



**DOCUMENTARY REQUIREMENTS  
(New Application)**



**SHORT-TERM LEASE**

- 1. Duly filled-out Lease Application Form with Customer Registration Form (CRF) with project brief indicating the terms of lease such as description of the proposed use, rental rate, specific area to be leased
- 2. Duly notarized Omnibus Undertaking (Sworn Statement)
- 3. Licenses, Accreditation or additional permits specifically required for the business operations of the proponent
- 4. Vicinity/Location Map
- 5. Secretary's Certificate (for corporation/partnership/cooperative)
- 6. Authorization Letter (For Single Proprietor)

**MEDIUM AND LONG-TERM LEASE**

- 1. Duly filled-out Lease Application Form with Customer Registration Form (CRF) with project brief indicating the terms of lease such as description of the proposed use, rental rate, specific area to be leased
- 2. Duly notarized Omnibus Undertaking (Sworn Statement)
- 3. Secretary's Certificate (for corporation/partnership/cooperative)
- 4. Authorization Letter (For Single Proprietor)
- 5. Legal Requirements
  - Certified True Copy of SEC/DTI/CDA Registration, whichever is applicable
  - Licenses, Accreditation or additional permits specifically required for the business operations of the proponent.
- 6. Financial Requirements
  - Proof of financial capability to conduct and sustain the business;
  - Proof of Financial and managerial capacity of applicant for the business/service to be established which shall include detailed specifications/requirements of the project for capitalization, area manpower, equipment, technical knowhow
  - Summary of projected income, costs and earnings for the first five years of the operation of the proposed project
- 7. Technical Requirements
  - Business Plan/Project Brief indicating the proposed improvements/development to be introduced in the area, terms of lease (i.e. duration of lease, rental rates, etc.) estimated project cost and timeline of the proposed development, among others
  - Architectural Plan/Land Use Plan
  - Proof of experience and expertise in conducting the proposed business
  - Other related inputs such as physical description and/or land use plan of the port or terminal, port traffic statistics and other data relevant and necessary for the bidding
  - All other documents as may be reasonably required by the Authority during the selection process or through the Terms of Reference to prove the legal capacity of the proponent

**DOCUMENTARY REQUIREMENTS  
(Renewal Application)**



**MEDIUM AND LONG-TERM LEASE**

- 1. Duly filled-out Lease Application Form with Customer Registration Form (CRF) with project brief indicating the terms of lease such as description of the proposed use, rental rate, specific area to be leased
- 2. Duly notarized Omnibus Undertaking (Sworn Statement)
- 3. Secretary's Certificate/Affidavit Authorizing Representative to enter into contract with the Authority (for corporation/partnership/ cooperative)
- 4. Authorization Letter (for single proprietor)
- 5. Legal Requirements
  - Certified True Copy of SEC/DTI/CDA Registration, whichever is applicable
  - Proof of compliance in payment of Taxes due to the government
  - Tax Clearance from the BIR that the Applicant has no outstanding tax obligation with the government
  - Licenses, Accreditation or additional permits specifically required for the business operations of the proponent.
- 6. Financial Requirements
  - Proof of financial capability to sustain the business;
  - Proof of Financial and managerial capacity of lessee for the business/service to be established which shall include detailed specifications/requirements of the project for capitalization, area manpower, equipment, technical knowhow
  - Summary of projected income, costs and earnings for the first five years of the operation of the proposed project
- 7. Technical Requirements
  - Business Plan/Project Brief indicating the proposed improvements/development to be introduced in the area, terms of lease (i.e. duration of lease, rental rates, etc.) estimated project cost and timeline of the proposed development, among others
  - Architectural Plan/Land Use Plan
  - Proof of experience and expertise in conducting the proposed business
  - Other related inputs such as physical description and/or land use plan of the port or terminal, port traffic statistics and other data relevant and necessary for the bidding
  - All other documents as may be reasonably required by the Authority during the selection process or through the Terms of Reference to prove the legal capacity of the proponent