



MERCHANT APPLICATION PROCEDURE

Step 1: Completely fill-up the Merchant Application Form

- Make sure to answer all fields. All information requested on the application form is taken into consideration for concept evaluation.

Step 2: Compile all of the following requirements:

1. Letter of Intent
2. Company Profile
3. Copy of Business Registration Papers
 - For Individual/Sole Proprietorship, submit:
 - A. DTI Certification
 - B. Photocopy of the front page of the proprietor's passport
 - C. BIR Certificate of Registration of the Lessee (BIR Form 2303)
 - For Corporation, submit:
 - A. Securities and Exchange Commission (SEC) Registration Certificate;
 - B. Articles of Incorporation & By-laws of the Corporation;
 - C. Secretary's Certificate authorizing the execution by the Corporation of the Contract of Lease and designating the signatory thereof;
 - D. Photocopy of any government issued I.D. showing reference number and picture of the signatory/ies;
 - E. BIR 2303 or Certificate of Registration of the Lessee (BIR Form 2303);
 - F. Proof to use the business name or trade name, if different from the corporate/partnership name;
4. List and photos of Merchandise/Services with corresponding prices or brochure
5. Photos of existing store (if applicable)
6. Historical Sales of existing store (if applicable)
7. Sales projection for 12 months
8. Accomplished Merchant Application Form

For foreign brands and/or food franchise:

1. Assignment letter from foreign principal, recognizing your company as their franchise holder
2. Photos and catalogues of foreign brands and/or food franchise

Step 3: Submit your Application

- Send the Merchant Application Form and all documents requirements to:
R4 Level, Retail Office, Power Plant Mall, Rockwell Center, Makati City
- Only Application with complete requirements will be evaluated and kept in our active file.

Step 4: Evaluation of Concept

- The evaluation of all applications with complete requirements will be conducted by the Rockwell Retail Team.
- You will be informed of the status of your application after the preliminary screening through email or email.
- Should the need arise in the course of the evaluation, you may be contacted for either an interview, product presentation, or food tasting.
- In the event of concept approval but unavailability of space, your application will be kept in our active archive for consideration on future vacancies.

For question and clarifications in becoming a Rockwell Merchant, you may call the Retail Office at: (+632-898-1702) or you may check our website <https://therockwellist.com/leasing>



MERCHANT APPLICATION FORM

- Rockwell Center Makati Condo Retail
- Santolan Town Plaza
- RBC Sheridan
- Power Plant Mall
- The Grove by Rockwell
- Other _____
- RBC Ortigas

BUSINESS INFORMATION

Trade Name:

Corporate Name:

Business Address:

Contact Person (other than owner, if any)	Designation:	
Contact Number(s):		
E-mail Address:	Website:	
Type of Business organization: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation		
Tax Identification Number:		
Principal Partners/Officers/Directors		
Name	Position	Citizenship
1.		
2.		
3.		
4.		
5.		

MERCHANDISE INFORMATION

A. Type
 Sole Proprietorship Partnership Corporation

B. Target Market: Age bracket:

C. Area requirements (in sq.m.)
Minimum: Maximum:

D. Merchandise Category:

<input type="checkbox"/> Anchor	<input type="checkbox"/> Health & Beauty	<input type="checkbox"/> Services
<input type="checkbox"/> Fashion	<input type="checkbox"/> Arts & Interior	<input type="checkbox"/> Leisure & Entertainment
<input type="checkbox"/> Food & Beverage	<input type="checkbox"/> Specialty	<input type="checkbox"/> Others

Brief Description of the concept and its type of products:

Estimated Monthly Sales:



ROCKWELL LAND

List of Branches (if any):			
Location	Floor Area	Ave. Monthly Sales	Years in Business
1.			
2.			
3.			
OWNER INFORMATION			
Name:			
Residential Address:			
Contact Number(s):		E-Mail Address:	
Citizenship:			
REFERENCES			
Credit (Credit Co. or Bank):			
Name	Address	Contact Number(s)	
1.			
2.			
Personal:			
Name	Address	Contact Number(s)	
1.			
2.			

Here at Rockwell Land Corporation, we value your privacy and we want to help you understand how we use your personal information. Please refer to this link for our privacy policy:

<https://therockwellist.com/privacy-policy/>.

By signing below, you hereby agree to the following:

- I hereby certify that all the above information is true and correct and that I authorize ROCKWELL LAND CORPORATION to check the veracity of the same. I am aware that this form is only for the purpose of applying for retail space and that this is not considered as a lease agreement nor contract.
- I allow my email address, contact number and address to be used only for communication purposes regarding my account.
- I have read and agreed to Rockwell's Privacy Policy: <https://therockwellist.com/privacy-policy/>
- Retention period of all information will be for five (5) years from the date it was received and processed.

Signature over printed name

Date