

CEBU PORT AUTHORITY
Business Marketing and Development Department
Contact Nos.: 412-9024 / 232-1461 loc 25

REQUIREMENTS FOR PERMIT TO OCCUPY / LEASE

For New Application:

1. Letter of Intent with brief history of the company, including the description of the operation and contact details of your company / business entity; Please address letter to:

The General Manager
Cebu Port Authority
CIP Complex, NRA, Cebu City
2. A list of all your existing or proposed products / services (please be very specific);
3. Copy of Certificate of Business Registration;
 - a. For single proprietorship: DTI Certificate of Business Name Registration
 - b. For Cooperatives: CDA Certificate of Registration
 - c. For Corporation / Partnerships: SEC Certificate of Registration
4. Copy of BIR Certificate of Registration (if new);
5. Copy of SSS Certificate of Registration (if new);
6. Financial Statement (last year) with ITR and latest Quarterly Income Tax Return
7. Board Resolution indicating authority of the officer to sign contracts in behalf of the Corporation / Cooperative/Partnership
8. Other documentary requirements the Authority may deem necessary
9. Upon approval of permit, payment of two (2) months security deposit and one (1) month advance rental

For Renewal Application:

1. Letter of Intent to renew indicating contact details of the company / business entity;
2. Copy of Certificate of Business Registration (if there are any changes);
3. Copy of BIR Tax Clearance Certificate;
4. Copy of SSS Certificate of Compliance;
5. Financial Statement (last year) with ITR and latest Quarterly Income Tax Return;
6. Other documentary requirements the Authority may deem necessary

Please attach the requirements in a folder and fill-out the necessary information:

Contact Person	
Position	
Tel. & Fax No.	
Mobile No.	
Email Address	