



MEMORANDUM

TO : ALL CONCERNED

FROM : THE DIRECTOR GENERAL

DATE : 03 SEPTEMBER 2021

SUBJECT : IMPLEMENTING RULES AND REGULATIONS REGARDING THE EXTENSION OF THE LEASE/RENTAL PAYMENT HOLIDAY FROM 01 JANUARY- 31 DECEMBER 2021 FOR ALL CONCESSIONAIRES UNDER THE CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

In line with the objective of the National Government to provide assistance to all stakeholders affected by the Coronavirus Disease 2019 (COVID-19) pandemic, the Civil Aviation Authority of the Philippines (CAAP) hereby promulgates the following guidelines for the Extension of the Lease/Rental Payment Holiday from 01 January to 31 December 2021, or until further extended.

I. SCOPE AND PURPOSE

The Lease/Rental Payment Holiday covers all concessionaires operating under the CAAP.

This policy is implemented in order to help cushion the impact of COVID-19 outbreak, a human tragedy, which has a monumental blow on the global economy, especially in the aviation industry.

II. DURATION

The Holiday is effective from 01 January until 31 December 2021, or until further extended by the Authority.

III. REQUIREMENTS

Unlike the previous Lease/Rental Payment Holiday, the following requirements shall be submitted by the concessionaires in order to qualify for the assistance program.

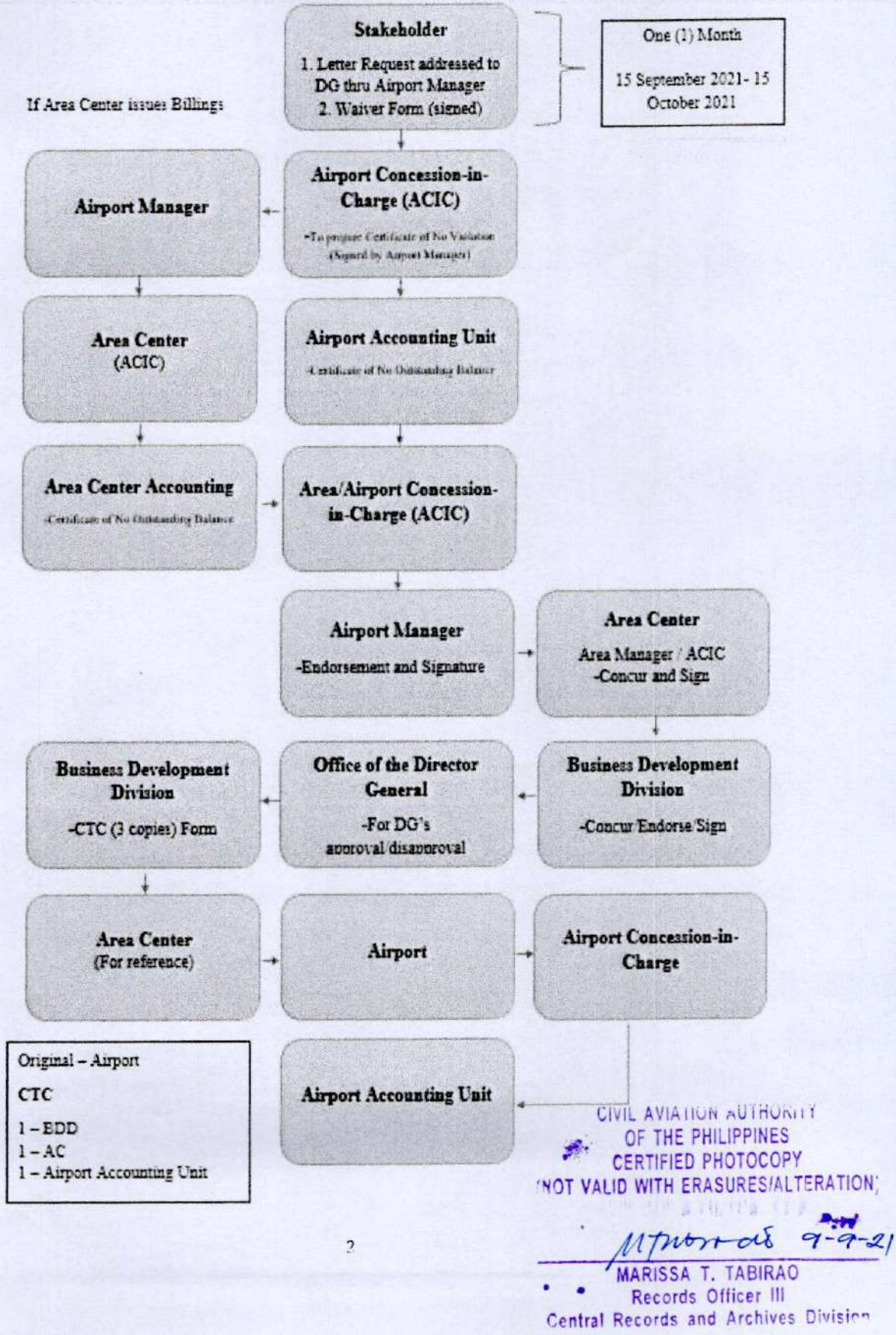
1. Letter Request (Addressed to DG thru Airport Manager);
2. Waiver Form (Attached as Annex A);
3. Certificate of No Outstanding Balance as of 31 December 2019; and
4. Certificate of No Violation as of 31 December 2019.

All requirements must be complete upon endorsement to the Business Development Division (BDD), incomplete requirements shall not be entertained and acted upon.

CIVIL AVIATION AUTHORITY
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NOT VALID WITH ERASURES/ALTERATION
9-9-21
MARISSA T. TABIRAO
Records Officer III
Central Records and Archives Division

IV. PROCESS

The following process shall be observed accordingly in the execution of the Lease/Rental Payment Holiday:



V. PROFIT-SHARING

To generate revenue for the Authority, a Profit-Sharing scheme is hereby implemented.

Seven percent (7%) of the concessionaire's Net Monthly Income shall be declared and collected by the CAAP, based on the concessionaire's submitted Accountant Audited Financial Statement for 2021, forwarded to the Airport Concession-in-Charge (ACIC) on the 2nd week of January 2022 for the issuance of billing of the respective airport/areas.

The scheme is only applicable to the concessionaires which operated/operating during the duration of this Holiday (01 January – 31 December 2021, or until further extended).

Non-declaration of operation shall be considered a violation under this rule, subject for non-renewal of the concessionaire's contract. ACIC shall monitor all concessionaires operating by submitting a Monthly Report to the BDD, within Five (5) days after the end of each month.

Moreover, a Quarterly submission of Financial Statement must be submitted by the concessionaires for records purposes.

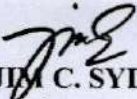
VI. KEY POINTS

- 1.No Rental Fee shall be paid by the concessionaire;
- 2.Utilities still to be paid by the concessionaire unless included in the contract;
- 3.Profit Sharing (7% of the Net Monthly Income);
- 4.Quarterly Submission of Financial Statement (FS) for monitoring; and
- 5.Submission of Accountant Audited F.S. for 2021 on the 2nd week of January 2022 for the issuance of billing.

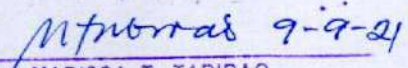
VII. PAYMENTS MADE DURING THE EFFECTIVITY OF THE HOLIDAY

All payments/amounts made for the lease/rental fee shall be considered as an advance payment for the profit-sharing, any overpayment once the profit sharing is computed at year end shall be applied to the concessionaires' rentals in the succeeding year and/or refunded if the contract will not be renewed.

For information and strict compliance.


CAPTAIN JIM C. SYDIONGCO
Director General

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MARISSA T. TABIRAO
Records Officer III
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Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

ANNEX A

Date : _____

WAIVER REQUEST FORM

Name of Business : _____

Airport/Location : _____

CAAP Account No. : _____

Latest Signed Contract : _____

Date of Expiry : _____

Monthly Rental Fee : _____

Remarks : _____

Attachments : Letter of Intent
 Certificate of No Violation as of 31 December 2019
 Certificate of No Outstanding Balance as of 31 December 2019

Signature above printed name of
Authorized Representative

Reviewed by:

Endorsed by:

Airport Concession-in-Charge

Airport Manager

Concurred by:

Area Manager

ATTY. EDELIZA M. IRUGUIN
OIC, Business Development Division

Approved/Disapproved by:

CAPTAIN JIM C. SYDIONGCO
Director General