



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

CONCESSION APPLICATION FORM

NEW APPLICATION RENEWAL

LOCATION: _____
 BUSINESS NAME: _____
 TYPE OF BUSINESS: _____ PURPOSE: _____
 NAME OF BUSINESS/APPLICANT: _____
 OFFICIAL ADDRESS: _____
 EMAIL ADDRESS: _____ CONTACT NO./S: _____

APPLICATION CHECKLIST:

To be accomplished together with this form and submit to CAAP Main Office, Business Development Division or to the local CAAP Office of the airport applying for

- 1. Letter of Intent
- 2. Business Plan
 - a. Executive Summary
 - b. Company Description
 - c. Market Analysis
 - d. Management and Organization Structure
 - e. Products and Services (with pricing)
 - f. Projected Financial Statement for one (1) calendar year with Capital Investment
 - g. Architectural Plan/Layout/Design of proposed concession
- 3. Duly accomplished Personal Data Sheet (PDS/CBDF01B)
- 4. Undertaking of No Pending Case Certification
- 5. Declaration of No Relationship

Note:

a. Applications 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.

Submitted by: _____
 Signature above Full Name

INITIAL EVALUATION:

Space Availability:	Size		Size
<input type="checkbox"/> Concession Space	_____	<input type="checkbox"/> PTB Airside	_____
<input type="checkbox"/> Hangar	_____	<input type="checkbox"/> PTB Landside	_____
<input type="checkbox"/> Parking Area	_____	<input type="checkbox"/> Lot Space	_____
<input type="checkbox"/> Others	_____		

EVALUATION AND REMARKS:

Evaluated By: _____ Concurring By: _____
 Airport Concession-In-Charge/Business Analyst Airport Manager/OIC, Business Development Division