Account Officer
	1.11) <i>Approval or Disapproval of Sub-Lease Agreement</i>	<i>None</i>		<i>CIAC Management Committee</i>
	1.12) If approved, forward draft of Approval of Sub-Lease Agreement for signature of OP/CEO.  If disapproved, forward for signature of OP/CEO the letter to Lessee and Prospective Sub-Lessee stating therein reason for disapproval.	None	1 day	MD-Manager, MD-Account Officer

	1.13) If approved, sign Approval of Sub-Lease Agreement  If disapproved, sign letter to Lessee and Prospective Sub-Lessee stating therein the reason for disapproval	None	1 day	OP/CEO
	1.14) Transmit to RMO signed approval or disapproval document			
	1.15) Stamping of signed approval or disapproval document indicating date and time of receipt	None	1 day	RMO-Records Management Assistant
	1.16) Provide copies to MD			
	1.17) Transmit signed approval or disapproval document to Lessee and Prospective Sub-Lessee			
<b>TOTAL</b>			<b>9 Working Days</b>	