



**FOOD
TERMINAL
INCORPORATED**

28 February 2023

TO : ALL LOCATORS/LESSEES
FROM : THE FTI MANAGEMENT
SUBJECT : Use of Gate Pass (GP) for Lessees' Properties

For the information of all FTI lessees/locators, published hereunder is the guidelines for the use of gate pass for properties of lessees being brought/taken out of the FTI Complex.

1. Client/Lessee informs Office of the Vice President for Operations through letter request about the intent to bring out properties/request for the issuance of gate pass with the following attachment:
 - a. Signed company gate pass
 - b. List of properties to be moved out
 - c. Authorization letter to the person who will bring out the properties.
2. Lessee, including those moving out, who bring out their properties shall secure Gate Pass from the Leasing Division (LSD) and accomplish the forms in three copies.
3. For control purposes, a Gate Pass (GP) shall be required for all properties *including products of lessees with overdue accounts* that shall be moved out/brought outside the FTI Complex.
4. Tenants with delinquent and overdue accounts and those with legal cases intending to completely move out of the complex shall generally not be allowed to exit from the FTI Complex unless an approved and properly signed gate pass is presented.

5. Issuance of Gate Pass (GP) shall be from 8:00AM to 12:00Noon from Monday to Friday only and is valid only on the days specified in the GP. A GP with erasures shall not be considered unless bearing the signature of the concerned person.
6. The FTI Security Guard on duty and the Enforcement and Monitoring Staff shall check/count the properties while being loaded into the vehicle and shall record in their logbook each item and the general description of the properties to be taken/moved out. The loading of properties shall be during office hours from 8:00AM to 5:00PM. No partial withdrawal of properties contained in one GP is allowed. Each delivery vehicles shall be required an individual GP.
7. For those lessees with account, withdrawal of goods and equipment during Saturdays and Sundays shall not be allowed.
8. The Gate Pass shall be surrendered to the security guard posted at the FTI main gate. Moving out of properties shall only be allowed exit at the main gate.
9. Any question that maybe raised by the lessee on the issuance of GP shall be immediately referred to the FTI Legal Unit for immediate legal advice.

For guidance and compliance.