



**CLARK INTERNATIONAL AIRPORT
CORPORATION
(CIAC)**

**CITIZEN'S CHARTER
2019 (1st Edition)**

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

Office/Division:	Marketing Department	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B – Government to Business Entity	
Who may avail:	Prospective and Existing Business Locators	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1)	Letter of Intent (LOI) – 1 original copy & 1 duplicate copy	Clark International Airport Corporation - Marketing Department (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	Clark International Airport Corporation - Marketing Department
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	Securities and Exchange Commission, Department of Trade and Industry
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 original	Pertinent government agency				
9) Proposed site development plan and location plan (with perspective drawings) and construction timetable/ financial schedule - 1 original copy & 1 duplicate copy	Proponent				
10) Production process flow chart, if applicable (copy of systems/ schematic diagram/ basic network configurations) - 1 original copy & 1 duplicate copy	Proponent				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1) Submit 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 the Office of the President & CEO	None			
	1.3) Issue instructions, if any, and forward documents to VP-CBDG	None	1 Day		President & CEO – CIAC Office of the President & CEO
	1.4) Issue instructions, if any, and forward documents to the Marketing Department	None	1 Day		Vice-President - CIAC Commercial & Business Development Group
	1.5) Assignment of Account Officer	None	2 Days		Manager – CIAC Marketing Department

	1.6) Document review for completeness and correctness in accordance with business standards			Account Officer – CIAC Marketing Department
	1.7) Acknowledge receipt and status of the Letter of Intent			
	1.8) Simultaneous release of evaluation sheets to concerned CIAC departments			
	1.9) Submission of evaluation reports & comments	None	1 Day	Concerned Department Head
	<p>1.10) Collation of submitted reports & 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</p>	None	1 Day	Manager & Account Officer – CIAC Marketing Department

	stating therein reason for disapproval			
	1.11) Review and endorse to OP/CEO submitted recommendation	None	1 Day	Vice-President - CIAC Commercial & Business Development Group
	1.12) Review submitted recommendation: If for approval, sign Memo for Board for approval of Term Sheet. If for disapproval, sign letter to proponent stating therein reason for disapproval.	None	1 Day	President & CEO – CIAC Office of the President & CEO
	1.13) Approval or Disapproval of Term Sheet	None	As scheduled	CIAC Board of Directors
	1.14) If approved, sign Term Sheet. If disapproved, sign letter to proponent stating therein reason for disapproval.	None	1 Day	President & CEO – CIAC Office of the President & CEO
	1.15) Transmit to RMO			Executive Secretary – CIAC Office of

				the President & CEO
	1.16) Stamping of documents indicating date and time of receipt	None	1 Day	Records Management Assistant – CIAC Records Management Office
	1.17) Provide copies to the Marketing Department			
	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	Records Management Assistant – CIAC Records Management Office
	2.2) Forward documents to the Marketing Department	None		
	2.3) Draft Lease Agreement	None	2 Days	Manager & Account Officer – CIAC Marketing Department
	2.4) Forward draft Lease Agreement for simultaneous final review of Legal Services Department and Accounting Department			
	2.5) Submit to the Marketing Department results of final review	None	1 Day	Manager – CIAC Legal Services Department & Manager – CIAC

				Accounting Department
	2.6) Transmit via email the draft Lease Agreement for concurrence of proponent	None	1 Day	Account Officer – CIAC Marketing Department
3) Proponent submits via email or in writing its concurrence to draft Lease Agreement	3.1) Acknowledge Receipt of concurrence of proponent to draft Lease Agreement	None	1 Day	Manager & Account Officer – CIAC Marketing Department
	3.2) Prepare 9 sets of final draft of Lease Agreement and forward to the Legal Services Department for initials	None		
	3.3) Affix initials on 9 sets of final draft of Lease Agreement and forward to the Marketing Department	None	1 Day	Manager – CIAC Legal Services Department
	3.4) Forward 9 sets of final draft of Lease Agreement to CBDG-VP	None	1 Day	Manager & Account Officer – CIAC Marketing Department
	3.5) Review and endorse 9 sets of final draft of Lease Agreement for signature of the President & CEO	None	1 Day	Vice-President - CIAC Commercial & Business Development Group

	3.6) Affix signature on 9 sets of final draft of Lease Agreement	None	1 Day	President & CEO – CIAC Office of the President & CEO
	3.7) Forward to the Marketing Department 9 sets of signed Lease Agreement			Executive Secretary – CIAC Office of the President & CEO
	3.8) Inform proponent to pick-up 9 sets of Lease Agreement for signature and notarization	None	30 Minutes	Account Officer – CIAC Marketing Department
4) Proponent submits to CIAC Marketing Department 9 sets of signed and notarized Lease Agreement	4.1) Acknowledge in writing or via email receipt of 9 sets of Lease Agreement signed and notarized by proponent	None	1 Hour	Account Officer – CIAC Marketing Department
	4.2) Issue Order of Payment for Processing Fee			
5) Pay processing fee at the CIAC Treasury Department	5.1) Issue Official Receipt	P2,000.00 Processing Fee	5 Minutes	Cashier – CIAC Treasury Department
TOTAL		Php 2,000.00	20 Working Days	

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

- Describes the procedure for processing of Sub-Lease Agreements

Office/Division:	Marketing Department	
Classification:	Highly Technical	
Type of Transaction:	G2B – Government to Business Entity	
Who may avail:	Prospective and Existing Business Locators	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1) Letter of Intent and Endorsement of Lessee – 1 original copy & 1 duplicate copy	Lessee, Prospective Sub-Lessee
	2) Draft Sub-Lease Agreement between Lessee and Sub-Lessee - 1 original copy & 1 duplicate copy	Lessee, Prospective Sub-Lessee
	3) Company profile and brochures – 1 original copy & 1 duplicate copy	Prospective Sub-Lessee
	4) Properly filled-up and notarized Project Evaluation Form - 1 original copy & 1 duplicate copy	Clark International Airport Corporation - Marketing Department
	5) Board Resolution of duly authorized representative/signatory - 1 original copy & 1 duplicate copy	Prospective Sub-Lessee
	6) Certified true copy of business registration (SEC papers, license to transact business in the Philippines, DTI registration) – 2 certified true copies of original	Securities and Exchange Commission/ Department of Trade and Industry
	7) Resume and copies of passports of stockholders and key management officers - 2 certified true copies of original	Prospective Sub-Lessee
	8) Proof of financial capability(verifiable bank certification from universal	Bank, independent auditor

<p>bank, audited Financial Statement) - 2 certified true copies of original</p> <p>9) Pertinent licenses, franchises, permits, certifications, etc. - 2 certified true copies of original</p> <p>10) Proposed site development plan and location plan (with perspective drawings) and construction timetable/ financial schedule - 1 original copy & 1 duplicate copy</p> <p>11) Production process flow chart, if applicable (copy of systems/ schematic diagram/ basic network configurations) - 1 original copy & 1 duplicate copy</p>		<p>Pertinent government agency</p> <p>Prospective Sub-Lessee</p> <p>Prospective Sub-Lessee</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1) Submit 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 the Office of the President & CEO			
	1.3) Issue instructions (if any) and forward documents to VP-CBDG	None	1 Day	President & CEO – CIAC Office of the President & CEO
	1.4) Issue instructions (if any), and forward documents to the Marketing Department	None	1 Day	Vice-President - CIAC Commercial & Business Development Group

	1.5) Assignment of Account Officer	None	2 Days	Manager & Account Officer – CIAC Marketing Department
	1.6) Document review for completeness and correctness in accordance with business standards			
	1.7) Acknowledge receipt and status of Letter of Intent			
	1.8) Simultaneous release of evaluation sheets to concerned departments			
	1.9) Submission of evaluation reports & comments	None	1 Day	Concerned Department Head of CIAC
	1.10) Collation of submitted evaluation reports, comments, recommendations: If for approval, submit to VP-CBDG Memo for Management Committee for approval of Sub-Lease Agreement.	None	1 Day	Manager & Account Officer – CIAC Marketing Department

	If for submit to VP-CBDG letter to Lessee and Prospective Sub-Lessee stating therein reason for disapproval.			
	1.11) Approval or disapproval of Sub-Lease Agreement	None	-	CIAC Management Committee
	1.12) If approved, forward draft of Approval of Sub-Lease Agreement for signature of the President & CEO. If disapproved, forward for signature of P/CEO the letter to Lessee and Prospective Sub-Lessee stating therein reason for disapproval.	None	1 Day	Manager & Account Officer – CIAC Marketing Department
	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	President & CEO – CIAC Office of the President & CEO

	1.14) Transmit to the Records Management Office the signed approval or disapproval document			Executive Secretary – CIAC Office of the President & CEO
	1.15) Stamping of signed approval or disapproval document indicating date and time of receipt	None	1 Day	Records Management Assistant – CIAC Records Management Office
	1.16) Provide copies to the Marketing Department			
	1.17) Transmit signed approval or disapproval document to Lessee and Prospective Sub-Lessee			
TOTAL		None	9 Working Days & 30 Minutes	

