

## CHECKLIST OF REQUIREMENTS FOR INFORMATION TECHNOLOGY PARK/CENTER APPLICATION

Name of IT Park/Center: \_\_\_\_\_

A. DOCUMENTS REQUIRED FOR PEZA BOARD PRE-QUALIFICATION CLEARANCE	REMARKS
Duly accomplished and notarized PEZA application form	
Notarized Anti-Graft Certificate (R.A. 3019)	
Board Resolution authorizing the filing of the application with PEZA and designation of representative(s) authorized to transact registration with PEZA;	
SEC Registration including Articles of Incorporation and By Laws	
Audited financial statements for the last three (3) years, if applicable	
Project Description (Development Plan and Timetable to include Perspective Drawings)	
Site Development Plan	
Vicinity map indicating various land uses and important landmarks within a kilometer-radius of the proposed economic zone	
Proof of land ownership or any document confirming the applicant's authority to use the land subject of the proposed economic zone	
Endorsement of the Sangguniang Bayan/Panlungsod of the proposed economic zone	
DAR Conversion clearance/exemption certificate or HLURB Zoning Certification, whichever is applicable	
Certification from the Department of Agriculture (DA) that the proposed area is not covered by Administrative Order No. 20 and that such land has ceased to be economically feasible for agricultural purposes	
Secretary's Certificate of Compliance to minimum requirements for existing IT Park/Center	
Copy of the Building Permit, Occupancy Permit and latest Fire Safety Inspection Certificate issued by the LGU for existing IT Center	
Proof of Payment of Application Fee of PhP 12,000.00	
Other Documents as may be prescribed by the PEZA Board	
<b>B. DOCUMENTS REQUIRED FOR PEZA'S ENDORSEMENT OF A PROPOSED ECONOMIC ZONE FOR PRESIDENTIAL PROCLAMATION</b>	
Verified Survey Returns and technical description of the proposed economic zone area (3 sets)	
Environmental Compliance Certificate issued by the Department of Environment and Natural Resources/Environmental Management Bureau (DENR/EMB)	
National Water Resources Board (NWRB) Certification that the identified source of water shall not cause supply problem for the adjacent communities	
Other Documents as may be prescribed by the PEZA Board	
<b>C. DOCUMENTS TO BE SUBMITTED TO PEZA PRIOR TO SIGNING OF A REGISTRATION AGREEMENT OF AN ECONOMIC ZONE COVERED BY A PRESIDENTIAL PROCLAMATION</b>	
Proof of Payment of Registration Fee of PhP 12,000.00	
Other Documents as may be prescribed by the PEZA Board	