



INVESTMENT PROCESSING DEPARTMENT

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SUBIC BAY FREEPORT ZONE (SBFZ) REQUIREMENTS FOR PROCESSING BUSINESS PROPOSAL

A. INITIAL REQUIREMENTS

- I. SBF Investment Application Form (Available at the Investment Processing Department-IPD)
- II. Documentary Requirements
 1. Letter of intent with (a) Company profile & brochures (b) Business Proposal/Scope of Operation (c) Board Resolution of authorized representative.
 2. Certified True Copy of Securities and Exchange Commission (SEC) Certificate, Articles of Incorporation and By-Laws / DTI Registration.
 3. Personal Information Sheet of Incorporators
 4. Photocopy of valid identification cards
 5. For foreigners, photocopy of passport
 6. Audited Financial Statements for the last three (3) years of operation of applicant firm for parent/management company (If applicable)
 7. Latest income tax return of applicant firm for parent/management Company (If applicable).
 8. Bank Certificate of Deposits/ Certification of approved loan or credit line
 9. Proposed site development plan (with perspective drawings/construction timetable/financial schedule). (If applicable)
 10. Financial Projections for the first five (5) years of operation.
 11. List of clients and suppliers with contact information.
 12. Letter of References
 13. Draft Sublease Agreement w/ endorsement from sublessor with technical plan and locational plan (For Sublease Agreement).
 14. Other permits and licenses with other agencies as necessary.
 15. Payment of Filing Fee (US \$50.00)

B. ADDITIONAL REQUIREMENTS AFTER SBMA'S APPROVAL OF PROPOSAL

1. Copy of Signed Lease Agreement / Sublease Agreement
2. Receipts of Registration Fee / Advance Rental / Security Deposit
3. Current Government Service Insurance System Insurance Policy stating SBMA as the beneficiary (For Main Lessee)
4. Securities & Exchange Commission (SEC) Certificate with Articles of Incorporation & By-laws
5. Bank Certification of Deposits
6. Secretary's Certificate/ Partner's Certificate indicating the Entity's SBF Legal Agent

Note: Prior to the issuance of certificate, additional requirements (B) should be submitted not later than 30 days thereafter otherwise, the proposal shall be resubmitted to the SBMA Board for appropriate action.