

## STEP 1

**Proponent submits Letter of Intent and Project Evaluation Form**

## STEP 2

**In the event CIAC finds proposal acceptable, a Term Sheet shall be issued to proponent specifying salient provisions of a possible Lease Agreement or Contract.**

## STEP 3

**After successful negotiation, a Lease Agreement or Contract shall be entered into by CIAC and proponent.**

## STEP 4

**CIAC shall endorse proponent to CDC for the issuance of appropriate Business Permit/s. CIAC shall assist proponent in its transaction with CDC and other government agencies.**

## STEP 5

**Proponent may now operate as locator within Clark Civil Aviation Complex.**

*(Sample Letter of Intent)*

**\* Records Management Office**  
Email: [rmo@ciac.gov.ph](mailto:rmo@ciac.gov.ph)

*(date)*

**MR. ARREY A. PEREZ**

President and CEO

Clark International Airport Corporation

Bldg. 7584, CIAC Corporate Office Building

Clark Civil Aviation Complex, Clark Freeport Zone

Pampanga, Philippines 2023

**Dear Mr. Perez:**

Our company is interested in establishing a (please specify business proposal) project inside Clark Freeport Zone (CFZ).

We enclose with this Letter of Intent a copy of our company's board resolution authorizing the undersigned to negotiate and enter into an agreement with Clark International Airport Corporation (CIAC) on the proposed project.

To give CIAC a basis for an initial evaluation of our proposed project, we are also submitting the required Company Profile, Project Evaluation Form, and Securities and Exchange Commission papers (if SEC papers are unavailable or under process, please indicate). We are prepared to submit other documents which you may require as part of the evaluation process.

We look forward to your favorable consideration.

Very truly yours,

### *(Enclosures for Proponents)*

- A. Letter of intent accompanied by this Project Evaluation Form
- B. Letter of Endorsement of Lessee (Sub-lessor)
- C. Signed and Notarized Sub-lease Agreement
- D. Board Resolution of duly authorized representative / signatory
- E. Certified true copy of Business Registration (Securities and Exchange Commission Papers, License to transact business in the
- F. Philippines, DTI Registration) exclusively to handle Clark operations
- G. Resume of stockholders and Key Management Officers
- H. Proof of Financial Capability (any or all of the following):
  - \* Latest audited financial Statements of applicant firm (or parent/management company if applicable) stamped "Received" by the BIR
  - \* Latest income tax return of applicant firm (or parent/management company if applicable)
  - \* Verifiable bank certification of deposits or approved loan or credit line; if equity financing is less than total project cost
- I. Proposed site development plan (with perspective drawings) and Construction timetable/financial schedule.
- J. Production Process Flow Chart, if applicable (Copy of Systems/Schematic Diagram/Basic Network configurations)
- K. Company brochures, if any
- L. Environmental Impact Statement (for environmentally-critical projects or those to be located in environmentally critical areas)
- M. Formalities (licenses, permits, etc..) with National Telecommunications Commission (NTC) and franchises from Congress, if applicable
- N. Others, please specify

Note: CIAC reserves the absolute right to require other documents that it may deem necessary to complete its evaluation of the application of the prospective locator.