



REPUBLIC OF THE PHILIPPINES
Philippine Economic Zone Authority
APPLICATION FOR EXTENSION OF INCOME TAX HOLIDAY
Under Art. 39(a) of EO 226

Name of Enterprise: _____

Registered Activity : _____

CHECKLIST OF DOCUMENTARY REQUIREMENTS		Submitted
1	Duly accomplished and notarized application form	
2	For Capital Equipment to Labor Ratio (CELR) Criterion	
	a. Copy of Audited Financial Statements duly stamped "Received" by BIR for the taxable year preceding the period applied for extension together with property, plant and equipment schedule segregated per project certified by a responsible official of the company. If accounting period does not coincide with the ITH period, Interim Balance Sheet should also be submitted together with the property, plant and equipment schedule segregated per project certified by a responsible official of the company.	
	b. Itemized list of machines (ERD.2.F.003) utilized for the project being extended, certified by 2 of the enterprise's highest officials and attested by the Zone Administrator/Manager/OIC. (1 original copy) Soft copy in excel format NOTE: (a) The aggregate book value appearing in the itemized list should always reconcile with the Balance Sheet Machinery and Equipment Account value. (b) In case, equipment is sent on consignment basis, an itemized list of consigned machinery and equipment with corresponding cost covering the registered activity/ies duly certified under oath by a responsible official of the company shall be submitted. Copy of Consignment Agreement, if any.	
	c. Certified true copy of Monthly Payroll for 12 months preceding the period applied for extension supported by corresponding remittances of SSS premiums and/or withholding taxes due to BIR pertaining to the registered activity for the same taxable year. The payroll should indicate the respective position of the workers including project/activity to which the workers are assigned (if the enterprise has more than 1 activity). Job description of workers classified as direct labor	
	d. Computation of Capital Equipment to Labor Ratio using the attached prescribed format	
	For Net Foreign Exchange Earnings (NFE) Criterion	
	a. Copy of Audited Financial Statements including Income Tax Return (ITR) duly stamped "Received" by BIR for the first three years of commercial operation.	
	b. Sales summary report (monthly basis indicating invoice number/s, date, buyer/destination, description, amount in US\$ with Peso equivalent) covering the first three years (36 months) of commercial operation duly certified by a responsible official of the applicant enterprise. Export and local sales must be segregated. [For enterprises with multiple projects, sales summary should be per project]	
	c. Segregated Income Statement (with details of cost of sales and operating expenses including lapsing schedule of imported machinery & equipment) per project if enterprise has more than 1 registered project covering the first 3 years of commercial operations certified by two (2) of the highest officials of the enterprise. Interim income statement should be submitted if the accounting period does not coincide with the ITH period. For IT companies with multiple locations/sites, Income Statement should be per location/site certified by two (2) of the highest officials of the enterprise.	

	d. Breakdown of other and/or miscellaneous income, if there are any, duly certified by authorized official	
	e. For IT companies, the following information must also be submitted: number of seats and number of employees (direct, indirect and admin.) for each location/site as of end of each taxable year	
	f. Computation of Net Foreign Exchange Earnings with Summary of Imported Costs duly certified by a responsible official of the applicant enterprise using the attached prescribed format.	
	For Indigenous Raw Material (IRM) Criterion	
	a. Copy of Audited Financial Statements) filed with BIR with detailed Manufacturing Cost Statement for all taxable years from start of commercial operations and prior to the extension. The Income Statement should segregate results of operation for each registered activity. Interim Income Statement should also be submitted if accounting period does not coincide with the ITH period	
	b. Duly certified Breakdown of Cost of Raw Materials for the inclusive ITH period pertaining to the registered activity and indicating what are indigenous and attested by the Zone Administrator/Manager. Data on source/origin of indigenous raw materials should also be provided.	
3	Duly notarized sworn statement as to the start of commercial operations signed by responsible official and attested by Zone Administrator/Manager	
4	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.	
5	Photocopy of OR of application fee (PhP1,200.00)	

Pre-screened by (PEZA-IMD Staff):

Conforme (Representative of Co.):

 (Signature over Printed Name)

 (Signature over Printed Name/Date)

Date: _____

 (Position/Designation)