

LEASE OF OFFICE SPACE/PARKING SLOTS AT PNOG ENERGY CENTER					
Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Forms
1	Interested subsidiary/DOE and its affiliates to lease office space/parking slots – send letter of intent to lease premises	Record in the EMD logbook offers of subsidiary/DOE and its affiliates to lease premises.	10 minutes	EA	
2		Determine availability of office space/parking slots; prepare letter to subsidiary/DOE and its affiliates to inform of the available office space/parking slots and rental rates; request for conformity	2 hours	SRS/DC	
3		Review/sign letter to subsidiary/DOE and its affiliates	1 hour	ADM/DM	
4		Send letter to subsidiary/DOE and its affiliates	10 minutes	EA	
5	Acknowledge receipt of letter				
6	Send reply / conformity				
7		Record receipt of conformity	10 minutes	EA	
8		Prepare memo/provide Legal Department with the Terms and Conditions for the Contract of Lease	1 day	SRS/DC	
9		Review/sign memo to Legal Department	2 hours	ADM/DM	
10		Review draft Contract of Lease as prepared by Legal	1 day	DC/ ADM/DM	
11		Prepare transmittal letter of draft Contract of Lease and House Rules and Regulations to subsidiary/DOE and its affiliates; request for conformity	30 minutes	SRS/DC	
12		Sign transmittal letter to subsidiary/DOE and its affiliates	15 minutes	DM	
13		Send transmittal letter with draft Contract of Lease and House Rules and Regulations to subsidiary/DOE and its affiliates	10 minutes	EA	
14	Acknowledge receipt of Contract of Lease and House Rules and Regulations; Review/sign conformity to the draft Contract				
15		Return draft Contract to Legal for revisions / finalization; request for contract endorsement	30 minutes	SRS/DC	
16		Review/sign memo to Legal	15 minutes	DM	
17		Prepare transmittal letter of 6 execution copies to subsidiary for signature of authorized signatory and that of his witness	30 minutes	SRS/DC	
18		Sign transmittal letter	15 minutes	DM	

19		Send transmittal letter with 6 execution copies to subsidiary/DOE and its affiliates	1 hour	EA	
20	Sign Contract of Lease				
21	Return Contract to PNOC for signature				
22		Acknowledge receipt of Contract from subsidiary/DOE and its affiliates	10 minutes	EA	
23		Prepare memo to President re: request for his signature and that of his witness to the Contract	1 hour	SRS/DC	
24		Sign memo to the President	30 minutes	DM	
25		Send memo and execution copies of Contract to President for signature	30 minutes	EA	
26		Prepare transmittal letter of signed Contract to subsidiary/DOE and its affiliates for notarization	30 minutes	SRS/DC	
27		Sign transmittal letter to the subsidiary/DOE and its affiliates	15 minutes	DM	
28		Send transmittal letter with signed Contract to subsidiary/DOE and its affiliates for notarization	15 minutes	EA	
29	Notarize Contract				
30	Return 4 notarized copies of Contract to PNOC				
31		Acknowledge receipt of notarized copies of Contract	10 minutes	EA	
32		Send to Accounting & Treasury copies of Contract of Lease	30 minutes	EA	

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