



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TOURISM  
PHILIPPINE RETIREMENT AUTHORITY



**CHECKLIST OF REQUIREMENTS  
AS AN ACCREDITED RETIREMENT PROJECT / FACILITY  
UNDER SBMA/CDC PROPERTIES  
(NEW)**

Name of Project / Facility: \_\_\_\_\_

Name of Developer: \_\_\_\_\_

- A.  Accomplished Application Form;
- B.  Accomplished Information Sheet;
- C.  Authorization Letter for Representative;
- D.  Project Profile;
- E.  Mayor's Permit and/or SBMA Freeport Administration / Clark Development Corporation Certificate of Registration and Tax Exemption;
- F.  Securities and Exchange Commission (SEC) Registration;
- G.  Articles of Incorporation with By-laws;
- H.  Audited Financial Statements for the last 3 years;
- I.  Income Tax Return for the last 3 years;
- J.  Pro-forma Sub-Lease Agreement;
- K.  BIR Certificate of Registration;
- L.  Lease and Development Agreement Between SBMA/CDC and applicant; and

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M.  *Ocular Inspection Report (to be provided by PRA)*

Processed/Evaluated by:

Marketing Department

Date Completed: \_\_\_\_\_

Ocular Inspection Date: \_\_\_\_\_