



PHILIPPINE ECONOMIC ZONE AUTHORITY

MEMORANDUM CIRCULAR NO. 2020-0019 Rev 1

**TO : ALL ECOZONE ENTERPRISES
ALL PEZA-ACCREDITED BROKERS/FORWARDERS/TRUCKERS
ALL PEZA JPCO PERSONNEL AT NAIA, MICP and POM
ALL PEZA ZONE ADMINISTRATORS / ZONE MANAGERS/ OICs**

**FROM : BGen CHARITO B. PLAZA MNSA, PhD
Director General**

DATE : 29 March 2020

**SUBJECT : ONLINE PEZA e-IMPORT PERMIT VALIDATION BY
PEZA-JPCOs AT THE NAIA, MICP and POM WHILE
UNDER THE ENHANCED COMMUNITY QUARANTINE (ECQ)**

Upon the implementation of the Enhanced Community Quarantine (ECQ) in Luzon, including NCR, all PEZA units in the Joint PEZA Customs Clearance Offices (JPCOs) in Metro Manila, namely; NAIA, POM and MICP, have remained to be operational from Monday to Friday, 8:00 A.M. to 5:00 P.M. synchronized with the same schedule of their Bureau of Customs ((BOC) counterparts. PEZA-JPCO personnel were physically reporting to their respective offices at the said ports to render continued services so as not to impede the release of import shipments of PEZA-registered enterprises.

On 24 March 2020, the BOC Commissioner issued OCOM Memo No. 58-2020 informing that the BOC MICP building, where the PEZA unit – JPCO is located, shall be temporarily closed effective immediately and until further notice.

In view of this situation, PEZA coordinated with the BOC unit of the JPCO in MICP for the continued processing by PEZA-JPCO of the validation of eIPs through online means and endorsement of validated eIPs to BOC also through online means, to ensure unhampered processing of PEZA enterprises' import shipments at MICP. In addition, PEZA has decided that in view of the current situation on public health, to better safeguard the health and welfare of our enterprise's representatives / brokers and our PEZA-JPCO personnel as well, PEZA has also coordinated with the BOC units of the JPCO in NAIA and POM on PEZA's use of the said online processing system by PEZA-JPCO in NAIA and POM as well.

Pursuant thereto, the validation of PEZA eIPs supporting the TSAD application for the clearance/release of import shipments via NAIA, POM and MICP intended for PEZA enterprise-consignees, through their respective authorized representatives / brokers,

shall be undertaken via online means through Work From Home (WFH) arrangement with the following procedural guidelines:

1. Prior to filing / submission of its first application for online eIP validation under this Memorandum Circular (MC), the PEZA enterprise's authorized representative / broker shall submit via email to the PEZA-JPCO where it is transacting, a one-time Certification issued by the highest responsible officer of the office / company of the PEZA enterprise's representative/broker indicating that its office / company shall be liable for the deferred payment of all Orders of Payment (OP) for the PEZA Import Cargo Processing Fee (ICPF) to be issued / sent by the PEZA-JPCO's Special Collecting Officer (SCO) via email to its authorized employee in accordance with the provisions of this MC.

The Certification must be emailed to PEZA-JPCO from the official email address of the office /company of the PEZA enterprise's representative / broker, copy furnished the PEZA enterprise/s which the representative / broker is representing. The Certification shall also include the official email address / account that will be used by its representative/processor in its transactions with PEZA-JPCOs under this MC. For the purpose of uniformity in complying with this Certification, attached is the prescribed Certification Format (ANNEX A).

In case the PEZA enterprise representative / broker is a single proprietorship, the said single proprietor shall issue and send / email the said required Certification to the PEZA-JPCO.

In case the PEZA enterprise's representative is an employee of the PEZA enterprise, the highest responsible officer of the PEZA enterprise shall issue and send/email the required Certification to the PEZA-JPCO.

Only one Certification shall be submitted by each office /company/ single proprietorship entity of the PEZA enterprise's authorized representative. For a brokerage firm / single proprietorship entity with several authorized representatives/processors, it shall list down in said Certification all the names of said personnel authorized to transact business with the PEZA-JPCO, together with the corresponding email address to be used by each representative / processor as required above.

The said Certification shall be sent/emailed to each PEZA-JPCO (i.e., in NAIA, MICEP and /or POM) where the authorized representative / broker is transacting, through the official PEZA-JPCO email address listed in Guideline No. 2 of this MC.

2. Upon PEZA-JPCO's receipt of the above-required Certification, the authorized representative / broker identified in the said Certification may begin to submit online its application for eIP validation. The authorized representative/broker shall send via email all online applications for eIP validation, together with attached

required documents provided in Guideline No. 3 below, and all related communications, only from their official email account as contained in the Certification required in Guideline No. 1 of this MC, to the following official email accounts of the PEZA-JPCOs:

- a. PEZA JPCO-NAIA naia@peza.gov.ph
- b. PEZA JPCO-POM pcdusouth@peza.gov.ph
- c. PEZA JPCO-MICP pcdunorth@peza.gov.ph

3. Every application for online eIP validation shall consist of a scanned copy of each of the following: (a) the PEZA eIP with barcode; (b) the corresponding invoice; and (c) the front page of the corresponding TSAD. The authorized representative / broker shall send to the PEZA-JPCO via email the scanned copy of the above-required documents via email with the following covering email message –

“Attached eIPs and supporting documents submitted to PEZA-JPCO by
(Name of Authorized Representative / Broker).”

An application for eIP validation may contain several eIPs (with required attached documents) attached to one email message as cited above.

The said email message, together with the attached scanned copy of the eIP/eIPs and required documents shall be emailed to the concerned PEZA-JPCO using the official email address/account of the PEZA-JPCO provided above.

4. The PEZA-JPCO officer shall validate the scanned copy of the eIP/s submitted via e-mail against the copy of the said eIP/s in the database of the PEZA Electronic Import Permit System (eIPS), and shall check the particulars of the submitted eIP/eIPs with the copies of the invoice and TSAD submitted, taking into consideration the information provided in the mandatory fields therein.
5. If the submitted eIP /eIPs and attached documents are found in order, the PEZA-JPCO shall issue a numbered Order of Payment for the PEZA Import Cargo Processing Fee corresponding to the submitted eIP/s in accordance with existing PEZA procedures (format of Order of Payment attached as **Annex B**).

The PEZA-JPCO shall “forward” the OP via email to the authorized representative/broker, forwarding the OP from the email of the application for validation of eIP/eIPs received by PEZA-JPCO from the said authorized representative / broker, thus creating the 2nd email in the email thread for the subject eIP validation application.

Upon receipt of the OP from PEZA-JPCO, the authorized representative /broker shall acknowledge receipt of the said OP via email, stating the following in his email message, which the authorized representative / broker shall send as “reply”

to the email of the OP sent by PEZA-JPCO, thus creating the 3rd email in email thread of the particular eIP application.

“Receipt of PEZA-JPCO, (name of Port) OP No. _____, dated _____ is hereby acknowledged by (Name of the Representative / Broker)”

6. Upon receipt by the PEZA-JPCO of the email from the authorized representative / broker acknowledging receipt of the OP, the PEZA JPCO shall favorably indorse the validated eIP to their BOC counterparts in the JPCO with the following email message to BOC:

“Favorably indorsing herewith to BOC the following duly validated eIP No./s. and their respective TSAD No./s. of (Name of PEZA Enterprise):

eIP No. _____ with TSAD No. _____

eIP No. _____ with TSAD No. _____

eIP No. _____ with TSAD No. _____

....xxx... “

The email-endorsement to BOC shall be sent by PEZA-JPCO only to the following official BOC email accounts/addresses, copy furnished the enterprise’s authorized representative / broker:

- a. BOC JPCO-NAIA - lilibeth.sandag@customs.gov.ph
olive.bobadilla@customs.gov.ph
- b. BOC JPCO-POM - arsenia.ilagan@customs.gov.ph
maliza.sebastian@customs.gov.ph
rowena.janda@customs.gov.ph
jessa.templanza@customs.gov.ph
dyna.camonayan@customs.gov.ph
- c. BOC JPCO-MICP micp@customs.gov.ph

Any indorsement of any eIP **NOT** sent from the above-listed PEZA-JPCO official emails to the BOC’s official emails listed above shall be **INVALID**.

The said email-indorsement of the eIP by the PEZA–JPCO to BOC shall constitute the 4th and final email in the email thread for that particular applilcation for eIP/s validation.

7. In summary, as presented above, the email thread forevery application / e-mail message for validation of an eIP or a batch of eIPs shall thus consist of the following:

- 1st email - email message from the PEZA enterprise's representative/broker submitting the eIP or batch of eIPs with attached scanned copy of required documents, in accordance with above Guideline No. 2 of this MC;
- 2nd email - email from PEZA-JPCO of the corresponding Order of Payment for PEZA Cargo Transfer Fee to the authorized representative / broker;
- 3rd email - email message from the enterprise authorized representative / broker acknowledging receipt of PEZA-JPCO's sent OP;
- 4th email - email message from PEZA-JPCO to BOC favorably endorsing the validated PEZA eIP/s in support to the application for BOC approval of the corresponding TSAD/s, copy furnished the enterprise's authorized representative / broker.

8. Upon BOC-JPCO's approval of the TSAD with validated PEZA eIP/s favorably endorsed to it by PEZA-JPCO, the PEZA enterprise's authorized representative / broker shall present the TSAD/s approved by BOC-JPCO in accordance with BOC procedures, together with copy of the validated eIP/s, to the BOC's designated warehouse at the port for BOC's release of the corresponding shipment;
9. For import shipments at the POM and MICT, the PEZA seal requirement for containerized cargo to be affixed to the containerized cargo prior to release from the port, is temporarily suspended until the PEZA-JPCO personnel have physically reported for work at the PEZA-JPCO port office upon the lifting of the ECQ; provided, that the corresponding shipping seal shall remain intact /not compromised/ untampered up to the final ecozone destination of the containerized shipment.
10. The PEZA zone office shall ensure that said shipping seal is intact / not compromised / untampered in all containerized import shipments upon arrival at the zone. Containerized import shipment with compromised / broken / tampered shipping seal upon arrival in the zone shall be detained until a 100% examination is conducted by PEZA/BOC personnel assigned thereat and any discrepancies found shall be subject to the corresponding applicable penalties, as warranted. As an option, under the ECQ, the conduct of said examination can be done virtually by the ZM/zone personnel.
11. Within seven (7) days from the lifting of the ECQ in Luzon, the PEZA enterprise's authorized representative / broker shall present to the PEZA-JPCO all Orders of Payment received under this Memorandum Circular and pay the PEZA Import Cargo Processing Fees (ICPF) indicated in the OPs. The corresponding PEZA Official Receipt shall be issued by the PEZA-JPCO to the enterprise's authorized

representative / broker. The PEZA Official Receipt shall indicate the list of each OP number and the corresponding amount due per OP, and the total amount due.

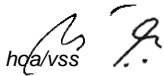
It shall be understood that payment for said OP shall be the liability of the office/company/single proprietorship entity of the PEZA enterprise's representative/broker, and any arrangements for this purpose with its PEZA-enterprise-client/s shall be considered by PEZA as an arrangement solely between the office of the PEZA enterprise's representative/broker or single proprietor and its PEZA enterprise-client/s, to which PEZA is not and shall not be construed as a party to. PEZA hereby pronounces herewith that PEZA shall be free and harmless from any issues that may arise from said arrangements.

12. This MC shall take effect on 30 March 2020 and shall be considered automatically revoked after seven (7) days from the lifting of the Enhanced Community Quarantine in Luzon.

Please get in touch with our PEZA-JPCO units for any clarification you may need on the above.

Thank you very much for your kindest support and cooperation.

For your guidance.



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