LOCATOR'S BUSINESS PERMITS WITH A MAXIMUM VALIDITY OF THREE (3) YEARS PER ISSUANCE

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In our continuing effort to improve and facilitate our service to locators, the Clark Development Corporation Board has approved on January 11, 2013 the issuance of the Three Year Business Permit otherwise known as the Certificate of Registration and Tax Exemption (CRTE) or the Registration Certificate (RC).

I. QUALIFICATION CRITERIA

- All locators certified to be in good standing as evidenced by proof of current rental payments and/or no pending financial obligation to CDC as well as compliance with all annual regulatory requirements of CDC;

- All locators with no pending case, civil, criminal or administrative, filed against them by CDC or vice versa; AND,

- All locators with proof of employment and actual operations.

II. GENERAL PROCESSING MECHANICS

- The Business Permit to be issued shall have a maximum period of three years but in no case shall be beyond the term of the lease or sublease agreement (LA/SLA);

- Permit Fees are as follows:

Processing Fee

1 Year permit

Total (Php)

2 Year permit

Total (Php)

3 Year permit (Php)

Total (Php)

1. Regular Renewal of Business Permit (BP)

N/A

1,000

1,000

2,000

2,000

3,000

3,000

2. Optional Early Renewal of BP

N/A

1,000

1,000

2,000

2,000

3,000

3,000

3. Renewal of Contract & Renewal of BP

3,000

1,000

4,000

2,000

5,000

3,000

6,000

Note: fraction of a year shall be P1,000/year

- CDC shall periodically assess locator's compliance with regulatory requirements and contractual obligation with CDC and may revoke, cancel or suspend the business permit and corresponding incentives written therein any time if said assessment so warrants.

A. FIRST ISSUANCE AND REPLACEMENT PROCESS

- All qualified locators with contract term of at least three years or more from February 01, 2013 and whose business permits are still valid shall be issued the 3 year business permit;

- All qualified locators with a contract term of less than three years from February 01, 2013 shall be issued business permits co-terminus with their lease or sublease agreements; and,

- CDC Customer Service Department shall notify locators individually as regards the date of release of the amended CRTE or RC.

B. RENEWAL PROCESS

- Locators are advised to renew their lease or sublease agreements 60 days prior to expiration since this will be a prerequisite in the business permit renewal process; and,

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- All other documentations and requirements relative to business permit renewal shall be retained.

For specific assistance on business permit requirements, please direct them to:

CDC Clearances

CDC Department

Certificate of Environmental Clearances Environmental Management Department
Tel. Nos. (045) 499-1138, 599-9000 local 866

Full Occupancy Permit/Certificate of Annual Inspection Building Utilities Regulatory Department
Tel. Nos. (045) 499-1139, 599-9000 local 724

Sanitary Permit Health Service Office
Tel. No. 599-2138/599-6417

Fire Safety Certificate Public Safety Department
Tel. No. 599-2138/3211

Copy of Insurance Policy and proof of payment for GSIS
All Risk Building Insurance and General Liability Insurance Property and Management Department
Tel No. 499-1627

Locator Information Sheet and Undertaking (see attached)

Annual SEC General Information Sheet

Income Tax Return/Audited Financial Statements (for CFZ
operations only)

Manpower Report

Customer Service Department
Tel No. 499-0894

FOR YOUR INFORMATION AND GUIDANCE.

(SGD) ARTHUR P. TUGADE
President and Chief Executive Officer

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