

## 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:

(I) 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		

(II) 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  
Contact No.:

\_\_\_\_\_  
Unit Director

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
**JOAN D. DECENA**  
Project Development Head

\_\_\_\_\_  
**Dr. ENRICO P. SUPANGCO**  
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.