UPLBFI Form

REQUEST FINDER’S FEE AND PROJECT DEVELOPMENT FEE FORM

|  |  |
| --- | --- |
| DATE: |  |

THRU: PROJECT DEVELOPMENT HEAD

|  |  |  |  |
| --- | --- | --- | --- |
| Project Code: |  | | |
| Project Title: |  | | |
| Funding Agency: |  | | |
| Duration: |  | Date Started: |  |

In line with the incentive being given by UPLB Foundation, Inc. (UPLBFI) to the finder and the person(s)/unit(s)/institution(s) involved in the packaging of the abovementioned project. I would like to formally inform you the following:

1. The Finder(s) of the abovementioned project is/are (use of additional sheet if necessary)

|  |  |  |
| --- | --- | --- |
|  | Name / Unit / Institution | % of the total finder/s fee |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

1. The Project Developer(s) of the abovementioned project is/are to (use additional sheet if necessary)

|  |  |  |
| --- | --- | --- |
|  | Name / Unit /Institution | % of the total project development fee |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

Also, I do hereby solemnly swear upon my honor that the statements above are true and correct and if someone or any other institution(s) other than those that I mentioned above will claim the same entitlements. I do hereby relieving UPLBFI to any legal disputes that may arise over the matter.

Furthermore, I would like to inform you that this form will be my official communication to your office to process the amount due to those person(s) or unit(s)/institution(s) I stated every time it is applicable.

Thank you very much.

|  |  |  |
| --- | --- | --- |
| Project Leader |  | Unit Director |
| Contact No.: |  |  |
|  |  |  |
|  | College Dean |  |
|  |  |  |
| **JOAN D. DECENA** |  | **Dr. ENRICO P. SUPANGCO** |
| Project Development Head |  | Executive Director |

NOTE:

* To be prepared in triplicate; one (1) copy to the requesting party and two (2) copies for UPLBFI.
* ***Finders Fee***- fee paid to an individual(s) or unit(s)/institution(s) for identification/referral, conducting intelligence work, packaging and negotiation/clinching of projects(e.g. research, training, consultancy, and/project management type)
* ***Project Development Fee***- fee paid to an individual(s) or unit(s)/institution(s) for preparing project proposals.