

# Document Review Request

## Section I: Document Details *(to be accomplished by the Document Originator)*

Document Title & Revision Status: FPIP VEHICLE STICKER APPLICATION FORM (LOCATOR) Rev. 1

Document Originator & Signature: Liezel Marajas

Department: PUG Submission Date: February 12, 2024

Document Source:  Internal  External

Purpose of Request:  New Document  Revision  Reissue  Deletion

Details of the Proposed Revision / New Document *(cite differences between the old and new documents):*  
*(If the space provided is not enough, you may attach another clean sheet of paper as a support of this form, as deemed necessary)*

1. Updated address and contact details

2. Revision on the list of requirements (deletion of authorization letter as qualifying requirement for sticker application, making Road safety certificate as optional requirements)

Signature of Department Head: RGHerrera

JMdelasAlas

## Section II: Document Type *(to be accomplished by the Document Controller)*

Paper-Based *(procedures, WIs, guidelines, forms, etc.)*

(specify title of the document and the new revision status)

Electronic *(computer files of originator)*

Physical *(reference documents)*

Received by & Date: \_\_\_\_\_

## Section III: Review of Proposed Document for Comments, if any *(to be accomplished by MR/DMR)*

MR / DMR Signature & Date \_\_\_\_\_

## Section IV: Document Status *(to be accomplished by the MR)*

Approved for issuance / deletion

Revise according to comments stated in Section III

Disapproved for issuance

MR Signature & Date \_\_\_\_\_

## Section V: Final Document Status *(to be accomplished by the Document Controller)*

Effectivity Date: \_\_\_\_\_

Date Endorsed to Document Originator: \_\_\_\_\_

Date of Receipt (Signed): \_\_\_\_\_

DC Signature \_\_\_\_\_

Control No. \_\_\_\_\_

## FPIP VEHICLE STICKER APPLICATION FORM (LOCATOR)

### I. GENERAL INFORMATION

Date of Application: \_\_\_\_\_

Type of Application:

New

Renewal

### II. LOCATOR INFORMATION

Locator: \_\_\_\_\_

### III. DESIGNATED DRIVER INFORMATION

Name of Locator Designated Driver: \_\_\_\_\_  
(If vehicle is assigned to a specific employee) *Last Name* *First Name* *Middle Initial* *Suffix*

### IV. VEHICLE INFORMATION

Plate Number: \_\_\_\_\_ Conduction Sticker Number: \_\_\_\_\_

Registration Validity of OR: \_\_\_\_\_ Number of Wheels:  Two  Three  Four  
 Six  Ten Above

Vehicle Color: \_\_\_\_\_ Vehicle Brand: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Vehicle Year Model: \_\_\_\_\_

### V. REQUIREMENTS (to be attached)

#### New Application

1. Application form signed by authorized signatory/ies of the locator
2. Name of Driver and Driver's License if assigned for use of specific employee
3. Copy of Land Transportation Office Official Receipt (OR)
4. Copy of Land Transportation Office Certificate of Registration (CR)
5. Road Safety Training Certificate issued by Locator (Optional)
6. Road Safety Training Certificate issued to Company driver/Drivers (Optional)

#### Renewal Application

1. Application form signed by authorized signatory/ies of the locator
2. Name of Driver and Driver's License if assigned for use of specific employee
3. Copy of Land Transportation Office Official Receipt (OR)
4. Road Safety Training Certificate issued by Locator (Optional)
5. Road Safety Training Certificate issued to Company driver/Drivers (Optional)

## VI. LOCATOR'S UNDERTAKING

I hereby bind myself and agree to follow all FPIP park rules and regulations and that upon sale or disposal of my vehicle, the vehicle pass or sticker is considered void or revoked. I further certify that all information declared herein are true and correct to the best of my knowledge.

**Name of Locator's Authorized Personnel:** \_\_\_\_\_  
*Last Name                      First Name                      Middle Initial                      Suffix*

**Designation:** \_\_\_\_\_

\_\_\_\_\_  
*Locator Authorized Personnel Signature Over Printed Name*

## VII. FPIP APPROVAL

**Verified by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OR No:** \_\_\_\_\_ **Control/Sticker No:** \_\_\_\_\_

**Valid Until:** \_\_\_\_\_

\_\_\_\_\_  
*FPIP Authorized Personnel Signature Over Printed Name*

### Note:

1. Submit the accomplished form at [parkadmin@fpip.com](mailto:parkadmin@fpip.com) along with the complete set of requirements.
2. Please see and sign Data Privacy Act Notice at the bottom of this form to allow us to process your application.

# DATA PRIVACY NOTICE

By filling-up, signing and submitting this form, you are consenting to the collection, processing, use and retention of your personal data based on the Privacy Policy of the Company. Your personal information is also collected through phone calls, emails, SMSs or verbal communication with our authorized representatives, as applicable. **In particular, we are using your information to process your access permit and monitor entry to the park in connection to your performance of work, to comply with government requirements, and to perform such other processing that may be required in the course of business.** You attest that all such personal data is accurate, complete and up to date.

As a general rule, we are not allowed to share your data to third party, except in limited circumstances. By giving your consent, you authorize the Company to disclose your personal data to accredited/affiliated or independent/non-affiliated third parties, as necessary for the proper execution of processes related to the declared purpose, and when the use or disclosure is reasonably necessary, required or authorized by or under law. However, such third parties may only use personal data for the purpose disclosed and may not use it for any other purpose.

The Company strictly enforces its Privacy Policy and have implemented technological, organizational, and physical security measures to protect your information. The Company stores electronic and physical document in both local and offshore facilities in accordance with the Company's Retention Policy. As a data subject, you have the right to be informed, to object, to access, to rectify or correct erroneous data, to secure data portability, and to be indemnified for damages. The Company's decisions to provide access, consider requests for correction or erasure, and address objection to process personal data as it appears in the Company's official records, are always subject to applicable and relevant laws and/or the DPA, its IRR and other issuances of the NPC. Should you have any inquiry, feedback, and/or complaints to the Company's Privacy Policy, you may reach our Data Protection Officer at [fpipdpo@fpip.com](mailto:fpipdpo@fpip.com).

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*Printed Name and Signature of Authorized  
Signatory of Locator*