MEMORANDUM CIRCULAR NO. 2019-009

FOR : Economic Zone Locator Enterprises
       Economic Zone Administrators and Managers

FROM : BGen CHARITO B. PLAZA, MNSA, PhD

SUBJECT : Updates on COMELEC requirements for PNP-regulated
          chemicals/materials during the 2019 National Local
          Elections

DATE : 1 March 2019

We wish to inform that the COMELEC presented an update on regulations on controlled
chemicals/materials applicable during the gun ban for the 2019 National Local Elections
last 28 February 2019 at the DTI International Building in Makati City. Some PEZA
stakeholders who have pending concerns with the COMELEC were invited to participate
in the meeting. The updates are as follows:

• **Revised fees for CA-TT applications.** The fees for the Certificate of Authority to
  Transport (CA-TT) applications have been revised and thus, fees will no longer exceed
  Php 1,500 per application. This is stated in Section 22 of COMELEC Resolution
  Number 10496 which was issued last 13 February 2019. The complete document may
  be accessed from the COMELEC website through this link:

• **CBFSP screening form for CA-TT applications.** The Committee on Ban on Firearms
  and Security Personnel (CBFSP) has shared a copy of the screening checklist used
  by their pre-evaluators. We would like to request all concerned CA-TT applicants to
  use the checklist in Annex A to do a self-check on the completeness of their
  applications before proceeding to submit the document to COMELEC.

• **Common reasons for denial of CA-TT applications.** To further assist applicants,
the COMELEC has provided a list of common reason for denying CA-TT applications
for the 2019 NLE. We request affected locater enterprises to use Annex B as a guide
so that common pitfalls in applying for CA-TT will be avoided.

We hope that above interventions by the CBFSP will minimize issues on controlled
chemicals. If there are other additional concerns, please email the Environmental Safety
Group at ensd@peza.gov.ph

For your guidance.
TRANSPORT

1. **Application Form:**
   - □ Properly signed in the original
   - □ Properly notarized:
     - □ Valid notarial commission (not expired) with complete details per Notarial Rule
     - □ Valid (unexpired) government issued proof of identification
     - □ Proper notarial venue
     - □ Affiant personally appeared before the Notary
   - □ Properly accomplished
     *Stating that all details are provided without blanks (non-related parts should be answered with N/A)*

2. **Certificate of Employment and Authorization**
   *Should be specific as to the (nature -- for purpose of application)*
   - □ Attached to the Application
   - □ With attached proof that the Board authorized the applicant to apply with the Comelec for a CA-TT (for Corporations)

3. **Original Permit to Transport issued by PNP**
   - □ Attached to the Application
   - □ With specific date of validity
   - □ Not expired
   - □ Properly issued in favor of the applicant/corporation
   - □ With stamp “Not valid without Comelec exemption”
   - □ Valid PTT No./Control No.

4. **FEO Endorsement**
   - □ Attached to the Application
   - □ Valid

5. **PTCFOR:**
   - □ Valid and existing
   - □ Not expired
   - □ Will not expire during Election Period

6. **Fully paid filing fee**

**DISCLAIMER:**

This Checklist is LIMITED only to the cursory checking of the physical presence of the documents submitted and **DOES NOT GUARANTEE** the automatic grant of the application for the issuance of a Certificate of Authority. The documents submitted are subject to a complete evaluation by the PNP, the AFP and the CBFSP.
COMMON DENIAL REASONS

1. Signatory/Applicant not authorized to apply (based on Board Resolution)
2. No COE and Authorization submitted (for Liaison Officer)
3. Multiple Origin/Destination Encoded/Written on Application Form
4. Application Form Entries, Permit, Radio Message and Endorsement Letter from PNP Not Matching
5. No Proof of Business (for Sole Proprietor)

1. Board Resolution/Secretary Cert.
   1. Must be Specific on applying for Certificate of Authority for Transport.
   2. The applicant should be empowered to apply on the Company's behalf
   3. Should be notarized

RESOLVE, as it is hereby resolved, that

2. COE and Authorization
   1. In cases wherein the applicant will PERSONALLY go to the CBFSP Office and file the application the ff are needed:
      - COE of Applicant and
      - Board Resolution authorizing the Applicant to apply in behalf of the company.
   2. In cases where the Application will be filed to the CBFSP Office, the company's Liaison Officer should bring it with:
      - COE of Applicant and Board Resolution authorizing the Applicant to apply in behalf of the company.
      - COE of the Liaison Officer and Authorization Letter
3. Multiple Origin/Destination in Application Form

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4. Application Form Entries, Permit, Radio Message and Endorsement Letter from PNP Not Matching

**ENDORSEMENT LETTER FROM PNP**

February 18, 2019

**Application Form Entries, Permit, Radio Message and Endorsement Letter from PNP Not Matching**

**PERMIT FROM PNP**

February 18, 2019
No Proof of Business (for Sole Proprietor)

In cases where the applicant is a Sole Proprietor/Proprietress they need to submit the following instead of Board Resolution:

1. COE of the Applicant
2. Certified True Copy of Business Permit or Mayor’s Permit
3. Certified True Copy of DTI Registration or DTI Certification
4. COE of Liaison Officer and Authorization Letter (In case of submission of the application thru a Liaison Officer)

WE THANK YOU FOR YOUR SUPPORT!