



**CHECKLIST FOR APPLICATION FOR CONCESSION**

Name of Concessionaire: \_\_\_\_\_  
 Name of Representative if Company: \_\_\_\_\_  
 Address of Concessionaire: \_\_\_\_\_  
 Contact No./s: Tel. No. \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax No. (if any) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Type of Application:  New  Renewal  
 Place of Airport Applied for \_\_\_\_\_  
 Nature/ Type of Business Applied for: \_\_\_\_\_

Capitalization (Investment) of Business: \_\_\_\_\_

**Nature of Rental:**

Lot \_\_\_\_\_ Term. Bldg. \_\_\_\_\_ Concession(Area) \_\_\_\_\_ sq.m.  
 a) Undeveloped \_\_\_\_\_ sq.m. (b) Developed \_\_\_\_\_ sq.m.

**Type of Structure:**

Hangar \_\_\_\_\_ sq.m.

**Other Building**

\_\_\_\_\_

**Checklist:**

- Letter of Intent
- Endorsement/ Recommendation by the Area & Airport Manager
- Location Plan (Dimension/ Area) with the concurrence of the Airport Manager
- Certification from the A/P Mgr. that no outstanding account due to CAAP (Renewal)
- Mayor's Permit/ Business Permit
- Height Clearance, Building Permit (If there is a structure to be constructed)
- Architectural Plans for New Structures

**Remarks:**

- a) Application with incomplete requirements will not be accepted.
- b) All documentary requirements should be certified true copies if the original copy of the documents cannot be submitted.
- c) Accreditation issued may be invalidated at anytime for justifiable and legal reasons.

**Important:**

Submit original copy of supporting documents to confirm their authenticity.  
 Other documents maybe required by the Authority from time to time.

\_\_\_\_\_  
 Date of Application

\_\_\_\_\_  
 Signature of Applicant

**TO BE FILLED UP BY ADMS CENTRAL OFFICE PERSONNEL**

Evaluation and Remarks:

\_\_\_\_\_  
 \_\_\_\_\_

Evaluated By: \_\_\_\_\_

Assessed By: \_\_\_\_\_

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