



Philippine Economic Zone Authority

Validation of ITH Entitlement
 (Machinery and Equipment/Base Figure/Paid-Up Capital)
 Checklist of Requirements

Name of Enterprise: _____
Registered Activity : _____

Particulars	Submitted
1. Letter addressed to the Director General requesting for validation/confirmation of entitlement to ITH	
2. Complete up-to-date submission of PEZA reportorial requirements, including all reports under R.A. 10708, the Tax Incentives Management and Transparency Act (TIMTA) and Ecozone Monthly Performance Report (EZMPR), and those required under separate issuances	
3. Approval of actual start of commercial operations (SCO)	
4. List of machines and equipment acquired for the project certified by two (2) of the company's highest responsible officials and validated/attested to by the Zone Administrator/Manager/OIC in the prescribed format (Form No. ERD.2.F.003). Softcopy of ERD.2.F.003 in excel format	
5. Copies of invoices and PEZA permits of machines and equipment corresponding to list of machines and equipment submitted (1 photo copy each)	
6. Audited Financial Statements (for the period closest to the 1st year of commercial operations) (1 photo copy)	
7. Balance Sheet as of the 1st year from date of approved actual SCO together with property, plant and equipment schedule per project showing movement (Interim balance sheet if accounting period does not coincide with the date of approved SCO certified by two of the company's highest responsible officials should be submitted) (1 original copy)	
8. Soft copy in excel format of Lapsing schedule of machines and equipment for the project being validated (should match with the amount of the machines/ equipment in the above-cited property, plant and equipment schedule) signed by the 2 highest responsible officials	
Additional requirement for IT Enterprises (call center) only as required in Registration/Supplemental Agreements for the project: 1. Computation of Investment Cost Per Seat using the prescribed form (ERD.2.F.004) (1 original copy)	
Additional requirements for existing enterprises with New Projects (IT and Export): Certification from Zone Administrator/Manager/OIC that New Project is a new production line, entirely distinct and separate from its existing projects/lines (1 photo copy)	

<p>Additional requirement for Expansion Projects for validation of Base Figure:</p> <ol style="list-style-type: none"> 1. Sales Summary per project for the last 3 years prior to the start of commercial operations certified true and correct by two of the highest responsible officials of the enterprise (1 original copy) 2. Audited Financial Statements and Income Tax Returns for the last 3 years prior to the start of commercial operations of the expansion project (1 photo copy) 3. Income Statement segregated per project for the last 3 years prior to the start of commercial operations of the expansion project 	
<p>Additional requirement for increase in paid capital, as required in the Registration/Supplemental Agreement of the project:</p> <ol style="list-style-type: none"> 1. Latest copy of General Information Sheet duly received by the Securities and Exchange Commission (1 photo copy) 2. Latest Audited Financial Statements (1 photo copy) 	

Pre-screened by (PEZA-IMD Staff):

Conforme (Representative of Co.):

 (Signature over Printed Name)

 (Signature over Printed Name/Date)

Date: _____

 (Position/Designation)