

STEP 1

Proponent submits Letter of Intent and Project Evaluation Form

STEP 2

In the event CIAC finds proposal acceptable, a Term Sheet shall be issued to proponent specifying salient provisions of a possible Lease Agreement or Contract.

STEP 3

After successful negotiation, a Lease Agreement or Contract shall be entered into by CIAC and proponent.

STEP 4

CIAC shall endorse proponent to CDC for the issuance of appropriate Business Permit/s. CIAC shall assist proponent in its transaction with CDC and other government agencies.

STEP 5

Proponent may now operate as locator within Clark Civil Aviation Complex.

(Sample Letter of Intent)

(date)

ATTY. EMIGDIO P. TANJUATCO III

President & CEO, Clark International Airport Corp.
Bldg. 7584, CIAC Corporate Office Building
Clark Civil Aviation Complex, Clark Freeport Zone
Pampanga, Philippines 2023 (Fax No. +63 45 599-2044)

Dear Atty. Tanjuatco:

Our company is interested in establishing a (please specify business proposal) project inside Clark Freeport Zone (CFZ).

We enclose with this Letter of Intent a copy of our company's board resolution authorizing the undersigned to negotiate and enter into an agreement with Clark International Airport Corporation (CIAC) on the proposed project.

To give CIAC a basis for an initial evaluation of our proposed project, we are also submitting the required Company Profile, Project Evaluation Form, and Securities and Exchange Commission papers (if SEC papers are unavailable or under process, please indicate). We are prepared to submit other documents which you may require as part of the evaluation process.

We look forward to your favorable consideration.

Very truly yours,

(Enclosures: For Industry Locators)

1. Company Profile & Project Evaluation Form
2. Board Resolution: Authorization of Signatory
3. SEC or DTI Registration (as applicable)
4. Articles of Incorporation (as applicable)
5. Business Plan
6. Latest Audited Financial Report
7. CAB and CAAP clearances and permits (as applicable)

(Enclosures: For F&B Concessionaires)

1. Company Profile & Project Evaluation Form
2. DTI Registration
3. Franchise Agreement & Clearance (as applicable)
4. List of items to be sold with price list
5. Proposed lay-out & design of store/kiosk
For accreditation to operate within a locator's leased area:
6. Endorsement letter from concerned locator
7. Vicinity map

(Enclosures: For Transport & Utility Concessionaires)

1. Company Profile & Project Evaluation Form
2. LTFRB franchise
3. Current CR and OR of vehicle units
4. List of vehicle units to be deployed (type, brand, model, etc.)
5. DOT accreditation (as applicable)
6. Destination routes with corresponding rates
7. Insurance policies of vehicle units
8. List of authorized drivers, including photocopies of drivers license/s