

LEASING DIVISION
LIST OF REQUIREMENTS FOR NEW LEASE APPLICATION

Requirements	Corporate / Partnership / Cooperative	Sole Proprietorship
Letter of Intent One (1) year lease or shorter	Addressed to VP - Operations	Addressed to VP - Operations
Letter of Intent More the one (1) year lease	Addressed to President - FTI	Addressed to President - FTI
Business Documents Attached Copies)	For Corporation: <ul style="list-style-type: none"> SEC Registration Articles of Incorporation and By-Laws Board Resolution designating authorized officer(s) to transact business with FTI and to sign contract Updated General Information Sheet (GIS) for the Current Year For Partnership: <ul style="list-style-type: none"> SEC/DTI Registration (whichever is applicable) Articles of Partnership Special Power of Attorney (SPA) designating authorized officer(s) to transact business with FTI and to sign contract For Cooperative: <ul style="list-style-type: none"> CDA Registration Article of Cooperation and By-Laws Special Power of Attorney (SPA) designating authorized officer(s) to transact business with FTI and to sign contract Generic Requirements: <ul style="list-style-type: none"> Letter of Authority designating office / representative to receive and accept area to be leased Community Tax Certificate (CTC) of the organization / corporation / partnership and the authorized signatory 	<ul style="list-style-type: none"> DTI Registration Letter of Authority from owner designating officer / representative to receive and accept area to be leased. Owner's letter designating officers authorized to transact business with FTI Community Tax Certificate of the Owner
Financial Statements	<ul style="list-style-type: none"> Audited last two (2) years 	<ul style="list-style-type: none"> Audited last two (2) years
If New	<ul style="list-style-type: none"> ITR of Major Stockholders 	<ul style="list-style-type: none"> ITR of Owner
Letter of Authority for Credit Investigator to do credit checking with banks	<ul style="list-style-type: none"> For compliance 	<ul style="list-style-type: none"> For compliance
Business Profile (See details below)	<ul style="list-style-type: none"> Business Profile including profile of Corporate Officers and Major Stockholders 	<ul style="list-style-type: none"> Business Profile including profile of the owner
Existing License and/or Government Permits	<ul style="list-style-type: none"> Attached copies especially ECC whenever applicable 	<ul style="list-style-type: none"> Attached copies especially ECC whenever applicable
If New	<ul style="list-style-type: none"> Letter of undertaking to obtain required permits, proof of application 	<ul style="list-style-type: none"> Letter of undertaking to obtain required permits, proof of application
List of References	<ul style="list-style-type: none"> Major clients / projects / suppliers. Indicate name of contact person and telephone numbers 	<ul style="list-style-type: none"> Major clients / projects / suppliers. Indicate name of contact person and telephone numbers
Other inputs to establish credit worthiness	<ul style="list-style-type: none"> Major Corporate Assets, Membership in organizations / associations, and accreditation with government agencies, exclusive distribution / service arrangements 	<ul style="list-style-type: none"> Same as for Corporation. Include other business / companies owned or wherein owner is an officer / stockholder
<ul style="list-style-type: none"> Business profile details: Nature of business, process in the conduct of business especially operations to be done in FTI, and list of products and chemicals to be handled. For chemicals, include safety precautionary sheet. Include brief company history citing date founded and other milestones as well as Bio-Data of Proprietor, Officers and Directors, whichever is applicable. Cite environmental compliance. <ul style="list-style-type: none"> If company is engaged in manufacturing, trading, or storing of chemicals, to submit materials safety data sheet. For telecom companies, to submit height clearance permit from ATO and Health Certificate from DOH. 		