



CONCESSION APPLICATION FORM (NEW)

Date: _____

Application No.: _____

(To be provided by BDD)

AIRPORT CONCERNED: _____

BUSINESS NAME: _____

TYPE OF BUSINESS: _____

OWNER/AUTHORIZED REPRESENTATIVE: _____

OFFICIAL MAILING ADDRESS: _____

EMAIL ADDRESS: _____ **CONTACT NO./S:** _____

APPLICATION CHECKLIST:

Requirements to be handled by the applicant, and for checking of the ACIC/BDD Staff.

INITIAL REQUIREMENTS:

- 1. Letter of Intent
- 2. Business Plan
 - a. Executive Summary
 - b. Company Profile
 - c. Market Analysis
 - d. Management and Organization Structure
 - e. List of Products or Service (with pricing)
 - i. Product or Service Description
 - ii. Price List
 - iii. Street Pricing Survey
 - f. Projected Financial Statement for one (1) calendar year with Capital Investment
 - g. Architectural Plan/Layout/Design of proposed concession
 - i. Height Limitation (if construction needed)
 - ii. Project Schedule
- 3. DOT Certificate (If applicable)
- 4. LTFRB Franchise (If applicable)
- 5. Affidavit of No Pending Case
- 6. Affidavit of No Relationship
- 7. Valid Government Issued ID of Authorized Representative/Signatory
- 8. Secretary's Certificate (If applicable)

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/Position

Acknowledged by:

Signature above Full Name/Date

1. Initial Review

- o Endorse to Airport *(Attach Endorsement Form)*
Date Endorsed: _____
Date Received: _____
- o Endorse to other Services
Service/Date Endorsed: _____
Date Returned: _____
Service/Date Endorsed: _____
Date Returned: _____
- o Others: _____

BDD Staff

2. Recommendation

- o Initially Approved *(Additional Requirements)*
Date Approved: _____
- o Disapproved *(For issuance of Disapproval Letter)*
Date Disapproved: _____
Date Issued: _____
- o Put on Hold/Date: _____

Remarks: _____

OIC, BDD



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<p>3. Additional Requirements <i>(Please refer to Process Flow)</i></p> <ul style="list-style-type: none"> ○ Complete <i>(For drafting of Agreement)</i> Date Complied: _____ ○ Incomplete <i>(Request additional document):</i> Date Requested: _____ Requested document/s: _____ _____ <p style="text-align: right;">_____ BDD Staff</p>	<p>4. Drafting of Agreement</p> <ul style="list-style-type: none"> ○ Contract of Lease ○ Concession Agreement <p style="text-align: right;">_____ BDD Staff/Date</p>
<p>5. Draft Agreement Received by:</p> <ul style="list-style-type: none"> ○ Soft copy via e-mail ○ Hard copy <p style="text-align: right;">_____ Authorized Representative/Date</p>	<p>6. Signed Agreement with Documentary Stamp Tax Received by:</p> <p style="text-align: right;">_____ BDD Staff/Date</p>
<p>7. Division Chief</p> <p>Remarks: _____ _____</p> <p style="text-align: right;">_____ OIC, BDD</p>	<p>8. Corporate Planning Office/Office of the Director General</p> <p>Date Endorsed to CPO: _____ Date Returned from CPO: _____ Date Endorsed to ODG: _____ Date Returned from ODG: _____</p>
<p>9. Notary</p> <ul style="list-style-type: none"> ○ By Concessionaire Date Released: _____ Date Returned: _____ ○ 3rd Party Notary Public Date Released: _____ Date Returned: _____ 	<p>10. Mailing</p> <ul style="list-style-type: none"> ○ Concessionaire Date Mailed: _____ Date Received: _____ ○ Area Center/Airport Date Mailed: _____ Date Received: _____ ○ Commission on Audit Date Mailed: _____ Date Received: _____ ○ Accounting Division Date Mailed: _____ Date Received: _____

Remarks: _____
