

REQUIREMENTS FOR COMPLETE APPLICATION FOR CSEZFP REGISTERED ENTERPRISE

1. Complete Application Form (CSEZFP Form 99-1)
2. Fee for processing amounting to US\$200 or equivalent in Philippine pesos at current exchange rates
3. Project Feasibility Study, indicating the basic/data information on its technical, financial, marketing and management capability and competence to undertake and proposed project within the CSEZFP
4. Copies of relevant documentation of legal status of the business enterprise
 - Articles of incorporation and by-laws; Partnership Agreement, SEC License to do business
5. Name and address of legal agent if not a corporation or other business organization established in the Philippines.
6. If there is foreign ownership, proof of inward remittances and/or investment or other proof of financial acceptable to CEZA.
7. Evidence of intended physical location of the enterprise within the CSEZFP (e.g. Certificate of Title, Deed of Sale, Lease Agreement, Commitment Letter, and other similar documents)
8. If part of a larger business enterprise doing business outside the CSEZFP, evidence or restructuring which excludes from the operations of the CSEZFP Enterprise all business operations taking place outside the CSEZFP
9. List of assets and other properties comprising the investment to be made
10. Application Forms for Work Permits for any expatriate personnel
11. List of references that may be contacted to verify the information included in the application, including a commercial bank and/or financial institution and independent auditor
12. Certificate under oath that the CSEZFP Enterprise applicant will comply with the Master plan as may be adopted and amended from time to time (pro forma attached)
13. Undertaking that applicant shall not at all times conduct any unlawful activity, such as but not limited to smuggling, illegal fishing and the like, and shall abide all laws of the Republic of the Philippines, rules and regulations, administrative orders of CEZA and that should they be found upon investigation by CEZA to have committed unlawful and/or prohibited activities, CEZA may motu profio, cancel their Certificate of Registration as a CSEZFP Registered Enterprise (pro forma attached)
14. Statement of Confirmation of Intent (pro forma attached)

APPLICATION FOR CSEZFP ENTERPRISE STATUS

Part A General Background on the Applicant Firm

Name of Applicant Firm			
Address			
Telephone No.		Fax No.	
E-mail Address		Telex No.	

Applicant Firm's Registered Representative(s)			
Name	Position	Address	Contact Nos.

Registered with SEC?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, Registration Number	
Year Registered		Authorized Capitalization	
Subscribed Stocks		Paid-up Capital	
Ownership of Firm	<input type="checkbox"/> Filipino <input type="checkbox"/> Foreign	Specify Nationality	

Applicant Firm's Major Shareholders				
Principal Shareholders	Nationality	Domicile	No. of Share	% of Total

Applicant Firm's Chairman, Managing Director, Other Directors and Company Secretary			
Name	Position	Nationality	Domicile

Name, Address, Tel. No. and Country of Origin of Parent Company or Former Company, if any	
Businesses Presently Carried On by the Company in the Philippines, if any	
Current Product Lines/Services	

**Part B
Declared Activity of the Applicant Firm**

Nature of Business	
Activities	
Facilities to be set-up	
Expected Start of Development	
Development Period	

Description of Services and Marketing Process	
Description of Production/Manufacturing Process, if any	

Nature and Description of Capital Equipment to be Imported or Acquired in the Philippines		
Nature and Description of Capital Equipment	Country of Origin	Value

Raw Materials to be Used in Annual Operations			
Raw Materials	Source	Quantity	Value

Portion of the Annual Output to be Exported		
Product	Percent Exported	Principal Export Destination(s)

Vehicles to be Imported into the CSEZFP		
Vehicle	Country of Origin	Value

**Part C
Location Requirements**

Applicant Firm's Intended Location in the CSEZFP (attach commitment letter or other evidence of acceptability)	
Total Land Area Required by the Applicant Firm (in sqm)	
Estimated Under-roof Floor Space of Facility Required (in sqm)	
Is the applicant firm leasing a building, or land only to construct a building?	
Special Requirements for Buildings and Facilities	
Other Locational Factors	
Is the applicant firm interested in leasing residential facilities for its employees in the CSEZFP? (If yes, indicate extent of interest and commitment.)	

Utilities/Services Required for the Operation (with average and peak loads and annual consumption)	
Utility/Service	Estimated Consumption Indicators
Water	
Power	
Telecommunications	
Others (pls. Specify)	

**Part D
Employment Requirements of the Applicant Firm**

Cumulative Employment Level in the First 5 Years (Provide breakdown by positions to be held)					
Position	Year 1	Year 2	Year 3	Year 4	Year 5

Salary and Benefits of All Employees		
Position	Salary	Benefits
Managerial		
Supervisory	Contractual	
	Permanent	
Rank and File	Contractual	
	Permanent	
Workers/Laborers	Contractual	
	Permanent	

Expatriate Positions Required at Project Start-up and Operation (attach application for Work Permit)	
Position	Projected Duration of Service

Programs to be Instituted to Train Local Residents for Employment and Hiring	
Program	Description

**Part E
Financing of the Applicant Firm**

Sources of Capital		
Equity Investment by Principal (please note source)	Debt (lender and terms)	Grants

Cumulative Project Cost					
	Year 1	Year 2	Year 3	Year 4	Year 5
Land					
Land Improvements					
Buildings					
Plant Machinery and Equipment					
Transport Equipment					
Office Equipment					
Furniture and Fixtures					
Other Assets					
Sub-Total					
Working Capital					
TOTAL PROJECT COST					
* please submit breakdown of land, buildings, equipment and other assets					

Projected Income				
Year 1	Year 2	Year 3	Year 4	Year 5

**Part F
Other Information**

<p>Will there be any noxious effluent, atmospheric emission, or excessive levels of noise and vibration resulting from your operations? <input type="checkbox"/> No <input type="checkbox"/> Yes If so, what arrangements will be made for its control and has the cost been included in the estimate of facilities above?</p>

Solid Waste	
Description	Estimated Volume/Day

Liquid Waste	
Description	Amount/Day

<p>Brief Description of Waste Disposal System</p>
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Part G
Verification of Information

The information presented above and in the attached statements are to the best of my knowledge true and correct, and that the projections are realistic, given the information that is readily available.

Official Representative:

Date:

(Signature/Printed Name)

UNDERTAKING

The Company of _____ represented by _____, a corporation/partnership/sole proprietorship duly organized and existing under and by virtue of the laws of the Philippines, acknowledge that is bound by the rules and regulations of the Cagayan Economic Zone Authority (CEZA) through this undertaking.

As such, _____ undertakes not to conduct any unlawful activities at all times such as, but not limited to: smuggling, illegal fishing, illegal gathering of forest products and the like. The firm shall also abide by the laws of the Republic of the Philippines, rules and regulations, and Administrative Orders of CEZA.

If upon investigation by CEZA _____ shall be found to have committed any unlawful and/or prohibited activities, CEZA shall *motu proprio*, cancel the firm's Certificate of Registration as a CSEZFP Enterprise.

By: _____
AUTHORIZED REPRESENTATIVE
Position

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2006
at _____, Philippines.

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CERTIFICATE TO COMPLY

WITH THE MASTER PLAN OF CEZA

The _____ represented by _____, a corporation duly organized and existing under and by the virtue of the laws of the Philippines, acknowledges that it is bound to comply with the Master Plan of Cagayan Special Economic Zone and Freeport (CSEZFP) as maybe adopted and amended from time to time by the Cagayan Economic Zone Authority through this undertaking.

As such, _____ undertakes not to conduct any activity contrary to the Master Plan of CSEZFP. The firm shall also abide all laws of the Republic of the Philippines, rules and regulations, and the Administrative Orders of the Cagayan Economic Zone Authority.

If upon investigation by the Cagayan Economic Zone Authority, _____ shall be found to have committed any acts contrary to the Master Plan of CSEZFP, or any unlawful and/or prohibited activities, the Cagayan Economic Zone Authority shall cancel the firm's Certificate of Registration as a CSEZFP Enterprise.

By : _____

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2006 at the City of _____ Philippines.

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STATEMENT OF CONFIRMATION OF INTENT

This is to certify that _____ will:

- (1) Abide by all laws and regulations applicable to enterprises located in the Cagayan Special Economic Zone and Freeport (CSEZFP);
- (2) Not have any deleterious effect on the environment;
- (3) Not possess without prior authorization from the relevant CSEZFP and/or Government authorities, the following goods which are not to be taken into or stored in the Zone: firearms, ammunition and other weapons of warfare, dangerous or hazardous materials, inflammable, explosive, radioactive or toxic substances hazardous to the lives of persons, animals, and/or plants and the environment as a whole, and any other illegal substances under the laws and regulations of the Philippines and international conventions; and
- (4) Operate in compliance with the Rules and Regulations issued by the Cagayan Economic Zone Authority (CEZA) governing the activities of enterprises in the CSEZFP.

Name and Signature of Official Representative

Date

Signature: _____

Name: _____

SUBSCRIBED AND SWORN to before me this _____ of _____
2006 at _____. Affiant exhibited to me his/her Residence Certificate
Number _____ issued at _____ on _____ 2006.

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