CHAGUARAMAS
DEVELOPMENT AUTHORITY

APPLICATION FOR THE USE OF PROPERTY IN THE CHAGUARAMAS REGION

SECTION 1: CATEGORY OF APPLICANT (Please tick applicable category):

- ☐ Individual / Citizen / Permanent Resident
- ☐ Sole Proprietorship / Registered Business Firm
- ☐ Partnership / Limited Liability Partnership (LLP)
- ☐ Private Limited Liability Company (Ltd. / LLC)
- ☐ Public Limited Company (Plc)
- ☐ Joint Venture (JV) / Consortium
- ☐ Non-Profit Organisation (NPO) / Non-Governmental Organisation (NGO) / Civil Society Org
- ☐ Registered Cooperative Society / Friendly Society
- ☐ State Agency / Statutory Authority / Ministry / Municipal Corporation
- ☐ Foreign Entity / External Registered Company
- ☐ Other (Specify): _____

SECTION 2: APPLICANT IDENTIFICATION & CONTACT INFORMATION

Full Legal Name of Applicant / Entity:	
Trading Name / Business Name (if applicable):	
Company / Business / NPO Reg. No.:	
Date of Incorporation / Registration:	
BIR Number:	
VAT Registration Number:	
Registered / Permanent Residential Address:	
Mailing / Postal Address (if different):	
Authorized Representative / Key Contact Person:	
Position / Designation:	
Telephone / Mobile Number(s):	
Official Email Address for Notices:	

SECTION 3: PROPOSED PROPERTY USE & SECTOR CLASSIFICATION

Location/Site Applied For (If known): _____

Total Land Acreage / Building Floor Space Required: _____

Detailed Purpose / Proposed Use of Property: _____

Classification of Proposed Activity:

Marine & Maritime ☐	Agriculture/Agro-Processing ☐	Light Industrial/Assembly ☐	Eco-Tourism/Hospitality ☐
Commercial/Retail ☐	Entertainment/Recreation ☐	Institutional/Educational ☐	Knowledge-Based/Tech ☐
	Civic/Community/Sports ☐	State/Public Infrastructure ☐	

Other (Explain) ☐ _____

SECTION 4: GOVERNANCE, BENEFICIAL OWNERSHIP & PRINCIPALS

Complete table for Directors, Partners, Sole Proprietor, Trustees or Beneficial shareholders holding >10% interest

Full Name	Position/Role	Nationality & ID No.	Residential/ Official Address	% Ownership

SECTION 5: FINANCIAL & OPERATIONAL CAPACITY

Existing / Proposed Key Project Managers (Attach CVs):

PRIMARY BANKERS AND ADDRESSES (BANKER'S REFERENCES REQUIRED)

Estimated Investment in Land Development	$
Estimated Investment in Building Development	$
Estimated Investment in Plant and Equipment	$
Total Estimated Project Investment	$
Number of Jobs to be created during Preparation/Construction	
Estimates Number of Permanent Jobs to be Created	

WILL ANY SPECIAL EXPERTISE BE REQUIRED TO COMPLETE OR ESTABLISH THE PROJECT?

Yes ☐ **No ☐** **If Yes, Please Identify.**

LEVEL OF INFRASTRUCTURAL SUPPORT REQUIRED

Electricity	
Water	
Telephones	
Sewerage	
Road Development	
Other (Explain)	

INDICATE APPROVALS REQUIRED FROM REGULATORY BODIES (e.g. Town & Country Planning, EMA, Fire, MOWT, Water & Sewerage Authority):

SECTION 6: ENVIRONMENTAL IMPACT, HEALTH & SAFETY (EHS)

State if hazardous materials, fuels, oils, toxic waste, effluent, or noise will be generated, and outline proposed mitigation/ disposal methods:

_____

_____

_____

SAFETY MEASURES PROPOSED FOR WORKERS, FIRE PREVENTION EQUIPMENT, ETC.

_____

_____

_____

SECTION 7: MANDATORY SUPPORTING DOCUMENTS BY APPLICANT CATEGORY

Category of Applicant	Required Documentation Checklist
ALL APPLICANTS (Universal Requirements)	• Detailed Business Plan (for commercial/industrial entities) OR Comprehensive Project Proposal / Operational Plan (for non-profits, sports, civic, and state bodies) • Site layout sketch / conceptual development plan indicating spatial requirements • Bank Reference Letter(s) or Official Proof of Financial Capability / Subvention / Grant funding • BIR Tax Clearance Certificate (or letter of exemption/status)
INDIVIDUALS & SOLE PROPRIETORS	• Two (2) valid forms of government-issued photo ID (National ID, Passport, Driver's Permit) • Proof of residential address (utility bill within last 3 months) • Certificate of Business Registration / Firm Registration (if trading under a business name) • Certificate of Character (Police Clearance) issued within the last 6 months • Curriculum Vitae (CV) of the applicant / principal
PARTNERSHIPS & JOINT VENTURES	• Partnership Agreement or Joint Venture Agreement outlining governance & equity shares • Certificate of Registration of Business Name / Firm • Valid photo IDs and proof of address for all partners / JV participants • Power of Attorney / Letter of Authorization identifying the lead managing partner
COMPANIES & CORPORATIONS	• Certificate of Incorporation / Certificate of Continuance • Articles of Incorporation and Company By-Laws • Most recent filed Annual Return, Notice of Directors, and Notice of Registered Office • Formal Board Resolution authorizing the property application and appointing designated signatories • Audited Financial Statements or Management Accounts for the last three (3) operating years • Beneficial Ownership register or identity of shareholders owning ≥ 10% equity
NON-PROFIT ORGANISATIONS, COOPERATIVES & STATE BODIES	• Non-Profit Organisations: Certificate of Incorporation (Non-Profit Co.) or Registration under the NPO Act; Constitution/Rules; List of Trustees/Directors; latest Audited Accounts • Cooperatives / Friendly Societies: Certificate of Registration under the Cooperative Societies Act; Bye-laws; List of Management Committee; Annual Returns • State Agencies / Statutory Bodies: Enabling Act / Gazette Notice; Ministerial / Board Approval / Letter of Support; Official Designation of Authorised Officer

DECLARATION

(To be signed by all applications)

I/WE DECLARE THAT I AM/WE ARE OF FULL LEGAL AGE AND CAPACITY, UNDER NO LEGAL IMPEDIMENT, AND THAT ALL INFORMATION, PROJECTIONS, AND STATEMENTS PROVIDED IN THIS APPLICATION AND ATTACHMENTS ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY/OUR KNOWLEDGE. I/WE HEREBY AUTHORIZE THE CHAGUARAMAS DEVELOPMENT AUTHORITY TO CONDUCT DUE DILIGENCE INQUIRIES AND VERIFY ANY PARTICULARS SUBMITTED.

DATED THIS: _____ DAY OF _____ 20 _____

SOLE PROPRIETORS/INDIVIDUALS AND PARTNERSHIPS

SIGNED BY:

NAME (Block Letters): _____ **SIGNATURE:** _____

NAME (Block Letters): _____ **SIGNATURE:** _____

IN THE PRESENCE OF:

Witness Name: _____ **SIGNATURE:** _____

Occupation: _____

Address: _____

COMPANIES/CORPORATIONS **[AFFIX COMMON SEAL HERE]**

Executed for an on behalf of the company by

NAME (Block Letters): _____ **SIGNATURE:** _____

NAME (Block Letters): _____ **SIGNATURE:** _____

IN THE PRESENCE OF:

Witness Name: _____ **SIGNATURE:** _____

Address: _____

NPOS / NGOS / COOPERATIVES / STATE BODIES **[OFFICIAL STAMP/SEAL HERE]**

Executed for an on behalf of the organization by

Signature: _____ Authorized Officer _____

NAME (Block Letters): _____ Contact Email/Tel**:** _____

Designation (Chairman/CEO) _____

Signature: _____

NAME (Block Letters): _____

Designation (Chairman/CEO) _____

SUBMISSION INSTRUCTIONS: In accordance with CDA Board Decision (Item 2b), physical submissions are discontinued. Please complete this form and submit via email along with scanned copies of all required supporting documents in PDF format to the Tenancy Assessment Committee at: cda.tenancy@chaguaramas.com.

DISCLAIMER

Payment of any application or administrative fee does not confer any right, entitlement, approval, consent, tenancy, interest or expectation of approval in favour of the applicant. All applications remain subject to CDA's internal review, verification and operational processes and may be approved, refused, deferred or discontinued at CDA's discretion. All fees are non-refundable regardless of the outcome of the application.

NO GUARANTEE OR LEGAL RIGHTS CREATED

Submission of an application and/or payment of any application or processing fee does not guarantee approval of any request, regularization arrangement, utility connection, consent or other benefit. Further, no application, acknowledgment, inspection/site visit, investigation, payment, communication or non-objection issued by CDA shall, unless explicitly stated: (a) confer ownership, tenancy or lawful occupation upon the applicant; (b) create any legal or equitable interest in the lands; or (c) prejudice or waive CDA's rights in relation to the lands, including its right to require and/or enforce the cessation of occupation or recovery of possession where necessary.

ASSESSMENT AND VERIFICATION

All applications are subject to investigations, technical assessments, operational reviews, title verification exercises, site visits and such other due diligence processes as CDA may consider necessary. CDA reserves the right to approve, refuse, suspend or discontinue any application at any stage of the process.

APPLICANT RESPONSIBILITIES

The applicant is responsible for ensuring that all information and supporting documents submitted are accurate, complete and truthful. CDA reserves the right to refuse, cancel or revoke any application or approval where false, misleading or incomplete information is provided.

AMENDMENTS

CDA reserves the right to amend or revise these terms and conditions from time to time, subject to applicable laws and regulations.

APPLICANT DECLARATION AND ACKNOWLEDGMENT

By signing below, the applicant confirms that:
(a) the information provided is true and correct to the best of the applicant's knowledge;
(b) the applicant has read and understood these terms and conditions and has sought independent advice; and
(c) the applicant agrees to be bound by them.