



## Renewal of Lease Contract

### ABOUT THE SERVICE

All registered stallholders are required to renew their Contract of Lease annually stating therein the guidelines and conditions of their occupancy at the Bicol Central Station.

<b>Department / Office:</b>		<b>BICOL CENTRAL STATION</b>		
<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		G2B - Government to Businesses		
<b>Who may avail</b>		BCS Registered Stallholders		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• BCS Clearance on Payment of Rental and Electricity</li> </ul>		<ul style="list-style-type: none"> <li>• BCS Office</li> </ul>		
<ul style="list-style-type: none"> <li>• Photocopy of Mayor's Permit</li> </ul>				
<ul style="list-style-type: none"> <li>• Photocopy of DTI Business Name or SEC Registration</li> </ul>				
<ul style="list-style-type: none"> <li>• Original Copy of Board Resolution authorizing the representative (If applicant is a corporate entity);</li> </ul>				
<ul style="list-style-type: none"> <li>• Picture of the front of the commercial stall showing its entire height and width with applicant/helpers</li> </ul>				
<ul style="list-style-type: none"> <li>• Drug test result of applicant and employees / helpers or Affidavit of Undertaking by the Applicant</li> </ul>		<ul style="list-style-type: none"> <li>• Naga City Hospital</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of Requirements  Submit requirements to the Admin Division for the preparation of the Contract of Lease before the expiration of their current Contract		P	5 minutes	NARCISO H. MORALDE III Administrative Aide III (Casual)
2. Contract Signing  The Contract will be signed by the Applicant	3. Mayor signs the contract and witnessed by the City Administrator & Chairman Market Awards Committee and the City Treasurer		3 days	City Mayor, City Administrator & Chairman Market Awards Committee City Treasurer
	4. Issuance of Contract  The Contract will be issued for Notarization.		1 minute	Notary Public
	5. Filing of Contract  After notarization of Contract the same will be filed and		1 minute	JHONA M. LANDICHO Administrative Aide I



	submitted to the Admin Division			(Casual)
<b>TOTAL</b>		P	3 Days 5 min	

**BICOL CENTRAL STATION**

Ninoy-Cory Aquino Ave., Barangay Triangulo, Naga City

For more information, please contact:

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