
	JOHN HAY MANAGEMENT CORPORATION	Document Code	JHMC-ATO-Form 001
	AUTHORITY TO OPERATE	Revision Number	0
		Page Number	1 of 3
		INTERNAL FORM	Effectivity Date

I, _____
Authorized Representative of Company
of _____
Company Name
with the principal office address at _____
Address
do hereby depose and state that:

- I am the _____ (Position) of _____ (Company Name),
the duly designated and authorized employee to apply with the John Hay Management Corporation (JHMC) for an Authority to Operate (ATO);
- The following are basic information of _____
(Company Name);

Applicant's Existing Business Registration with: <i>(If not applicable, please state N/A.)</i> <div style="display: flex; justify-content: space-between;"> Date Registration No. </div> <div style="display: flex; justify-content: space-between;"> <div> Securities and Exchange Commission _____ Department of Trade and Industry _____ Business Size <input type="checkbox"/> Micro <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large Cooperative Development Authority _____ Business/Mayor's Permit: _____ BIR Tax Identification Number _____ </div> <div> _____ _____ _____ _____ _____ </div> </div>														
Principal Officers: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Name</th> <th style="width: 33%;">Position</th> <th style="width: 33%;">Signature</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>			Name	Position	Signature	_____	_____	_____	_____	_____	_____	_____	_____	_____
Name	Position	Signature												
_____	_____	_____												
_____	_____	_____												
_____	_____	_____												
Company Contact Details: Telephone and Mobile Number/s: _____ Email Address: _____	Authorized Representatives/Personnel: Telephone and Mobile Number/s: _____ Email address: _____													
Personnel authorized to transact business with JHMC: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Name</th> <th style="width: 33%;">Position</th> <th style="width: 33%;">Signature</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>			Name	Position	Signature	_____	_____	_____						
Name	Position	Signature												
_____	_____	_____												
TYPE OF APPLICATION: <i>(Check the appropriate space.)</i> New: [] Expansion/Additional Project: [] Renewal: []														

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		Page Number	2 of 3
	INTERNAL FORM	Effectivity Date	10 February 2025

PLACE OF OPERATION

Lot Area: _____

Structure/Building Gross Floor Area: _____

Location: _____


PROPOSED ACTIVITIES:

(USE SEPARATE SHEET IF NEEDED)

3. Attached hereto are copies of required permits, licenses, and other requirements (*as enumerated in the JHMC checklist of requirements*) to support the application of _____ (*Company Name*);

4. I/We _____ therefore hereby commit and undertake to comply with JHMC rules and regulations including the following conditions THAT:
 - a. The applicant is capable of operating, on a sound and efficient basis, and of contributing to the objectives of JHMC and BCDA;
 - b. The applicant proposes to engage, in good faith, in the conduct of its business within the John Hay Special Economic Zone (JHSEZ);
 - c. The applicant shall submit periodic reports and other information, pertaining to its activities within the JHSEZ as may be required by JHMC;
 - d. The ATO shall be subject to revocation by JHMC if no contract/agreement will be executed by the applicant with BCDA and JHMC within six (6) from the date of issuance of the ATO;
 - e. The applicant shall pay/remit taxes that may be imposed on its business pursuant to tax and investment incentives, as may be applicable;
 - f. No Board member or officer of BCDA and JHMC has an investment or any other financial interest, direct or indirect, in the applicant's enterprise; and
 - g. There exists no dummy relationship between any of the stockholders and/or principal officers of the applicant and any foreign individuals/business entity.

5. Pursuant to the provisions of Section 3 and Section 14 of R.A. 3019 (Anti-Graft Act), we _____ (*Company Name*) has not given or promised to give, and will not give any gift to any officer or employee of BCDA-JHMC in connection with the filing and processing of our application, nor it will give such gift to any of said officers or employees after approval of its application.

	JOHN HAY MANAGEMENT CORPORATION	Document Code	JHMC-ATO-Form 001
	AUTHORITY TO OPERATE	Revision Number	0
		Page Number	3 of 3
	INTERNAL FORM	Effectivity Date	10 February 2025

6. The applicant commits to comply with existing and future BCDA and JHMC laws, policies, and regulations.

NAME & SIGNATURE
(Position)
Authorized signatory (With Board Resolution/ Secretary Certificate)

SUBSCRIBED AND SWORN to before me, a Notary Public, this _____ day of _____ at _____ City, affiant exhibited to me his/her _____ at _____.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2025.

Date: _____

This is to authorize _____ *(Name of Company)* to conduct business at the _____ *(Business Address)*, John Hay Special Economic Zone, Baguio City. Failure to comply with the conditions herein automatically nullifies this Authority to Operate.

President and Chief Executive Officer