

[CDC MEMO CIRCULAR NO. CSD 13-03, January 15, 2013]

LOCATOR'S BUSINESS PERMITS WITH A MAXIMUM VALIDITY OF THREE (3) YEARS PER ISSUANCE

In our continuing effort to improve and facilitate our service to locators, the Clark Development Corporation Board has approved on January 11, 2013 the issuance of the Three Year Business Permit otherwise known as the Certificate of Registration and Tax Exemption (CRTE) or the Registration Certificate (RC).

I. QUALIFICATION CRITERIA

1. All locators certified to be in good standing as evidenced by proof of current rental payments and/or no pending financial obligation to CDC as well as compliance with all annual regulatory requirements of CDC;
2. All locators with no pending case, civil, criminal or administrative, filed against them by CDC or vice versa; AND,
3. All locators with proof of employment and actual operations.

II. GENERAL PROCESSING MECHANICS

1. The Business Permit to be issued shall have a maximum period of three years but in no case shall be beyond the term of the lease or sublease agreement (LA/SLA);
2. Permit Fees are as follows:

	Processing Fee	1 Year Total permit (Php)	2 Year Total permit (Php)	3 Year Total permit (Php)
1. Regular Renewal of Business Permit (BP)	N/A	1,000 1,000	2,000 2,000	3,000 3,000
2. Optional Early Renewal of BP	N/A	1,000 1,000	2,000 2,000	3,000 3,000
3. Renewal of Contract &	3,000	1,000 4,000	2,000 5,000	3,000 6,000