



Republic of the Philippines  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

SUPPLEMENTAL  
"ANNEX C"  
 CHECKLIST

**INITIAL REQUIREMENTS**

1	Application Form	Duly accomplished concession application form	
2	Letter of Intent	Addressed to the Director General thru the Division Chief of the Business Development Division, this includes information on the following types; Airport of interest, size of proposed concession; point of contract and contact details, duly signed by the sender.	
3	Business Plan	A standard business plan will be required for every new concession application. This includes the following; 1. Executive Summary 2. Company Description 3. Market Analysis 4. Management and Organization Structure 5. Products and Services (with pricing) 6. Projected Financial Statement for one (1) calendar year with Capital Investment 7. Architectural Plan/Lay out/Design of proposed concession.	
4	Endorsement/Recommendation Letter	From local Airport / Area Manager to be coordinated with BUSDEV upon submission of complete initial requirements	
5	Undertaking of No Pending Case Certification	Any Pending Case against the government	
6	Declaration of no relationship	Duly notarized declaration of No Relationship by consanguinity and/ or affinity with a CAAP Employee within the third (3rd) degree, in compliance with the Civil Service Commission Regulation on Conflict of Interest	

**ADDITIONAL REQUIREMENTS UPON APPROVAL** Applicable to all categories

1	Barangay Clearance	Where the Airport is located	
2	DTI Business Name (BN) Registration Certificate	For all types of business	
3	SEC Certificate of Registration	For Corporations	
4	BIR Certificate of Registration	For all types of business	
5	Mayor's Business Permit	For all types of business	
6	SSS Employer's Registration	For businesses with one or more employees	
7	Philhealth Employer's Registration	For businesses with one or more employees	
8	Pag-IBIG Employer's Registration	For businesses with one or more employees	
9	DOLE Registration	For businesses with five or more employees	
10	Franchise Certificate	For franchise business	
11	Affidavit of the Owner/ Secretary's Certificate/ Special Power of Attorney	For all types of business	
12	Articles of Incorporation and By-Laws	For Corporations	

13	Height Clearance	For construction of new structures	
14	Sanitary Permit	For Restaurants	
15	Comprehensive General Liability Insurance	For the space/ location applied	

**ADDITIONAL REQUIREMENTS FOR GOVERNMENT AGENCIES**

1	Names and head count of personnel responsible to man the space	Submit upon start of operation	
2	Memorandum of Agreement between CAAP and the agency		

**ADDITIONAL REQUIREMENTS FOR TRANSPORTATION AND TRAVEL AGENCIES**

1	Certificate of Registration (CR)		
2	Official Receipt of the Vehicle Registration (OR)		
3	LTFRB Franchise		
4	Department of Tourism Accreditation		

**ADDITIONAL REQUIREMENTS FOR BANKS AND OTHER MACHINERIES**

1	Electrical Consumption	e.g. ATM Machine and Vending Machine	
2	Schedule of System and Sanitary Maintenance and Replenishment	e.g. ATM Machine and Vending Machine	

**ADDITIONAL REQUIREMENTS FOR AIRLINES AND AVIATION RELATED COMPANIES**

1	Air Operator's Certificate	Issued by CAAP for Airline Companies	
2	Approved Training Organization Certificate	Issued by CAAP for Aviation Schools	
3	Detailed Description	Activities and services offered for applied space	
4	List and details of equipment to be used	Includes visuals	

**REQUIREMENTS FOR RENEWAL OF CONTRACT OF LEASE**

1	Letter of Intent for Renewal		
2	Certificate of No Outstanding Balance	Issued by local CAAP as of the last date of the most recent COL	
3	Certificate of No Violation	Issued by local CAAP	
4	Copy of Previous Contract of Lease		
5	Copy of Latest Mayor's Business Permit		

NOTE: Attachments should be ORIGINAL COPIES or CERTIFIED ORIGINAL COPIES as the case may be.

By the Authority of the Director General:



**ATTY. ROBERTO MARTIN S. BUENAVENTURA**  
Division Chief, Business Development Division