**NEW CLARK CITY Investor’s Guide**



LETTER OF INTENT (LOI)

**BCDA Sample LOI Form**

*Note: The following suggested format may be modified to include additional relevant information.*

*Please submit this Letter of Intent with enclosures in three (3) sets to BCDA Corporate Center, 2/F Bonifacio Technology Center, Bonifacio Global City, Taguig City*

(Company Letterhead)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date)

**ENGR. JOSHUA M. BINGCANG**

President and CEO

Bases Conversion and Development Authority

BCDA Corporate Center

Bonifacio Technology Center

Bonifacio Global City, Taguig City

Dear **President and CEO Bingcang:**

Our company is interested in establishing a (please specify business proposal) project inside the New Clark City. We enclose with this Letter of Intent the following documents for your evaluation:

1. Notarized Application for Registration (FM-CDC-MD-01) including applicable Annexes
2. Resume and photocopies of passports and/or any valid ID of key Officers
3. Proof of Financial Capability/Assets: (any of all of the following)
   * Latest Audited Financial Statements of applicant firm (parent/management company if applicable)
   * Verifiable Bank Certification of deposits or approved loan or credit line; if equity financing is less than total project cost;
4. Proposed Organizational Chart;
5. Certified true copy of Business Registration (Securities and Exchange Commission Papers, License to transact Business in the Philippines, DTI Registration) or a copy of SEC Reservation Payment Confirmation
6. Board Resolution authorizing the Lease/Sub-Lease Agreement and Signatory thereof (disregard if Sub-Lessee is a Single Proprietorship
7. Latest photo of proposed area for lease or sub-lease;
8. In case of Sub Lease, Sub Lessor’s Letter Endorsement
9. Other required attachments
10. Company Profile and brochures, if any
11. Conceptual Development Plan and Business Process Flow

We look forward to your favorable consideration.

Very truly yours,