




# Philippine Economic Zone Authority

MEMORANDUM CIRCULAR NO. 2016-012

TO : Economic Zone Locator Enterprises  
Economic Zone Administrators / Managers

FROM : Director General LILIA B. DE LIMA 

SUBJECT : PEZA pre-processing of application for COMELEC Authority to Transport (CA-TT) regulated chemicals

DATE : 31 March 2016

We wish to inform that PEZA, in coordination with the Commission on Election (COMELEC) is now pre-processing applications for the Certificate of Authority to Transport (CA-TT) covering the use of PNP-regulated chemicals in legitimate manufacturing and logistics operations in the economic zones. Several PEZA-registered enterprises have reported delays in the movement of raw materials because their CA-TTs were denied by the COMELEC even if the applications were accompanied by valid PNP permits. As a result of the coordination with COMELEC, PEZA was able to secure permission to pre-process CA-TT applications. This free service is optional, PEZA-registered enterprises may still directly submit their applications to COMELEC.

## A. How to avail of the service?

To facilitate your application, we would like to request the authorized representative of your company to submit an advanced copy of the CA-TT application through email at [ensd@peza.gov.ph](mailto:ensd@peza.gov.ph). The emailed application should contain the following original documents in Adobe Acrobat (\*.pdf) format:

1. Properly accomplished and notarized CBFSP Form 2016-04 (refer to PEZA Memorandum Circular No. 2016-10 Chemical Advisory – COMELEC requirements for the importation and local purchase of PNP-regulated chemicals);
2. Copy of the Board Resolution and/or Secretary's Certificate indicating that the authorized representative is allowed to transact with COMELEC for the issuance of the CA-TT;
3. Copy of the Certificate of Employment of the authorized representative (this is one of the requirements stated in CBFSP Form 2016-04);
4. Copy of the PNP Permit to Unload (if regulated item will be imported) or copy of the PNP Permit to Purchase and Move (if regulated item will be purchased locally);
5. Copy of the endorsement from the PNP Chief of Firearms and Explosives Office; and,
6. Competent proof of identity of the authorized representative as presented to the notary public.

## Notes

- i. Ensure that the appropriate documents shall be certified by a reputable notary public.
- ii. Competent proof of identity (any valid government-issued ID) should be presented to the notary public and this ID should be provided as an attachment to the application.
- iii. The Community Tax Certificate (CTC) is no longer considered as proof of competent identity and should not be accepted by the notary public.
- iv. CBFSP Form 2016-04 including all attachments shall be paginated. The page number should be placed in the bottom right hand corner of each document.



**B. PEZA's role in the review of application**

PEZA will conduct procedural screening of the documents of registered enterprises who are in good standing. If the submitted documents are deemed complete, PEZA will prepare an endorsement addressed to the Committee on the Ban on Firearms and Security Personnel (CBFSP) for the issuance of the COMELEC CA-TT. If the application is incomplete, PEZA will email a requisite information form to the applicant to summarize the list of pending requirement(s).

This service aims to facilitate the issuance of COMELEC CA-TT through the appropriate review and feedback on the application. Once the application is considered by PEZA as complete, it is expected that the CA-TT will be issued by the COMELEC within ten (10) working days.

COMELEC reserves the final decision to approve or deny the application.

**C. Role of the PEZA-registered enterprise and its authorized representative**

1. Coordinate with PEZA for the review and completion of the requirements for the CA-TT application.
2. Prepare four (4) hard copies of the complete and final CA-TT application, distribution will be as follows: Copy 1 – PEZA, Copy 2 – Receiving copy of the Company, Copies 3 & 4 – COMELEC.
3. Secure PEZA endorsement and bring copies 2 to 4 to COMELEC Intramuros.
4. Pay the CBFSP application fee at COMELEC Intramuros and submit the PEZA endorsement together with the certified true copies of the application form.
5. Transmit the docket number to PEZA and inform if there are issues in the CA-TT application.
6. If the company has previous transactions with COMELEC for the 2016 elections, the company shall indicate the docket number of the earliest transaction where original set of the Board Resolution or Secretary's certificate have been submitted. PEZA will include this information in the endorsement.

For your guidance.