



**SUBIC BAY
DEVELOPMENT
and
MANAGEMENT
CORPORATION, INC.**

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**STANDARD OPERATING PROCEDURE AND GUIDELINES FOR
MONITORING OF SUBLEASES WITHOUT SBDMC'S CONSENT**

Reviewed by:

CPD
Roland Padlan Addun
Chief Operating Officer and
Quality Management Representative

GA
Gina B. Orozco
In-house Attorney
Deputy QMR

Approved by:

Jeff Lin
Jeff Lin, M.S., P.E.
Corporate President
7/1/13

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Prepared By:

Julie S. Tan
Julie S. Tan
OIC-ISD





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1. RATIONALE

The Industrial Lease Agreement/Lease Agreement requires that subleasing of the leased property or any portion thereof shall have the prior written approval of SBDMC and SBMA.

SBDMC has no legal obligation to recognize sub-lessees of Locators who failed to secure the consent of SBDMC.

2. SCOPE

This procedure is applicable to SBGP Locators who have subleases without the consent of SBDMC and their concerned sub-lessees.

3. RESPONSIBILITIES

3.1. Investment Services Department (ISD) – primarily responsible for monitoring subleases without consent and implementing this SOP.

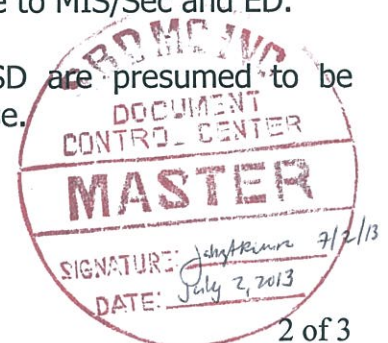
3.3 MIS/Security Department (MIS/Sec) - to assist ISD in the monitoring of unapproved subleases through gate monitoring and processing of RFID applications

3.4 Engineering Department (ED) - to assist ISD in the monitoring of unapproved subleases through site inspections and evaluating of construction plans.

4. PROCEDURE

4.1. ISD shall maintain a list of subleases which have been consented to by SBDMC. The list shall be updated every time a Consent to Sublease is issued. ISD shall provide this listing and update to MIS/Sec and ED.

4.2. Sub-lessees not included in the listing of ISD are presumed to be without consent unless they can prove otherwise.





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- 4.3. MIS/Security shall refer to the listing in their gate monitoring and when processing RFID applications. MIS/Sec shall deny RFID applications of sub-lessees without consent.
- 4.4. ED shall refer to the listing when inspecting construction activities inside SBGP and accepting submission of building plans. ED shall deny submission of plans by sub-lessees without consent.
- 4.5. MIS/Sec and ED shall immediately report to ISD their findings on sub-lessees without consent.
- 4.6. Upon finding of sub-lessees without consent from MIS/Sec, ED or any other means, ISD shall inform the Locators concerned that they need to secure the consent of SBDMC for their subleases. SBDMC shall require the Locator to submit the request for consent.
- 4.7. The notice shall also inform the Locators that SBDMC shall not recognize sub-lessees without the consent of SBDMC, hence, the following policy shall be strictly implemented:
 - Containers/shipments of said sub-lessees shall be prohibited from entering into SBGP if not included in the listing provided by ISD.
 - RFID stickers shall not be issued to the said unapproved sub-lessees.
 - SBDMC shall request SBMA to revoke the sub-lessee's Certificate Registration/Tax Exemption and/or Business Permit to Operate issued without the consent of SBDMC.
- 4.8. Upon written request by the direct lessee/Locator of SBDMC, it's sub-lessee(s) without consent may be given one-time consideration to allow entry of their shipments/containers into the SBGP. The Locator shall also provide an Undertaking that it will submit to SBDMC within five (5) working days the request for consent to sublease with the copy of the Sublease Agreement

