

Philippine Economic Zone Authority

CITIZEN'S CHARTER



ISO 9001 : 2008
Cert. No. AJA08/13114



Reg. No. 059



PEZA

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Vision and Mission

VISION

To be a major player in providing a globally competitive and ecologically sustainable business environment that will generate investments, exports and employment for the Philippines.

MISSION

To provide a globally competitive and ecologically sustainable business environment to investors through:

- **Effective management of economic zones;**
- **Efficient administration of incentives;**
- **Utmost delivery of services;**
- **Focused investment promotion; and**
- **Proactive developmental activities.**

Performance Pledge

We, the officers and employees of the Philippine Economic Zone Authority, do hereby commit ourselves to provide a globally competitive environment where the growth of investments, exports and employment are nurtured by:

- Effectively managing economic zones;
- Efficiently administering incentives;
- Providing utmost delivery of services;
- Undertaking focused investment promotions; and,
- Proactively implementing developmental activities

To uphold this commitment, we endeavor to:

- Perform our tasks with absolute honesty, integrity and excellence, and with the highest standards of professionalism and dedication to the welfare of our countrymen;
- Undertake a continuing program to develop our human resources and nurture a working environment that motivates pursuit of excellence, professional growth, teamwork and unity of purpose; and
- Communicate to the whole of PEZA and its clientele, our quality policy and performance, and initiate measures to continually upgrade the quality of our services.

So help us, God.

Feedback and Redress Mechanism

Please let us know how we have served you by doing any of the following;

- Accomplish our Feedback Form available in the offices and put in the drop box at the lobby
- Send your feedback through fax (891-6781) or e-mail (iso@peza.gov.ph)
- Talk to our Officer-of-the-Day at the Public Assistance and Complaints Desk.

We hope we have served you well. However, if you are not satisfied with our service, your written/verbal complaints shall immediately be attended by the Officer of the Day at the Public Assistance and Complaints Desk.

THANK YOU for helping us continuously improve our services.

PEZA Frontline Services

A. Enterprise Regulations Department

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TYPE OF FRONTLINE SERVICE	FEES	FORMS	PROCESSING TIME	IN CHARGE
- Registration of Expansion Projects of PEZA Registered Enterprise	P2,400.00 (Application) P3,600.00 (Registration)	Application Form	21 days	ERD Staff
- Registration of Pioneer Status of PEZA Registered Export Enterprise	P2,400.00 (Application) P3,600.00 (Registration)	Application Form	111 days	ERD Staff
- Registration of Pioneer Status of PEZA Registered IT Enterprise	P2,400.00 (Application) P3,600.00 (Registration)	Application Form	96 days	ERD Staff
- Amendment of PEZA Registration	P1,200.00 (Application) P3,600.00 (Registration)	Application Form	15 days	ERD Staff
- Cancellation/Temporary Closure/Delisting of PEZA Registration/Registered Activity	None	Letter Request	15 days	ERD Staff
Processing of LOA for:				
- Temporary Permit	P1,200.00	Letter Request	10 days	ERD Staff
- Donations	P1,200.00	Letter Request	10 days	ERD Staff
- Lease / Sub-Lease of Area	P1,200.00	Letter Request	10 days	ERD Staff
- Logistic Service Enterprise's Importation / Storage / Supply / Export / Transfer of Goods to other PEZA Export Enterprise	P1,200.00 (Initial) P 600.00 (Amendment Fee)	Letter Request	10 days	ERD Staff
- Local Sales of Registered Products / Services	None	Letter Request	10 days	ERD Staff
- Disposition of Raw Materials/Equipment	None	Letter Request	10 days	ERD Staff

TYPE OF FRONTLINE SERVICE	FEES	FORMS	PROCESSING TIME	IN CHARGE
<u>A.2 Incentives Management Division</u>				
Processing of Application for:				
- Certification for VAT Zero Rating/ Available Incentives/ Entitlement to 5% GIT	P 120.00	Letter Request	2 days	IMD Staff
- Adjustment/Approval of Actual Date of Start of Commercial Operations	P1,200.00	Letter Request	5 days	IMD Staff
- Validation of Entitlement to Income Tax Holiday	None	Letter Request	15 days	IMD Staff
- Availment of Income Tax Holiday	P1,200.00	Application Form	15 days (one project) 30 days multiple projects	IMD Staff
- Extension of Income Tax Holiday Using Different Criteria: o Capital Equipment to Labor Ratio o Net Foreign Exchange Earnings o Indigenous Raw Materials	P1,200.00	Application for ITH Extension Form	- 15 days (100 workers & below) - 30 days (more than 100 workers) 15 days 30 days	IMD Staff

TYPE OF FRONTLINE SERVICE	FEES	FORMS	PROCESSING TIME	IN CHARGE																								
B. OPERATIONS																												
Processing of Application for:																												
<ul style="list-style-type: none"> - Import Permit 	<table border="0"> <tr> <td style="padding-right: 20px;">Shipment Value (US\$)</td> <td style="padding-right: 20px;">Fee (PhP)</td> </tr> <tr> <td>NCV</td> <td>P 24.00</td> </tr> <tr> <td>Up to 100</td> <td>60.00</td> </tr> <tr> <td>101 to 1,000</td> <td>120.00</td> </tr> <tr> <td>1,001 to 10 K</td> <td>180.00</td> </tr> <tr> <td>10,001 to 50 K</td> <td>240.00</td> </tr> <tr> <td>50,001 to 100 K</td> <td>300.00</td> </tr> <tr> <td>100,001 to 500 K</td> <td>360.00</td> </tr> <tr> <td>500,001 to 1 M</td> <td>420.00</td> </tr> <tr> <td>1,000,001 to 5 M</td> <td>480.00</td> </tr> <tr> <td>5,000,001 to 50 M</td> <td>540.00</td> </tr> <tr> <td>50,000,001 to 500M</td> <td>600.00</td> </tr> </table>	Shipment Value (US\$)	Fee (PhP)	NCV	P 24.00	Up to 100	60.00	101 to 1,000	120.00	1,001 to 10 K	180.00	10,001 to 50 K	240.00	50,001 to 100 K	300.00	100,001 to 500 K	360.00	500,001 to 1 M	420.00	1,000,001 to 5 M	480.00	5,000,001 to 50 M	540.00	50,000,001 to 500M	600.00	PEZA Form No. 8101	37 minutes	Ent. Services Officer
Shipment Value (US\$)	Fee (PhP)																											
NCV	P 24.00																											
Up to 100	60.00																											
101 to 1,000	120.00																											
1,001 to 10 K	180.00																											
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1,000,001 to 5 M	480.00																											
5,000,001 to 50 M	540.00																											
50,000,001 to 500M	600.00																											
<ul style="list-style-type: none"> - Export Declaration, Export Tally and Boatnote 	<table border="0"> <tr> <td colspan="2" style="padding-right: 20px;">Transshipment within Metro Manila</td> <td>P 250.00</td> </tr> <tr> <td colspan="2" style="padding-right: 20px;">Transshipment outside Metro Manila</td> <td>P 400.00</td> </tr> </table>	Transshipment within Metro Manila		P 250.00	Transshipment outside Metro Manila		P 400.00	PEZA Form No. 8104 PEZA Boatnote Export Declaration Form	55 minutes	Ent. Services Officer																		
Transshipment within Metro Manila		P 250.00																										
Transshipment outside Metro Manila		P 400.00																										
<ul style="list-style-type: none"> - Farm-In 	None	PEZA Form No. 8105	47 minutes	Ent. Services Officer																								
<ul style="list-style-type: none"> - Farm-Out 	None	PEZA Form No. 8106	63 minutes	Ent. Services Officer																								
<ul style="list-style-type: none"> - Sample Withdrawal 	None	PEZA Form No. 8110	25 minutes	Ent. Services Officer																								
<ul style="list-style-type: none"> - Intrazone Transfer 	None	PEZA Form No. 8112	35 minutes	Ent. Services Officer																								

TYPE OF FRONTLINE SERVICE	FEES	FORMS	PROCESSING TIME	IN CHARGE
<ul style="list-style-type: none"> - Special Non-Immigrant [47(a)2] Visa (for endorsement to FNU) 	P4,815.00 / person	Application Form	27 minutes	Ent. Services Officer
C. <u>SUPPORT SERVICES (ENGINEERING) DEPARTMENT</u>				
Processing of Application for:				
<ul style="list-style-type: none"> - Building Permit 	As scheduled in NBC	Building Permit Form	15 working days	Building Official
<ul style="list-style-type: none"> - Mechanical Permit 	As scheduled in NBC	Mechanical Permit Form Machinery Data Sheet	15 working days	Building Official
<ul style="list-style-type: none"> - Electrical Permit 	As scheduled in NBC	Electrical Permit Form Electrical Data Sheet	15 working days	Building Official
<ul style="list-style-type: none"> - Electronics Permit 	As scheduled in NBC	Electronics Permit Form Electronics Data Sheet	15 working days	Building Official
<ul style="list-style-type: none"> - Sanitary/Plumbing Permit 	As scheduled in NBC	Sanitary/Plumbing Permit Form	15 working days	Building Official
<ul style="list-style-type: none"> - Fencing Permit 	As scheduled in NBC	Fencing Permit Form	15 working days	Building Official
<ul style="list-style-type: none"> - Certificate of Electrical Inspection 	None	Letter Request	5 working days	Building Official
<ul style="list-style-type: none"> - Fire Safety Inspection Certificate 	None	Letter Request	15 working days	PEZA Fire Chief
<ul style="list-style-type: none"> - Occupancy Permit and Permit to Operate 	As scheduled in NBC	As-Built Plans Certificate for Completion for: -Civil Works -Sanitary Works	15 working days	Building Official

TYPE OF FRONTLINE SERVICE	FEES	FORMS	PROCESSING TIME	IN CHARGE
<ul style="list-style-type: none"> - Annual Inspection and Renewal of Permit to Operate - Importation of Specialized Construction Materials and Equipment 	<p style="text-align: center;">As scheduled in NBC</p> <p style="text-align: center;">None</p>	<ul style="list-style-type: none"> -Electrical Works with Electrical Data Sheet -Mechanical Works with Machinery Data Sheet -Electronics and Electronic Data Sheet <p style="text-align: center;">None</p> <p style="text-align: center;">Letter Request with supporting documents</p>	<p style="text-align: center;">15 working days</p> <p style="text-align: center;">3 working days</p>	<p style="text-align: center;">Building Official</p> <p style="text-align: center;">Engineer in Charge</p>
<p>D. <u>ECOZONE DEVELOPMENT DEPARTMENT</u></p>				
<p>Processing of Application for:</p>				
<ul style="list-style-type: none"> - Registration as Special Economic Zone 	<p style="text-align: center;">P12,000.00 (Application) P12,000.00 (Registration)</p>	<p>EDD.1.F.001 (Manufacturing EZ) EDD.1.F.002 (IT Park) EDD.1.F.003 (IT Center) EDD.1.F.004 (Tourism EZ) EDD.1.F.005 (Medical Tourism Park) EDD.1.F.006 (Medical Tourism Center) EDD.1.F.007 (EZ Retirement Park) EDD.1.F.008 (Retirement Center) EDD.1.F.009 (Agro-Industrial Park)</p>	<p style="text-align: center;">15 days</p>	<p style="text-align: center;">Evaluator</p>
<ul style="list-style-type: none"> - Registration as Economic Zone Facilities and IT Facilities Enterprise 	<p style="text-align: center;">P3,600.00 (Application) P6,000.00, or P12,000.00 (Registration)</p>	<p>EDD.1.F.010 (EZ Facilities Enterprise) EDD.1.F.011 (IT Facilities Enterprise)</p>	<p style="text-align: center;">15 days</p>	<p style="text-align: center;">Evaluator</p>

TYPE OF FRONTLINE SERVICE	FEES	FORMS	PROCESSING TIME	IN CHARGE
- Registration as Economic Zone Utilities Enterprise	P3,600.00 (Application) P6,000.00 (Registration)	EDD.1.F.012 (EZ Utilities Enterprise)	15 days	Evaluator
- Registration as Scrap Buyer	P5,000.00	EDD.1.F.013 (Scrap Buyer)	3 days	Evaluator
- Permit to Locate	P2,400.00	EDD.1.F.014 (PTL)	7 days	Evaluator
E. <u>FOREIGN NATIONAL UNIT</u>				
Processing of Application for:				
- Special Non-Immigrant [47(A)2] Visa	P4,815.00/person	Application Form	23 days	FNU Staff
F. <u>SERVICES REGISTRATION UNIT</u>				
Processing of Application for:				
- Registration as Security Agency	P3,600.00 (Application) P3,600.00 (Registration) P500.00/month (Franchise)	Application form	14 days	SRU Staff
- Accreditation/Renewal as Custom Broker, Freight Forwarder, and Trucker/Hauler	P3,600.00 (Application) P6,000.00 (Franchise)	Application form	5 days	SRU Staff
- Annual PEZA Vehicle Sticker	P100.00 / sticker	Letter Request	1 hour	SRU Staff
G. <u>ENVIRONMENTAL SAFETY GROUP</u>				
Processing of Application for:				

TYPE OF FRONTLINE SERVICE	FEES	FORMS	PROCESSING TIME	IN CHARGE
- Environment Compliance Certificate (ECC)	None	IEE Checklist (ESG.1.F.004) EPRMP Checklist (ESG.1.F.005)	10 days	ESG Staff
- Certificate of Non-Coverage (CNC)	None	No PEZA Form (form used is DENR-EMB's Application Form)	1 day	ESG Staff
- Chemical Importation	None	Letter Request	1 day	ESG Staff
- Registration as Residual Waste Hauler	P5,000.00 P1,000.00 (penalty for late renewal) Additional P50.00 per vehicle (if with more than 5 vehicles to be registered)	Application Form (ESG.1.F.001) Anti Graft Certificate Specimen signature (ESG.1.F.036)	10 days	ESG Staff
- PEZA Environmental Performance (PEP) Award	None	PEP Application Form (ESG.1.F.024)	3 days (1 st step evaluation)	ESG Staff
- LLDA Clearance (LC)	None	No PEZA Form (form used is LLDA's LC Application Form)	10 days	ESG Staff
- LLDA Clearance (LC) Exemption	None	No PEZA Form (form used is LLDA's LC Application Form)	10 days	ESG Staff

PROCESSING OF APPLICATION FOR REGISTRATION OF NEW ECOZONE EXPORT ENTERPRISES:

SCHEDULE OF AVAILABILITY OF SERVICES: Mondays to Fridays from 8:00 A.M. - 5:00 P.M.

Cut off period for submission of applications: 3 working days prior to scheduled PEZA Board meeting (*NOTE: The PEZA Board meets twice a month, usually on the 2nd and 4th week of the month*).

WHO MAY AVAIL OF THE SERVICE?

1. Business entities (Corporations, Partnerships or Single Proprietorships) whose activities are covered under the approved annual Investments Priorities Plan (IPP) (refer to www.boi.gov.ph for the latest IPP) and PEZA Guidelines in the Registration and Operation of Ecozone Enterprises (refer to www.peza.gov.ph for the guidelines under Issuances); and will export its production output/services;
2. Those referred to in (1) above who will locate in a PEZA-registered Special Economic Zone; and
3. Those referred to in (1) above who has paid-up capitalization equivalent to 25% of its project cost (*may be complied within a period of 1 year*).

WHAT ARE THE REQUIREMENTS?

1. Completely filled-out PEZA Application Form for Ecozone Export Enterprise;
2. Notarized Undertaking and Anti-Graft Certificate (*format attached in the application form*);
3. Notarized copy of Board Resolution authorizing the filing of the application with PEZA and designation of a representative(s) authorized to transact registration with PEZA;
4. Certificate of Registration from Securities and Exchange Commission, Articles of Incorporation and By-Laws indicating among its purpose the applicant's export/manufacturing activities (*if not yet available, submit draft of Articles of Incorporation*);
5. Resume or biodata of principal officers;
6. Reservation form or similar document on building/area to be leased (*if applicable*). If lessor is a PEZA-registered enterprise, aside from an Ecozone Facilities Enterprise, a letter-request from the lessor is required;
7. Favorable endorsement from the developer/operator of the Special Economic Zone and PEZA Zone Administrator/Manager; and
8. Company profile of parent company (*if applicable*).

ADDITIONAL REQUIREMENTS FOR A COMPANY WHICH WILL TRANSFER ITS EXISTING OPERATIONS TO PEZA:

1. BIR Tax Clearance (*if not yet available, submit copy of notice to BIR of transfer of Company's operations to PEZA*);
2. Certification from three (3) labor agencies (Department of Labor and Employment, National Labor Relations Council, and National Conciliation and Mediation Board) stating that enterprise has no pending labor case(s);
3. SSS Clearance;
4. BIR Tax Clearance (*if not yet available, submit copy of notice to BIR of transfer of Company's BOI Registration to PEZA*);
5. Copy of Audited Financial Statements and Annual Income Tax Returns for the past three (3) years (*as applicable*);
6. Summary of export and local sales performance (volume and value) and employment for the past three (3) years (*as applicable*); and
7. If registered with the Board of Investments (BOI): Copy of company's Certificate of Registration and Terms and Conditions under BOI.

DURATION: 21 working days (*subject to the submission of all required documents and data, and other additional information as may be required by PEZA*).

PROCESSING OF APPLICATION FOR REGISTRATION OF NEW ECOZONE EXPORT ENTERPRISES:

PROCEDURAL PROCESS FLOW FOR APPLICATION FOR REGISTRATION:

STEP	APPLICANT/LOCATOR	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE	FEES	FORMS/DOCUMENTS
1	Submit Application documents for pre-screening	Review application documents and issue order of payment	15 mins.	ERD Enterprise Service Officer	none	Application form / Order of Payment Slip
2	Pay Application Fee	Process payment and issue Official Receipt	5 mins.	Cashier	Php 3,600.00	Order of Payment Slip / Official Receipt
3	Submit completely filled-out Application form and other documents/information as may be required by PEZA	(a) Receive, log and endorse application to Enterprise Regulations Department (ERD)	10 working days (subject to the submission of all required documents and information, and other additional data as may be required by PEZA)	ODG Staff (Office of the Director General)	none	Application form
		(b) Evaluate application and prepare report for the PEZA Board		ERD Enterprise Service Officer		
		(c) Review/Initial submitted draft/finalized report and endorse to the DG		ERD Department Manager		
		(d) Approve application		ERSSG Group Manager		
				DDG for Operations		
				PEZA Board		
4	Receive copy of Board Resolution	Prepare and issue Board Resolution	5 working days	OBS Staff (Office of the Board Secretary)	none	Board Resolution
5	Submit Pre-registration requirements as stated in the Board Resolution	Evaluate submitted pre-registration requirements and prepare Registration Agreement	5 working days	LSG Staff (Legal Services Group)	none	Pre-registration requirements/documents
6	Pay Registration Fee	Issue order of payment	5 mins.	ERD Staff	none	Order of Payment Slip
		Process payment and issue Official Receipt	5 mins.	Cashier	Php 6,000.00	Order of Payment Slip / Official Receipt
7	Sign Registration Agreement with PEZA	Sign Registration Agreement with Applicant and issue Certificate of Registration	1 working day	PEZA Director General	none	Registration Agreement / Certificate of Registration
End of transaction						

PROCESSING OF APPLICATION FOR REGISTRATION OF NEW ECOZONE I.T. ENTERPRISES:

SCHEDULE OF AVAILABILITY OF SERVICES: Mondays to Fridays from 8:00 A.M. - 5:00 P.M.

Cut off period for submission of applications: 3 working days prior to scheduled PEZA Board meeting (*NOTE: The PEZA Board meets twice a month, usually on the 2nd and 4th week of the month*).

WHO MAY AVAIL OF THE SERVICE?

1. Business entities (Corporations, Partnerships or Single Proprietorships) whose activities are covered under the approved annual Investments Priorities Plan (IPP) (refer to www.boi.gov.ph for the latest IPP) and PEZA Guidelines in the Registration and Operation of Ecozone Enterprises (refer to www.peza.gov.ph for the guidelines under Issuances); and will export its I.T. output/services; and
2. Those referred to in (1) above who will locate in a PEZA-registered Special Economic Zone or I.T. Park/Building.

WHAT ARE THE REQUIREMENTS?

1. Completely filled-out PEZA Application Form for Ecozone I.T. Enterprise;
2. Notarized Undertaking and Anti-Graft Certificate (*format attached in the application form*);
3. Notarized copy of Board Resolution authorizing the filing of the application with PEZA and designation of a representative(s) authorized to transact registration with PEZA;
4. Certificate of Registration from Securities and Exchange Commission, Articles of Incorporation and By-Laws indicating among its purpose the applicant's I.T. activities (*if not yet available, submit draft of Articles of Incorporation*);
5. Resume or biodata of principal officers;
6. Reservation form or similar document on building/area to be leased (*if applicable*). If lessor is a PEZA-registered enterprise, a letter-request from the lessor is required;
7. Favorable endorsement from the developer/operator of the PEZA-Registered Special Economic Zone or I.T. Park/Building and PEZA Administrator/Zone Manager/Zone Manager for I.T. Parks and Buildings in Metro Manila; and
8. Company profile of parent company (*if applicable*).

Note: For Ecozone I.T. Enterprises engaging in contact/call center operations, a minimum investment cost of the Philippine Peso equivalent of US\$2,500 per seat is required covering the cost of equipment (hardware and software), office furniture and fixture, building improvements and renovation, and other fixed assets except land, building and working capital to qualify for Income Tax Holiday (ITH) incentive.

ADDITIONAL REQUIREMENTS FOR A COMPANY WHICH WILL TRANSFER ITS EXISTING OPERATIONS TO PEZA:

1. BIR Tax Clearance (*if not yet available, submit copy of notice to BIR of transfer of Company's operations to PEZA*);
2. Certification from three (3) labor agencies (Department of Labor and Employment, National Labor Relations Council, and National Conciliation and Mediation Board) stating that enterprise has no pending labor case(s);
3. SSS Clearance;
4. BIR Tax Clearance (*if not yet available, submit copy of notice to BIR of transfer of Company's BOI Registration to PEZA*);
5. Copy of Audited Financial Statements and Annual Income Tax Returns for the past three (3) years (*as applicable*);
6. Summary of export and local sales performance (volume and value) and employment for the past three (3) years (*as applicable*); and
7. If registered with the Board of Investments (BOI): Copy of company's Certificate of Registration and Terms and Conditions under BOI.

DURATION: 21 working days (*subject to the submission of all required documents and data, and other additional information as may be required by PEZA*).

PROCESSING OF APPLICATION FOR REGISTRATION OF NEW ECOZONE I.T. ENTERPRISES:

PROCEDURAL PROCESS FLOW FOR APPLICATION FOR REGISTRATION:

STEP	APPLICANT/LOCATOR	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE	FEES	FORMS/DOCUMENTS
1	Submit Application documents for pre-screening	Review application documents and issue order of payment	15 mins.	ERD Enterprise Service Officer	none	Application form / Order of Payment Slip
2	Pay Application Fee	Process payment and issue Official Receipt	5 mins.	Cashier	Php 3,600.00	Order of Payment Slip / Official Receipt
3	Submit completely filled-out Application form and other documents/information as may be required by PEZA	(a) Receive, log and endorse application to Enterprise Regulations Department (ERD)	10 working days (subject to the submission of all required documents and information, and other additional data as may be required by PEZA)	ODG Staff (Office of the Director General)	none	Application form
		(b) Evaluate application and prepare report for the PEZA Board		ERD Enterprise Service Officer		
		(c) Review/Initial submitted draft/finalized report and endorse to the DG		ERD Department Manager		
		(d) Approve application		ERSSG Group Manager		
				DDG for Operations		
				PEZA Board		
4	Receive copy of Board Resolution	Prepare and issue Board Resolution	5 working days	OBS Staff (Office of the Board Secretary)	none	Board Resolution
5	Submit Pre-registration requirements as stated in the Board Resolution	Evaluate submitted pre-registration requirements and prepare Registration Agreement	5 working days	LSG Staff (Legal Services Group)	none	Pre-registration requirements/documents
6	Pay Registration Fee	Issue order of payment	5 mins.	ERD Staff	none	Order of Payment Slip
		Process payment and issue Official Receipt	5 mins.	Cashier	Php 6,000.00	Order of Payment Slip / Official Receipt
7	Sign Registration Agreement with PEZA	Sign Registration Agreement with Applicant and issue Certificate of Registration	1 working day	PEZA Director General	none	Registration Agreement / Certificate of Registration
End of transaction						

PROCESSING OF APPLICATION FOR REGISTRATION OF NEW ECOZONE LOGISTICS SERVICE ENTERPRISES:

SCHEDULE OF AVAILABILITY OF SERVICES: Mondays to Fridays from 8:00 A.M. - 5:00 P.M.

Cut off period for submission of applications: 3 working days prior to scheduled PEZA Board meeting (*NOTE: The PEZA Board meets twice a month, usually on the 2nd and 4th week of the month*).

WHO MAY AVAIL OF THE SERVICE?

1. Business enterprises (Corporations, Partnerships or Single Proprietorships) which will engage in the establishment of a warehouse facility for storage, deposit, safekeeping of goods for subsequent transfer directly to the ecozone plant of the PEZA-registered export enterprise owner/consignee;
2. Enterprises which will engage in the importation or procurement from local sources and/or from other PEZA-registered enterprises of goods for resale, or for packing/covering (including marking, labeling), cutting or altering to consumers' specification, mounting and/or packing into kits or marketable lots for subsequent sale, transfer or disposition to export-producer enterprises registered with PEZA, SBMA, CDC BOI operating customs bonded manufacturing warehouses (CBMWs), other investment promotion agencies, and to overseas clients for direct export, or for consignment to PEZA-registered enterprises.
3. Those referred to in (1) and (2) above who are willing to locate in a PEZA-registered Special Economic Zone; and
4. Those referred to in (1) and (2) above who has paid-up capitalization equivalent to US\$ 200,000.00 prior to registration.

WHAT ARE THE REQUIREMENTS?

1. Completely filled-out PEZA Application Form for Ecozone Logistics Service Enterprise;
2. Notarized Undertaking and Anti-Graft Certificate (*format attached in the application form*);
3. Notarized copy of Board Resolution authorizing the filing of the application with PEZA and designation of a representative(s) authorized to transact registration with PEZA;
4. Certificate of Registration from Securities and Exchange Commission, Articles of Incorporation and By-Laws indicating among its purpose the applicant's export/manufacturing activities (*if not yet available, submit draft of Articles of Incorporation*);
5. Resume or biodata of principal officers;
6. Reservation form or similar document on building/area to be leased (*if applicable*). If lessor is a PEZA-registered enterprise, aside from an Ecozone Facilities Enterprise, a letter-request from the lessor is required;
7. Favorable endorsement from the developer/operator of the Special Economic Zone and PEZA Administrator/Zone Manager; and
8. Company profile of parent company (*if applicable*).

ADDITIONAL REQUIREMENTS FOR A COMPANY WHICH WILL TRANSFER ITS EXISTING OPERATIONS TO PEZA:

1. BIR Tax Clearance (*if not yet available, submit copy of notice to BIR of transfer of Company's operations to PEZA*);
2. Certification from three (3) labor agencies (Department of Labor and Employment, National Labor Relations Council, and National Conciliation and Mediation Board) stating that enterprise has no pending labor case(s);
3. SSS Clearance;
4. Copy of Audited Financial Statements and Annual Income Tax Returns for the past three (3) years (*as applicable*); and
5. Summary of export and local sales performance (volume and value) and employment for the past three (3) years (*as applicable*).

DURATION: 21 working days (*subject to the submission of all required documents and data, and other additional information as may be required by PEZA*).

PROCESSING OF APPLICATION FOR REGISTRATION OF NEW ECOZONE LOGISTICS SERVICE ENTERPRISES:

PROCEDURAL PROCESS FLOW FOR APPLICATION FOR REGISTRATION:

STEP	APPLICANT/LOCATOR	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE	FEES	FORMS/DOCUMENTS
1	Submit Application documents for pre-screening	Review application documents and issue order of payment	15 mins.	ERD Enterprise Service Officer	none	Application form / Order of Payment Slip
2	Pay Application Fee	Process payment and issue Official Receipt	5 mins.	Cashier	Php 3,600.00	Order of Payment Slip / Official Receipt
3	Submit completely filled-out Application form and other documents/information as may be required by PEZA	(a) Receive, log and endorse application to Enterprise Regulations Department (ERD)	10 working days (subject to the submission of all required documents and information, and other additional data as may be required by PEZA)	ODG Staff (Office of the Director General)	none	Application form
		(b) Evaluate application and prepare report for the PEZA Board		ERD Enterprise Service Officer		
		(c) Review/Initial submitted draft/finalized report and endorse to the DG		ERD Department Manager		
		(d) Approve application		ERSSG Group Manager		
				DDG for Operations		
				PEZA Board		
4	Receive copy of Board Resolution	Prepare and issue Board Resolution	5 working days	OBS Staff (Office of the Board Secretary)	none	Board Resolution
5	Submit Pre-registration requirements as stated in the Board Resolution	Evaluate submitted pre-registration requirements and prepare Registration Agreement	5 working days	LSG Staff (Legal Services Group)	none	Pre-registration requirements/documents
6	Pay Registration Fee	Issue order of payment	5 mins.	ERD Staff	none	Order of Payment Slip
		Process payment and issue Official Receipt	5 mins.	Cashier	Php 6,000.00	Order of Payment Slip / Official Receipt
7	Sign Registration Agreement with PEZA	Sign Registration Agreement with Applicant and issue Certificate of Registration	1 working day	PEZA Director General	none	Registration Agreement / Certificate of Registration
End of transaction						

PROCESSING OF APPLICATION FOR REGISTRATION OF NEW ECOZONE MEDICAL TOURISM ENTERPRISES:

SCHEDULE OF AVAILABILITY OF SERVICES: Mondays to Fridays from 8:00 A.M. - 5:00 P.M.

Cut off period for submission of applications: 3 working days prior to scheduled PEZA Board meeting (*NOTE: The PEZA Board meets twice a month, usually on the 2nd and 4th week of the month*).

WHO MAY AVAIL OF THE SERVICE?

1. Business entities (Corporations, Partnerships or Single Proprietorships) whose activities are covered under the approved annual Investments Priorities Plan (IPP) (refer to www.boi.gov.ph for the latest IPP) and PEZA Guidelines in the Registration and Operation of Ecozone Enterprises (refer to www.peza.gov.ph for the guidelines under Issuances), and will export its services;
2. Those referred to in (1) above who will locate in a PEZA-registered Special Economic Zone; and
3. Those referred to in (1) above who has paid-up capitalization equivalent to 25% of its project cost (*may be complied within a period of 1 year*).

WHAT ARE THE REQUIREMENTS?

1. Completely filled-out PEZA Application Form for Ecozone Medical Tourism Enterprise;
2. Notarized Undertaking and Anti-Graft Certificate (*format attached in the application form*);
3. Notarized copy of Board Resolution authorizing the filing of the application with PEZA and designation of a representative(s) authorized to transact registration with PEZA;
4. Certificate of Registration from Securities and Exchange Commission, Articles of Incorporation and By-Laws indicating among its purpose the applicant's medical tourism activities (*if not yet available, submit draft of Articles of Incorporation*);
5. Endorsement from the Department of Health;
6. Copy of Site Development Plan;
7. Resume or biodata of principal officers;
8. Reservation form or similar document on building/area to be leased (*if applicable*). If lessor is a PEZA-registered enterprise, aside from an Ecozone Facilities Enterprise, a letter-request from the lessor is required;
9. Favorable endorsement from the developer/operator of the Special Economic Zone or proof of land ownership (*as applicable*);
10. Company profile of parent company (*if applicable*).

ADDITIONAL REQUIREMENTS FOR A COMPANY WHICH WILL TRANSFER ITS EXISTING OPERATIONS TO PEZA:

1. BIR Tax Clearance (*if not yet available, submit copy of notice to BIR of transfer of Company's operations to PEZA*);
2. Certification from three (3) labor agencies (Department of Labor and Employment, National Labor Relations Council, and National Conciliation and Mediation Board) stating that enterprise has no pending labor case(s);
3. SSS Clearance;
4. BIR Tax Clearance (*if not yet available, submit copy of notice to BIR of transfer of Company's BOI Registration to PEZA*);
5. Copy of Audited Financial Statements and Annual Income Tax Returns for the past three (3) years (*as applicable*);
6. Summary of export and local sales performance (volume and value) and employment for the past three (3) years (*as applicable*); and
7. If registered with the Board of Investments (BOI): Copy of company's Certificate of Registration and Terms and Conditions under BOI.

DURATION: 21 working days (*subject to the submission of all required documents and data, and other additional information as may be required by PEZA*).

PROCESSING OF APPLICATION FOR REGISTRATION OF NEW ECOZONE MEDICAL TOURISM ENTERPRISES:

PROCEDURAL PROCESS FLOW FOR APPLICATION FOR REGISTRATION:

STEP	APPLICANT/LOCATOR	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE	FEES	FORMS/DOCUMENTS
1	Submit Application documents for pre-screening	Review application documents and issue order of payment	15 mins.	ERD Enterprise Service Officer	none	Application form / Order of Payment Slip
2	Pay Application Fee	Process payment and issue Official Receipt	5 mins.	Cashier	Php 3,600.00	Order of Payment Slip / Official Receipt
3	Submit completely filled-out Application form and other documents/information as may be required by PEZA	(a) Receive, log and endorse application to Enterprise Regulations Department (ERD)	10 working days (subject to the submission of all required documents and information, and other additional data as may be required by PEZA)	ODG Staff (Office of the Director General)	none	Application form
		(b) Evaluate application and prepare report for the PEZA Board		ERD Enterprise Service Officer		
		(c) Review/Initial submitted draft/finalized report and endorse to the DG		ERD Department Manager		
		(d) Approve application		ERSSG Group Manager		
				DDG for Operations		
				PEZA Board		
4	Receive copy of Board Resolution	Prepare and issue Board Resolution	5 working days	OBS Staff (Office of the Board Secretary)	none	Board Resolution
5	Submit Pre-registration requirements as stated in the Board Resolution	Evaluate submitted pre-registration requirements and prepare Registration Agreement	5 working days	LSG Staff (Legal Services Group)	none	Pre-registration requirements/documents
6	Pay Registration Fee	Issue order of payment	5 mins.	ERD Staff	none	Order of Payment Slip
		Process payment and issue Official Receipt	5 mins.	Cashier	Php 6,000.00	Order of Payment Slip / Official Receipt
7	Sign Registration Agreement with PEZA	Sign Registration Agreement with Applicant and issue Certificate of Registration	1 working day	PEZA Director General	none	Registration Agreement / Certificate of Registration
End of transaction						

PROCESSING OF APPLICATION FOR REGISTRATION OF NEW ECOZONE TOURISM ENTERPRISES:

SCHEDULE OF AVAILABILITY OF SERVICES: Mondays to Fridays from 8:00 A.M. - 5:00 P.M.

Cut off period for submission of applications: 3 working days prior to scheduled PEZA Board meeting (*NOTE: The PEZA Board meets twice a month, usually on the 2nd and 4th week of the month*).

WHO MAY AVAIL OF THE SERVICE?

1. Business entities (Corporations, Partnerships or Single Proprietorships) whose activities are covered under the approved annual Investments Priorities Plan (IPP) (refer to www.boi.gov.ph for the latest IPP) and PEZA Guidelines in the Registration and Operation of Ecozone Enterprises (refer to www.peza.gov.ph for the guidelines under Issuances); and will export its services;
2. Those referred to in (1) above who will locate in a PEZA-registered Special Economic Zone; and
3. Those referred to in (1) above who has paid-up capitalization equivalent to 25% of its project cost (*may be complied within a period of 1 year*).

WHAT ARE THE REQUIREMENTS?

1. Completely filled-out PEZA Application Form for Ecozone Tourism Enterprise;
2. Notarized Undertaking and Anti-Graft Certificate (*format attached in the application form*);
3. Notarized copy of Board Resolution authorizing the filing of the application with PEZA and designation of a representative(s) authorized to transact registration with PEZA;
4. Certificate of Registration from Securities and Exchange Commission, Articles of Incorporation and By-Laws indicating among its purpose the applicant's tourism activities (*if not yet available, submit draft of Articles of Incorporation*);
5. Endorsement from the Department of Tourism;
6. Copy of Site Development Plan;
7. Resume or biodata of principal officers;
8. Reservation form or similar document on building/area to be leased (*if applicable*). If lessor is a PEZA-registered enterprise, aside from an Ecozone Facilities Enterprise, a letter-request from the lessor is required;
9. Favorable endorsement from the developer/operator of the Special Economic Zone or proof of land ownership (*as applicable*);
10. Company profile of parent company (*if applicable*).

ADDITIONAL REQUIREMENTS FOR A COMPANY WHICH WILL TRANSFER ITS EXISTING OPERATIONS TO PEZA:

1. BIR Tax Clearance (*if not yet available, submit copy of notice to BIR of transfer of Company's operations to PEZA*);
2. Certification from three (3) labor agencies (Department of Labor and Employment, National Labor Relations Council, and National Conciliation and Mediation Board) stating that enterprise has no pending labor case(s);
3. SSS Clearance;
4. BIR Tax Clearance (*if not yet available, submit copy of notice to BIR of transfer of Company's BOI Registration to PEZA*);
5. Copy of Audited Financial Statements and Annual Income Tax Returns for the past three (3) years (*as applicable*);
6. Summary of export and local sales performance (volume and value) and employment for the past three (3) years (*as applicable*); and
7. If registered with the Board of Investments (BOI): Copy of company's Certificate of Registration and Terms and Conditions under BOI.

DURATION: 21 working days (*subject to the submission of all required documents and data, and other additional information as may be required by PEZA*).

PROCESSING OF APPLICATION FOR REGISTRATION OF NEW ECOZONE TOURISM ENTERPRISES:

PROCEDURAL PROCESS FLOW FOR APPLICATION FOR REGISTRATION:

STEP	APPLICANT/LOCATOR	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE	FEES	FORMS/DOCUMENTS
1	Submit Application documents for pre-screening	Review application documents and issue order of payment	15 mins.	ERD Enterprise Service Officer	none	Application form / Order of Payment Slip
2	Pay Application Fee	Process payment and issue Official Receipt	5 mins.	Cashier	Php 3,600.00	Order of Payment Slip / Official Receipt
3	Submit completely filled-out Application form and other documents/information as may be required by PEZA	(a) Receive, log and endorse application to Enterprise Regulations Department (ERD)	10 working days (subject to the submission of all required documents and information, and other additional data as may be required by PEZA)	ODG Staff (Office of the Director General)	none	Application form
		(b) Evaluate application and prepare report for the PEZA Board		ERD Enterprise Service Officer		
		(c) Review/Initial submitted draft/finalized report and endorse to the DG		ERD Department Manager		
		(d) Approve application		ERSSG Group Manager		
				DDG for Operations		
				PEZA Board		
4	Receive copy of Board Resolution	Prepare and issue Board Resolution	5 working days	OBS Staff (Office of the Board Secretary)	none	Board Resolution
5	Submit Pre-registration requirements as stated in the Board Resolution	Evaluate submitted pre-registration requirements and prepare Registration Agreement	5 working days	LSG Staff (Legal Services Group)	none	Pre-registration requirements/documents
6	Pay Registration Fee	Issue order of payment	5 mins.	ERD Staff	none	Order of Payment Slip
		Process payment and issue Official Receipt	5 mins.	Cashier	Php 6,000.00	Order of Payment Slip / Official Receipt
7	Sign Registration Agreement with PEZA	Sign Registration Agreement with Applicant and issue Certificate of Registration	1 working day	PEZA Director General	none	Registration Agreement / Certificate of Registration
End of transaction						

PROCESSING OF APPLICATION FOR REGISTRATION OF NEW ECOZONE AGRO-INDUSTRIAL ENTERPRISES:

SCHEDULE OF AVAILABILITY OF SERVICES: Mondays to Fridays from 8:00 A.M. - 5:00 P.M.

Cut off period for submission of applications: 3 working days prior to scheduled PEZA Board meeting (*NOTE: The PEZA Board meets twice a month, usually on the 2nd and 4th week of the month*).

WHO MAY AVAIL OF THE SERVICE?

1. Business entities (Corporations, Partnerships or Single Proprietorships) whose activities are covered under the approved annual Investments Priorities Plan (IPP) (refer to www.boi.gov.ph for the latest IPP) and PEZA Guidelines in the Registration and Operation of Ecozone Enterprises (refer to www.peza.gov.ph for the guidelines under Issuances); and will export its production output/services;
2. Those referred to in (1) above who will locate in a PEZA-registered Special Economic Zone; and
3. Those referred to in (1) above who has paid-up capitalization equivalent to 25% of its project cost (*may be complied within a period of 1 year*).

WHAT ARE THE REQUIREMENTS?

1. Completely filled-out PEZA Application Form for Ecozone Agri-Industrial Enterprise;
2. Notarized Undertaking and Anti-Graft Certificate (*format attached in the application form*);
3. Notarized copy of Board Resolution authorizing the filing of the application with PEZA and designation of a representative(s) authorized to transact registration with PEZA;
4. Certificate of Registration from Securities and Exchange Commission, Articles of Incorporation and By-Laws indicating among its purpose the applicant's agro-industrial activities (*if not yet available, submit draft of Articles of Incorporation*);
5. Endorsement from the Department of Agriculture;
6. Copy of Site Development Plan;
7. Resume or biodata of principal officers;
8. Favorable endorsement from the developer/operator of the Special Economic Zone or proof of land ownership (*as applicable*);
9. Company profile of parent company (*if applicable*).

ADDITIONAL REQUIREMENTS FOR A COMPANY WHICH WILL TRANSFER ITS EXISTING OPERATIONS TO PEZA:

1. BIR Tax Clearance (*if not yet available, submit copy of notice to BIR of transfer of Company's operations to PEZA*);
2. Certification from three (3) labor agencies (Department of Labor and Employment, National Labor Relations Council, and National Conciliation and Mediation Board) stating that enterprise has no pending labor case(s);
3. SSS Clearance;
4. BIR Tax Clearance (*if not yet available, submit copy of notice to BIR of transfer of Company's BOI Registration to PEZA*);
5. Copy of Audited Financial Statements and Annual Income Tax Returns for the past three (3) years (*as applicable*);
6. Summary of export and local sales performance (volume and value) and employment for the past three (3) years (*as applicable*); and
7. If registered with the Board of Investments (BOI): Copy of company's Certificate of Registration and Terms and Conditions under BOI.

DURATION: 21 working days (*subject to the submission of all required documents and data, and other additional information as may be required by PEZA*).

PROCESSING OF APPLICATION FOR REGISTRATION OF NEW ECOZONE AGRO-INDUSTRIAL ENTERPRISES:

PROCEDURAL PROCESS FLOW FOR APPLICATION FOR REGISTRATION:

STEP	APPLICANT/LOCATOR	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE	FEES	FORMS/DOCUMENTS
1	Submit Application documents for pre-screening	Review application documents and issue order of payment	15 mins.	ERD Enterprise Service Officer	none	Application form / Order of Payment Slip
2	Pay Application Fee	Process payment and issue Official Receipt	5 mins.	Cashier	Php 3,600.00	Order of Payment Slip / Official Receipt
3	Submit completely filled-out Application form and other documents/information as may be required by PEZA	(a) Receive, log and endorse application to Enterprise Regulations Department (ERD)	10 working days (subject to the submission of all required documents and information, and other additional data as may be required by PEZA)	ODG Staff (Office of the Director General)	none	Application form
		(b) Evaluate application and prepare report for the PEZA Board		ERD Enterprise Service Officer		
		(c) Review/Initial submitted draft/finalized report and endorse to the DG		ERD Department Manager		
		(d) Approve application		ERSSG Group Manager		
				DDG for Operations		
				PEZA Board		
4	Receive copy of Board Resolution	Prepare and issue Board Resolution	5 working days	OBS Staff (Office of the Board Secretary)	none	Board Resolution
5	Submit Pre-registration requirements as stated in the Board Resolution	Evaluate submitted pre-registration requirements and prepare Registration Agreement	5 working days	LSG Staff (Legal Services Group)	none	Pre-registration requirements/documents
6	Pay Registration Fee	Issue order of payment	5 mins.	ERD Staff	none	Order of Payment Slip
		Process payment and issue Official Receipt	5 mins.	Cashier	Php 6,000.00	Order of Payment Slip / Official Receipt
7	Sign Registration Agreement with PEZA	Sign Registration Agreement with Applicant and issue Certificate of Registration	1 working day	PEZA Director General	none	Registration Agreement / Certificate of Registration
End of transaction						

PROCESSING OF APPLICATION FOR REGISTRATION OF NEW ECOZONE DOMESTIC MARKET ENTERPRISES:

SCHEDULE OF AVAILABILITY OF SERVICES: Mondays to Fridays from 8:00 A.M. - 5:00 P.M.

Cut off period for submission of applications: 3 working days prior to scheduled PEZA Board meeting (*NOTE: The PEZA Board meets twice a month, usually on the 2nd and 4th week of the month*).

WHO MAY AVAIL OF THE SERVICE?

1. Business entities (Corporations, Partnerships or Single Proprietorships) whose activities are covered under the approved annual Investments Priorities Plan (IPP) (refer to www.boi.gov.ph for the latest IPP) and/or PEZA Guidelines in the Registration and Operation of Ecozone Enterprises (refer to www.peza.gov.ph for the guidelines under Issuances);
2. Those referred to in (1) above who will locate in a PEZA-registered Special Economic Zone; and
3. Those referred to in (1) above who has paid-up capitalization equivalent to 25% of its project cost (*may be complied within a period of 1 year*).

WHAT ARE THE REQUIREMENTS?

1. Completely filled-out PEZA Application Form for Ecozone Domestic Market Enterprise;
2. Notarized Undertaking and Anti-Graft Certificate (*format attached in the application form*);
3. Notarized copy of Board Resolution authorizing the filing of the application with PEZA and designation of a representative(s) authorized to transact registration with PEZA;
4. Certificate of Registration from Securities and Exchange Commission, Articles of Incorporation and By-Laws indicating among its purpose the applicant's manufacturing activities (*if not yet available, submit draft of Articles of Incorporation*);
5. Resume or biodata of principal officers;
6. Reservation form or similar document on building/area to be leased (*if applicable*). If lessor is a PEZA-registered enterprise, aside from an Ecozone Facilities Enterprise, a letter-request from the lessor is required;
7. Favorable endorsement from the developer/operator of the Special Economic Zone and PEZA Administrator/Zone Manager; and
8. Company profile of parent company (*if applicable*).

ADDITIONAL REQUIREMENTS FOR A COMPANY WHICH WILL TRANSFER ITS EXISTING OPERATIONS TO PEZA:

1. BIR Tax Clearance (*if not yet available, submit copy of notice to BIR of transfer of Company's operations to PEZA*);
2. Certification from three (3) labor agencies (Department of Labor and Employment, National Labor Relations Council, and National Conciliation and Mediation Board) stating that enterprise has no pending labor case(s);
3. SSS Clearance;
4. BIR Tax Clearance (*if not yet available, submit copy of notice to BIR of transfer of Company's BOI Registration to PEZA*);
5. Copy of Audited Financial Statements and Annual Income Tax Returns for the past three (3) years (*as applicable*);
6. Summary of export and local sales performance (volume and value) and employment for the past three (3) years (*as applicable*); and
7. If registered with the Board of Investments (BOI): Copy of company's Certificate of Registration and Terms and Conditions under BOI.

DURATION: 21 working days (*subject to the submission of all required documents and data, and other additional information as may be required by PEZA*).

PROCESSING OF APPLICATION FOR REGISTRATION OF NEW ECOZONE DOMESTIC MARKET ENTERPRISES:

PROCEDURAL PROCESS FLOW FOR APPLICATION FOR REGISTRATION:

STEP	APPLICANT/LOCATOR	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE	FEES	FORMS/DOCUMENTS
1	Submit Application documents for pre-screening	Review application documents and issue order of payment	15 mins.	ERD Enterprise Service Officer	none	Application form / Order of Payment Slip
2	Pay Application Fee	Process payment and issue Official Receipt	5 mins.	Cashier	Php 3,600.00	Order of Payment Slip / Official Receipt
3	Submit completely filled-out Application form and other documents/information as may be required by PEZA	(a) Receive, log and endorse application to Enterprise Regulations Department (ERD)	10 working days (subject to the submission of all required documents and information, and other additional data as may be required by PEZA)	ODG Staff (Office of the Director General)	none	Application form
		(b) Evaluate application and prepare report for the PEZA Board		ERD Enterprise Service Officer		
		(c) Review/Initial submitted draft/finalized report and endorse to the DG		ERD Department Manager		
		(d) Approve application		ERSSG Group Manager		
				DDG for Operations		
				PEZA Board		
4	Receive copy of Board Resolution	Prepare and issue Board Resolution	5 working days	OBS Staff (Office of the Board Secretary)	none	Board Resolution
5	Submit Pre-registration requirements as stated in the Board Resolution	Evaluate submitted pre-registration requirements and prepare Registration Agreement	5 working days	LSG Staff (Legal Services Group)	none	Pre-registration requirements/documents
6	Pay Registration Fee	Issue order of payment	5 mins.	ERD Staff	none	Order of Payment Slip
		Process payment and issue Official Receipt	5 mins.	Cashier	Php 6,000.00	Order of Payment Slip / Official Receipt
7	Sign Registration Agreement with PEZA	Sign Registration Agreement with Applicant and issue Certificate of Registration	1 working day	PEZA Director General	none	Registration Agreement / Certificate of Registration
End of transaction						

PROCESSING OF APPLICATION FOR REGISTRATION OF NEW PROJECTS OF PEZA REGISTERED ENTERPRISES:

SCHEDULE OF AVAILABILITY OF SERVICES: Mondays to Fridays from 8:00 A.M. - 5:00 P.M.

Cut off period for submission of applications: 3 working days prior to scheduled PEZA Board meeting (*NOTE: The PEZA Board meets twice a month, usually on the 2nd and 4th week of the month*).

WHO MAY AVAIL OF THE SERVICE?

PEZA-registered enterprises with existing business operation(s):

1. Whose proposed new project is covered under the approved annual Investments Priorities Plan (IPP) (refer to www.boi.gov.ph for the latest IPP) and PEZA Guidelines in the Registration and Operation of Ecozone Enterprises (refer to www.peza.gov.ph for the guidelines under Issuances);
2. Which project to be established is entirely distinct and different from its existing PEZA-registered project(s) in terms of either final product or service, production process, equipment or raw materials; or existing PEZA-registered enterprises which project to be established is along the same line of business as any of its existing operations provided that its new project will involve the establishment of another line that may be put up in a site either outside or contiguous to its existing premises or compound;
(NOTE: "Another Line" refers to new facilities used in the production of the registered product/service. This line may use a facility common to an existing line such as warehouse, finishing, quality control, or laboratory. "New Facility" refers to the space or area, physical structure and equipment provided for a particular purpose or segment of the production process/service activity)
3. Which will be exporting at least fifty percent (50%) of its production output/services for its proposed new project if Filipino-owned; or must be exporting at least seventy percent (70%) of its production output/services for its proposed new project if foreign-owned (*unless a lower percentage is allowed under the annual IPP and by the PEZA Board*);
4. Which proposed new project will be undertaken in a PEZA-registered Special Economic Zone; and
5. Which will be putting up new investments in fixed assets and working capital, and has paid-up capitalization equivalent to 25% of the project cost for its proposed new activity/project (*may be complied within a period of 1 year*).

NOTE: For existing PEZA-registered I.T. Enterprises which new project to be established is along the same line of business as any of its existing operations, it must put up its new project in a different site from its existing similarly registered operations. Likewise, I.T. Enterprises which new project to be established involves contact/call center operations, to qualify for Income Tax Holiday (ITH) incentive, a minimum investment cost of the Philippine Peso equivalent of US\$2,500 per seat is required covering the cost of equipment (hardware and software), office furniture and fixture, building improvements and renovation, and other fixed assets except land, building and working capital.

WHAT ARE THE REQUIREMENTS?

1. Completely filled-out PEZA Application Form;
2. Anti-Graft Certificate (*format attached in the application form*);
3. Notarized copy of Board Resolution authorizing the filing of the application with PEZA and designation of a representative(s) authorized to transact registration with PEZA;
4. Copy of Audited Financial Statements and Annual Income Tax Returns for the past three (3) years (*as applicable*);
5. Summary of export sales performance (volume and value) and employment for the past three (3) years (*as applicable*);
6. Comparative presentation of company's existing projects (under PEZA and/or BOI, if applicable) and the proposed project showing the 4 criteria, namely: product description/usage or service, raw materials, manufacturing/service process and machinery/equipment to be used;
7. Reservation form or similar document on building/area to be leased (*if applicable*). If lessor is a PEZA-registered enterprise, aside from an Ecozone Facilities Enterprise, a letter-request from the lessor is required; and
8. Favorable endorsement from the PEZA Administrator/Zone Manager.

DURATION: 21 working days (*subject to the submission of all required documents and data, and other additional information as may be required by PEZA*).

PROCESSING OF APPLICATION FOR REGISTRATION OF NEW PROJECTS OF PEZA REGISTERED ENTERPRISES:

PROCEDURAL PROCESS FLOW FOR APPLICATION FOR REGISTRATION OF NEW PROJECTS:

STEP	APPLICANT/LOCATOR	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE	FEES	FORMS/DOCUMENTS
1	Submit Application documents for pre-screening	Review application documents and issue order of payment	15 mins.	ERD Enterprise Service Officer	none	Application form / Order of Payment Slip
2	Pay Application Fee	Process payment and issue Official Receipt	5 mins.	Cashier	Php 3,600.00	Order of Payment Slip / Official Receipt
3	Submit completely filled-out Application form and other documents/information as may be required by PEZA	(a) Receive, log and endorse application to Enterprise Regulations Department (ERD)	10 working days (subject to the submission of all required documents and information, and other additional data as may be required by PEZA)	ODG Staff (Office of the Director General)	none	Application form
		(b) Evaluate application and prepare report for the PEZA Board		ERD Enterprise Service Officer		
		(c) Review/Initial submitted draft/finalized report and endorse to the DG		ERD Department Manager		
		(d) Approve application		ERSSG Group Manager		
				DDG for Operations		
				PEZA Board		
4	Receive copy of Board Resolution	Prepare and issue Board Resolution	5 working days	OBS Staff (Office of the Board Secretary)	none	Board Resolution
5	Submit Pre-registration requirements as stated in the Board Resolution	Evaluate submitted pre-registration requirements and prepare Supplemental Agreement	5 working days	LSG Staff (Legal Services Group)	none	Pre-registration requirements/documents
6	Pay Registration Fee	Issue order of payment	5 mins.	ERD Staff	none	Order of Payment Slip
		Process payment and issue Official Receipt	5 mins.	Cashier	Php 6,000.00	Order of Payment Slip / Official Receipt
7	Sign Supplemental Agreement with PEZA	Sign Supplemental Agreement with Applicant	1 working day	PEZA Director General	none	Supplemental Agreement
End of transaction						

PROCESSING OF APPLICATION FOR REGISTRATION OF EXPANSION PROJECTS OF PEZA REGISTERED ENTERPRISES:

SCHEDULE OF AVAILABILITY OF SERVICES: Mondays to Fridays from 8:00 A.M. - 5:00 P.M.

Cut off period for submission of applications: 3 working days prior to scheduled PEZA Board meeting (*NOTE: The PEZA Board meets twice a month, usually on the 2nd and 4th week of the month*).

WHO MAY AVAIL OF THE SERVICE?

1. PEZA-registered enterprises which proposed project/activity will involve:
 - (a) The production of similar products or services already being undertaken by the firm as part of its PEZA-registered activity;
 - (b) The installation of additional capacity-determinant equipment within the same existing plant or facility of the enterprise; and
 - (c) The modernization and rehabilitation of an existing facility of activities listed in the Investments Priorities Plan (IPP) that will result in increase in existing capacity.
2. PEZA-registered enterprises which proposed service type activities that do not meet the qualification requirements for new projects.
3. PEZA-registered I.T. Enterprises which proposed ICT projects will be located in the same building and using the same basic common facilities such as servers, backup generators, internet connections, etc.

WHAT ARE THE REQUIREMENTS?

1. Completely filled-out PEZA Application Form;
2. Anti-Graft Certificate (*format attached in the application form*);
3. Notarized copy of Board Resolution authorizing the filing of the application with PEZA and designation of a representative(s) authorized to transact registration with PEZA;
4. Copy of Audited Financial Statements and Annual Income Tax Returns for the past three (3) years (*as applicable*);
5. Summary of export sales performance (volume and value) and employment for the past three (3) years for the existing project (*under PEZA and/or BOI, as applicable*) wherein the proposed project is most related;
6. Reservation form or similar document on building/area to be leased (*if applicable*). If lessor is a PEZA-registered enterprise, aside from an Ecozone Facilities Enterprise, a letter-request from the lessor is required; and
7. Favorable endorsement from the PEZA Administrator/Zone Manager.

DURATION: 21 working days (*subject to the submission of all required documents and data, and other additional information as may be required by PEZA*).

PROCESSING OF APPLICATION FOR REGISTRATION OF EXPANSION PROJECTS OF PEZA REGISTERED ENTERPRISES:

PROCEDURAL PROCESS FLOW FOR APPLICATION FOR REGISTRATION OF EXPANSION PROJECTS:

STEP	APPLICANT/LOCATOR	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE	FEES	FORMS/DOCUMENTS
1	Submit Application documents for pre-screening	Review application documents and issue order of payment	15 mins.	ERD Enterprise Service Officer	none	Application form / Order of Payment Slip
2	Pay Application Fee	Process payment and issue Official Receipt	5 mins.	Cashier	Php 3,600.00	Order of Payment Slip / Official Receipt
3	Submit completely filled-out Application form and other documents/information as may be required by PEZA	(a) Receive, log and endorse application to Enterprise Regulations Department (ERD)	10 working days (subject to the submission of all required documents and information, and other additional data as may be required by PEZA)	ODG Staff (Office of the Director General)	none	Application form
		(b) Evaluate application and prepare report for the PEZA Board		ERD Enterprise Service Officer		
		(c) Review/Initial submitted draft/finalized report and endorse to the DG		ERD Department Manager		
				ERSSG Group Manager		
				DDG for Operations		
(d) Approve application	PEZA Board					
4	Receive copy of Board Resolution	Prepare and issue Board Resolution	5 working days	OBS Staff (Office of the Board Secretary)	none	Board Resolution
5	Submit Pre-registration requirements as stated in the Board Resolution	Evaluate submitted pre-registration requirements and prepare Supplemental Agreement	5 working days	LSG Staff (Legal Services Group)	none	Pre-registration requirements/documents
6	Pay Registration Fee	Issue order of payment	5 mins.	ERD Staff	none	Order of Payment Slip
		Process payment and issue Official Receipt	5 mins.	Cashier	Php 6,000.00	Order of Payment Slip / Official Receipt
7	Sign Supplemental Agreement with PEZA	Sign Supplemental Agreement with Applicant	1 working day	PEZA Director General	none	Supplemental Agreement
End of transaction						

PROCESSING OF APPLICATION FOR REGISTRATION OF PIONEER STATUS OF PEZA REGISTERED EXPORT ENTERPRISES:

SCHEDULE OF AVAILABILITY OF SERVICES: Mondays to Fridays from 8:00 A.M. - 5:00 P.M.

Application for Pioneer Status shall not be later than one (1) year from start of commercial operations of the project to be applied for Pioneer Status.

WHO MAY AVAIL OF THE SERVICE?

1. PEZA-registered enterprises engaged in the manufacture, processing or production and not merely in the assembly or packaging of goods, products, commodities or raw materials that have not been or are not being produced in the Philippines on a commercial scale; or
2. PEZA-registered enterprises which project applied for Pioneer Status uses a design, formula, scheme, method, process or system of production or transformation of any element, substance or raw materials into another raw materials or finished goods which is new and untried in the Philippines. (**Note:** *If the process is purely assembly, the activity is not considered for pioneer status. If other processes are being done or a major component is being produced in the plant, then the activity may be considered for pioneer status.*)

WHAT ARE THE REQUIREMENTS?

1. Letter request addressed to the Director General re: application for Pioneer Status;
2. Detailed *justifications/explanation* as to why the product or technology merits Pioneer Status;
3. Notice of Start of commercial operations duly attested by the Zone Manager for the products being applied for Pioneer Status;
4. Detailed description of the products applied for pioneer status specifying the products features uses/applications with pictures/samples;
5. Description of the component parts of the products and its sources (*local/ imported/ manufactured by applicant*);
6. Detailed discussion of the manufacturing process and the technology used with pictures of each stages of the processes;
7. Detailed discussion of machineries and equipment used indicating the model of the machine, technical specification, capacity and specific function in the manufacturing process; (*with pictures*)
8. Summary of Patents, if any (*include Patent #, place/date of issue, abstract*);
9. Corporate Social Responsibility Activities/programs/Initiatives;
10. Notarized certification of foreign training programs conducted (*if any*) indicating list of personnel sent, description of training, present assignment in the company and training cost incurred duly certified by the company;
11. Projected income statements for the 5th and 6th years of its operations;
12. Copy of Environmental Compliance Certificate (ECC) issued by the EMB-DENR;
13. Notarized certification from the company that its present volume does not exceed the production capacity set by the DENR (*pls. indicate actual annual volume*);
14. Copy of the O.R for application fee for conversion from Non-pioneer to Pioneer Status amounting to Php 2,400.00;
15. Applicant must have no outstanding accounts with PEZA and up to date in submission of its reportorial requirements, annual report and yearly audited financial statements.

NOTE: *Pioneer Status is subject to PEZA evaluation and shall not be automatically granted on the basis of new product or new technology.*

DURATION: 111 working days (*subject to the submission of all required documents and data, and other additional information as may be required by PEZA*).

PROCESSING OF APPLICATION FOR REGISTRATION OF PIONEER STATUS OF PEZA REGISTERED EXPORT ENTERPRISES:

PROCEDURAL PROCESS FLOW FOR APPLICATION FOR REGISTRATION OF PIONEER STATUS:

STEP	APPLICANT/LOCATOR	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE	FEES	FORMS/DOCUMENTS
1	Submit Application documents for pre-screening	Review application documents and issue order of payment	15 mins.	ERD Enterprise Service Officer	none	Application form / Order of Payment Slip
2	Pay Application Fee	Process payment and issue Official Receipt	5 mins.	Cashier	Php 2,400.00	Order of Payment Slip / Official Receipt
3	Submit completely filled-out Application form and other documents/information as may be required by PEZA	(a) Receive, log and endorse application to Enterprise Regulations Department (ERD)	15 working days (subject to scheduling of inspection)	ODG Staff (Office of the Director General)	none	Application form
		(b) Evaluate application / schedule and conduct inspection		ERD Enterprise Service Officer		
		(c) Evaluate application/ prepare submit report for the Director General	60 working days (Subject to technical evaluation and submission of all required documents and data including notices from BOI, DOST, CDC and SBMA)	ERD Enterprise Service Officer		
		(d) Review/Initial submitted draft/finalized report and endorse to the DG		ERD Department Manager		
				ERSSG Group Manager DDG for Operations		
(e) Approve application	PEZA Director General					
4	Publish application for pioneer status in one newspaper of general circulation for one (1) day	Issue notification to client for publication of its application for pioneer status in one newspaper of general circulation for one (1) day	Subject to waiting period of 15 days from publication for qualification	ERD Enterprise Service Officer	none	Notification letter to client for publication
5	Submit Notarized Affidavit on Publication and other documents/information as may be required by PEZA	Receive proof/copy of publication from client	10 working days (subject to the submission of all required documents and information as may be required by PEZA)	ERD Enterprise Service Officer	none	Proof/Copy of Publication
		Prepare/submit report to the PEZA Board PEZA Board approves application		PEZA Board		
6	Receive copy of Board Resolution	Prepare and issue Board Resolution	5 working days	OBS Staff (Office of the Board Secretary)	none	Board Resolution
7	Submit documents as may be required by PEZA	Prepare Supplemental Agreement	5 working days	LSG Staff (Legal Services Group)	none	Additional requirements/documents
8	Pay Registration Fee	Issue order of payment	5 mins.	ERD Staff	none	Order of Payment Slip
		Process payment and issue Official Receipt	5 mins.	Cashier	Php 3,600.00	Order of Payment Slip / Official Receipt
9	Sign Supplemental Agreement with PEZA	Sign Supplemental Agreement with Applicant	1 working day	PEZA Director General	none	Supplemental Agreement
End of transaction						

PROCESSING OF APPLICATION FOR REGISTRATION OF PIONEER STATUS OF PEZA REGISTERED I.T. ENTERPRISES:

SCHEDULE OF AVAILABILITY OF SERVICES: Mondays to Fridays from 8:00 A.M. - 5:00 P.M.

Application for Pioneer Status shall not be later than one (1) year from start of commercial operations of the project to be applied for Pioneer Status.

WHO MAY AVAIL OF THE SERVICE?

1. PEZA-registered I.T. enterprises with projects which introduces a major innovation in technology; or
2. PEZA-registered I.T. enterprises which activity has a project cost as required in the current Investments Priorities Plan (IPP) to be put up during the first year of operations.

WHAT ARE THE REQUIREMENTS?

A. For PEZA-registered I.T. Enterprises which will introduce a major innovation in technology:

1. Letter request addressed to the Director General re: application for Pioneer Status;
2. Detailed *justifications/explanation* as to why the product or technology merits Pioneer Status;
3. Notice of Start of commercial operations duly attested by the Zone Manager for the products being applied for Pioneer Status;
4. Detailed description of the products applied for pioneer status specifying the products features/applications with pictures/samples;
5. Description of the component parts of the products and its sources (*local/ imported/ manufactured by applicant*);
6. Detailed discussion of the process and the technology used with pictures of each stages of the processes;
7. Detailed discussion of machineries and equipment used indicating the model of the machine, technical specification, capacity and specific function in the manufacturing process; (*with pictures*)
8. Summary of Patents, if any (*include Patent #, place/date of issue, abstract*);
9. Corporate Social Responsibility Activities/programs/Initiatives;
10. Notarized certification of foreign training programs conducted (*if any*) indicating list of personnel sent, description of training, present assignment in the company and training cost incurred duly certified by the company;
11. Projected income statements for the 5th and 6th years of its operations;
12. Copy of Environmental Compliance Certificate (ECC) issued by the EMB-DENR;
13. Notarized certification from the company that its present volume does not exceed the production capacity set by the DENR (*pls. indicate actual annual volume*);
14. Copy of the O.R for application fee for conversion from Non-pioneer to Pioneer Status amounting to Php 2,400.00;
15. Applicant must have no outstanding accounts with PEZA and up to date in submission of its reportorial requirements, annual report and yearly audited financial statements.

NOTE: *Pioneer Status is subject to PEZA evaluation and shall not be automatically granted on the basis of new product or new technology.*

B. For PEZA-registered I.T. Enterprises which activity has a project cost required I the current Investments Priorities Plan (IPP):

1. Letter request addressed to the Director General re: application for Pioneer Status;
2. List of computers (*hardware and software*), office furniture and fixtures and other equipment acquired for the project certified by two (2) of the company's highest responsible officials and validated/attested to by the PEZA Zone Administrator/Manager/OIC (*Attach copies of Invoices and Import Permits*);
3. Balance sheet (*interim if accounting period does not coincide with the date of start of commercial operation*) showing movement of property, plant and equipment account per project as of the 1st year from date of approved actual SCO; and
4. Lapsing schedule of machines, equipment, furniture and fixtures, building/leasehold improvement and renovation per project (should match with the property, plant and equipment account in the balance sheet) certified by two (2) of the company's highest responsible officials.

DURATION: 96 working days (*subject to the submission of all required documents and data, and other additional information as may be required by PEZA*).

PROCESSING OF APPLICATION FOR REGISTRATION OF PIONEER STATUS OF PEZA REGISTERED I.T. ENTERPRISES:

PROCEDURAL PROCESS FLOW FOR APPLICATION FOR REGISTRATION OF PIONEER STATUS:

STEP	APPLICANT/LOCATOR	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE	FEES	FORMS/DOCUMENTS
1	Submit Application form for pre-screening	Review application documents and issue order of payment	15 mins.	ERD Enterprise Service Officer	none	Application form / Order of Payment Slip
2	Pay Application Fee	Process payment and issue Official Receipt	5 mins.	Cashier	Php 2,400.00	Order of Payment Slip / Official Receipt
3	Submit completely filled-out Application form and other documents/information as may be required by PEZA	(a) Receive, log and endorse application to Enterprise Regulations Department (ERD)	60 working days (subject to the submission of all required documents and information, and other additional data as may be required by PEZA)	ODG Staff (Office of the Director General)	none	Application form
		(b) Evaluate application and submit report to the Director General		ERD Enterprise Service Officer		
		(c) Review/Initial submitted draft/finalized report and endorse to the DG		ERD Department Manager		
		(d) Approve application		ERSSG Group Manager DDG for Operations PEZA Board		
4	Publish application for pioneer status in one newspaper of general circulation for one (1) day	Issue notification to client for publication of its application for pioneer status in one newspaper of general circulation for one (1) day	Subject to waiting period of 15 days from publication for qualification	ERD Enterprise Service Officer	none	Notification letter to client for publication
5	Submit Notarized Affidavit on Publication and other documents/information as may be required by PEZA	Receive proof/copy of publication from client	10 working days (subject to the submission of all required documents and information as may be required by PEZA)	ERD Enterprise Service Officer	none	Proof/Copy of Publication
		Prepare/submit report to the PEZA Board		PEZA Board		
6	Receive copy of Board Resolution	Prepare and issue Board Resolution	5 working days	OBS Staff (Office of the Board Secretary)	none	Board Resolution
7	Submit documents as may be required by PEZA	Prepare Supplemental Agreement	5 working days	LSG Staff (Legal Services Group)	none	Additional requirements/documents
8	Pay Registration Fee	Issue order of payment	5 mins.	ERD Staff	none	Order of Payment Slip
		Process payment and issue Official Receipt	5 mins.	Cashier	Php 3,600.00	Order of Payment Slip / Official Receipt
9	Sign Supplemental Agreement with PEZA	Sign Supplemental Agreement with Applicant	1 working day	PEZA Director General	none	Supplemental Agreement
End of transaction						

PROCESSING OF APPLICATION FOR AMENDMENT OF PEZA REGISTRATION:

SCHEDULE OF AVAILABILITY OF SERVICES: Mondays to Fridays from 8:00 A.M. - 5:00 P.M.

Cut off period for submission of applications: 3 working days prior to scheduled PEZA Board meeting (*NOTE: The PEZA Board meets twice a month, usually on the 2nd and 4th week of the month*).

WHO MAY AVAIL OF THE SERVICE?

PEZA-registered enterprises which proposed amendment/activity will involve:

- (a) Activities that do not meet the qualification requirements for new or expansion projects; and
- (b) Activities that will have no separate/new fiscal incentives.

WHAT ARE THE REQUIREMENTS?

1. Completely filled-out PEZA Application Form;
2. Anti-Graft Certificate (*format attached in the application form*);
3. Copy of Audited Financial Statements and Annual Income Tax Returns for the past three (3) years (*as applicable*);
4. Summary of export sales performance (volume and value) and employment for the past three (3) years (*as applicable*);
5. Reservation form or similar document on building/area to be leased (*if applicable*). If lessor is a PEZA-registered enterprise, aside from an Ecozone Facilities Enterprise, a letter-request from the lessor is required; and
6. Favorable endorsement from the PEZA Administrator/Zone Manager.

DURATION: 15 working days (Under normal circumstances; subject further to the submission of additional documents and information as may be required by PEZA)

PROCEDURAL PROCESS FLOW FOR AMENDMENT OF PEZA REGISTRATION:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Forms/Documents
1	Submit completely filled-out Application form and other documents/information as may be required by PEZA	(a) Receive, log and endorse application to Enterprise Regulations Department (ERD)	5 mins.	ODG Staff (Office of the Director General)	None	Letter request and certifications
		(b) Evaluate and prepare Report for the DG and Letter of Authority (LOA)	9 working days	ERD Enterprise Service Officer	None	
		(c) Review/Initial submitted draft/finalized Report/LOA and Endorse to the DG for approval	(Under Normal Circumstances; subject further to the submission of additional documents and information as may be required by PEZA)	ERD Department Manager	None	
				ERSSG Group Manager		
(d) Approve LOA		DDG for Operations				
				PEZA Director General		
2	Secure Order of Payment	Prepare Order of Payment	1 min.	ERD Enterprise Service Officer	None	Order of Payment Slip
3	Pay LOA Processing Fee	Issue Official Receipt	5 mins.	Cashier	Php 1,200.00	Official Receipt
4	Present Official Receipt	Release of LOA	5 mins.	ODG Staff (Office of the Director General)	None	Approved LOA
5	Claim LOA / Pay Registration Fee (For issuance of Supplemental Agreement)	Prepare Supplemental Agreement	5 working days	LSG Staff (Legal Services Group)	None	Approved LOA
		Issue order of payment	5 mins.	ERD Staff/ LSG Staff (Legal Services Group)	none	Order of Payment Slip
		Process payment and issue Official Receipt	5 mins.	Cashier	Php 3,600.00	Order of Payment Slip / Official Receipt
6	Sign Supplemental Agreement with PEZA	Sign Supplemental Agreement with Applicant	1 working day	PEZA Director General	none	Supplemental Agreement
End of transaction						

PROCESSING OF APPLICATION FOR CANCELLATION/TEMPORARY CLOSURE/DELISTING OF PEZA REGISTRATION/REGISTERED ACTIVITY:

SCHEDULE OF AVAILABILITY OF SERVICES: Mondays to Fridays from 8:00 A.M. - 5:00 P.M.

Cut off period for submission of applications: 3 working days prior to scheduled PEZA Board meeting (*NOTE: The PEZA Board meets twice a month, usually on the 2nd and 4th week of the month*).

WHAT ARE THE REQUIREMENTS?

1. Letter request stating reason(s) for cancellation/temporary closure/delisting of registration/registered activity indicating effectivity date;
2. Total number of affected workers and status of all production lines indicating the following:
 - (a) Total number of workers per production line;
 - (b) Total number of administrative personnel;
 - (c) Production line affected (what will happen/happened to the workers assigned in the specific production lines);
3. Certified list of machinery/equipment (*indicating therein the date of acquisition, acquisition cost and net book value*), raw materials, inventories and other properties, duly signed by the company's highest responsible official;
4. Description of building to be disposed and mode of disposition (*as applicable*);
5. Notarized undertaking signed by the company's highest responsible official stating that:
 - (a) All terminated/affected workers/employees will be paid of all monies and benefits due them (*If all affected workers have been paid all monies due them, submit proof of payment, e.g. quit claims, payroll*);
 - (b) The company has informed all its creditors of the cancellation/temporary closure/delisting of registration/registered activity (*as applicable*);
 - (c) The company renders PEZA free and harmless from any liability/claim by third party in connection with its cancellation/temporary closure/delisting of registration/registered activity (*as applicable*);
6. Copy of Board Resolution declaring the cancellation/closure of operations and designating its authorized representative to handle the disposition of all properties (*as applicable*);
7. Copy of notice to all affected employees/workers before the effectivity date of the cancellation/delisting/temporary closure of operations (*NOTE: Notice should be duly received by the workers 30 days before the effectivity date*);
8. Copy of notice to the Department of Labor and Employment (DOLE) on the cancellation/closure of operations, with proof of receipt thereof by said office indicating the date (*as applicable*);
9. Clearance from the Department of Labor and Employment (DOLE), National Labor Relations Commission (NLRC) and National Conciliation and Mediation Board (NCMB) stating that the company has no pending labor case(s) filed by its workers (*NOTE: Provide description and status of labor case(s) if any*);
10. Clearance from SSS and Philhealth stating that the company is up-to-date in remitting premiums of its employees (*as applicable*);
11. Clearance from the Zone Administrator/Manager regarding:
 - (a) The company's PEZA accounts/liabilities;
 - (b) Whether the company has properly disposed of the waste materials/garbage used in its operations in the zone;
 - (c) The restoration/repair of any damage in the SFB/lot space (*applicable only to locators in the public ecozones leasing a PEZA SFB/lot*);
12. Clearance from the Special Ecozone Developer (*applicable only to locators in the private ecozones*);
13. Copy of latest audited financial statements and updated quarterly report on operations; and
14. BIR tax certification of no outstanding tax liabilities (*applicable only for cancellation of PEZA registration*).

DURATION: 15 working days (subject to the submission of all required documents and information, and other additional data as may be required by PEZA)

PROCESSING OF APPLICATION FOR CANCELLATION/TEMPORARY CLOSURE/DELISTING OF PEZA REGISTRATION/REGISTERED ACTIVITY:

PROCEDURAL PROCESS FLOW FOR CANCELLATION/TEMPORARY CLOSURE/DELISTING OF PEZA REGISTRATION/REGISTERED ACTIVITY:

STEP	APPLICANT/LOCATOR	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN-CHARGE	FEES	FORMS/DOCUMENTS
1	Submit all documentary requirements as prescribed above	(a) Receive, log and endorse application to Enterprise Regulations Department (ERD)	10 working days (subject to the submission of all required documents and information, and other additional data as may be required by PEZA)	ODG Staff (Office of the Director General)	none	Documentary requirements
		(b) Evaluate application and Submit report to the PEZA Board		ERD Enterprise Service Officer		
		(c) Review/Initial submitted draft/finalized report and endorse to the DG/PEZA Board		ERD Department Manager		
		(d) Approve application		ERSSG Group Manager		
				DDG for Operations		
				PEZA Board		
2	Receive copy of Board Resolution	Prepare and issue Board Resolution	5 working days	OBS Staff (Office of the Board Secretary)	none	Board Resolution
3	Submit documentary requirements as stated in the Board Resolution	Evaluate submitted documentary requirements	15 mins.	Zone Manager/ERD Enterprise Service Officer	none	Documentary requirements
End of transaction						

PROCESSING OF LETTERS OF AUTHORITY (LOA) FOR TEMPORARY PERMITS:

SCHEDULE OF AVAILABILITY OF SERVICES: Mondays to Fridays from 8:00 A.M. - 5:00 P.M.

WHO MAY AVAIL OF THE SERVICE?

PEZA-Registered Ecozone Enterprises (Applicant)

WHAT ARE THE REQUIREMENTS?

1. Letter of request in official company letter head, addressed to the PEZA Director General, duly signed by the Applicant's highest responsible official indicating the following:
 - a) Justification/Reason for the temporary permit; and
 - b) Details of the project/activity to be undertaken.
2. Clearance/Favorable recommendation from the PEZA Zone Administrator/Manager;

NOTE: PEZA may require additional information/documents relevant to the processing of the applicant's request

DURATION: 10 working days (Under normal circumstances; subject further to the submission of additional documents and information as may be required by PEZA)

PROCEDURAL PROCESS FLOW:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Forms/Documents
1	Submit Letter of Request and Documentary Requirements to the Director General's Office	(a) Receive, log and endorse application to Enterprise Regulations Department (ERD)	5 mins.	ODG Staff (Office of the Director General)	None	Letter request and certifications
		(b) Evaluate and prepare Letter of Authority (LOA)	10 working days (Under Normal Circumstances; subject further to the submission of additional documents and information as may be required by PEZA)	ERD Enterprise Service Officer	None	
		(c) Review/Initial submitted draft/finalized LOA and Endorse to the DG for approval		ERD Department Manager	None	
				ERSSG Group Manager		
(d) Approve LOA	DDG for Operations					
				Director General		
2	Secure Order of Payment	Prepare Order of Payment	1 min.	ERD Enterprise Service Officer	None	Order of Payment Slip
3	Pay LOA Processing Fee	Issue Official Receipt	5 mins.	Cashier	Php 1,200.00	Official Receipt
4	Present Official Receipt	Release LOA	5 mins.	ODG Staff (Office of the Director General)	None	Approved LOA
End of transaction						

PROCESSING OF LETTERS OF AUTHORITY (LOA) FOR DONATIONS:

SCHEDULE OF AVAILABILITY OF SERVICES: Mondays to Fridays from 8:00 A.M. - 5:00 P.M.

WHO MAY AVAIL OF THE SERVICE?

PEZA-Registered Ecozone Enterprises (Donor)

WHAT ARE THE REQUIREMENTS?

1. Letter of request in official company letter head, addressed to the PEZA Director General, duly signed by the Applicant's highest responsible official indicating the following:
 - a) Detailed description of the items to be donated;
 - b) Name and location of "Donee"; and
 - c) Copy of the PEZA Permit Form 8101/8105 and corresponding invoices covering the importation/procurement of the subject items/goods to be donated;
2. Confirmation letter from the "Donee";
3. Copy of the notarized Deed of Donation;
4. Inspection Report from the PEZA Examiner; and
5. Clearance/Favorable recommendation from the PEZA Zone Administrator/Manager;

NOTE: PEZA may require additional information/documents relevant to the processing of the applicant's request

DURATION: 10 working days (Under normal circumstances; subject further to the submission of additional documents and information as may be required by PEZA)

PROCEDURAL PROCESS FLOW:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Forms/Documents
1	Submit Letter of Request and Documentary Requirements to the Director General's Office	(a) Receive, log and endorse application to Enterprise Regulations Department (ERD)	5 mins.	ODG Staff (Office of the Director General)	None	Letter request and certifications
		(b) Evaluate and prepare Letter of Authority (LOA)	10 working days (Under Normal Circumstances; subject further to the submission of additional documents and information as may be required by PEZA)	ERD Enterprise Service Officer	None	
		(c) Review/Initial submitted draft/finalized LOA and Endorse to the DG for approval		ERD Department Manager	None	
		(d) Approve LOA		ERSSG Group Manager DDG for Operations Director General		
2	Secure Order of Payment	Prepare Order of Payment	1 min.	ERD Enterprise Service Officer	None	Order of Payment Slip
3	Pay LOA Processing Fee	Issue Official Receipt	5 mins.	Cashier	Php 1,200.00	Official Receipt
4	Present Official Receipt	Release LOA	5 mins.	ODG Staff (Office of the Director General)	None	Approved LOA
End of transaction						

PROCESSING OF LETTERS OF AUTHORITY (LOA) FOR LEASE/SUBLEASE OF AREA:

SCHEDULE OF AVAILABILITY OF SERVICES: Mondays to Fridays from 8:00 A.M. - 5:00 P.M.

WHO MAY AVAIL OF THE SERVICE?

PEZA-Registered Ecozone Enterprises (Applicant)

WHAT ARE THE REQUIREMENTS?

1. Letter of request in official company letter head, addressed to the PEZA Director General, duly signed by the Applicant's highest responsible official indicating the following:
 - a) Client information;
 - b) Area(s) to be leased/subleased in square meters;
 - c) Location of property to be leased/subleased; and
 - d) Use of area prior to lease.
2. Original copy of certification from client indicating its intention to lease or copy of the Lease Agreement between the parties involved; and
3. Clearance from the PEZA Zone Administrator/Manager;

Additional requirement for the sublease of area:

- Certificate of "No Objection"/Clearance from the original owner of the property to be subleased.

NOTE: PEZA may require additional information/documents relevant to the processing of the applicant's request

DURATION: 10 working days (Under normal circumstances; subject further to the submission of additional documents and information as may be required by PEZA)

PROCEDURAL PROCESS FLOW:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Forms/Documents
1	Submit Letter of Request and Documentary Requirements to the Director General's Office	(a) Receive, log and endorse application to Enterprise Regulations Department (ERD)	5 mins.	ODG Staff (Office of the Director General)	None	Letter request and certifications
		(b) Evaluate and prepare Letter of Authority (LOA)	10 working days (Under Normal Circumstances; subject further to the submission of additional documents and information as may be required by PEZA)	ERD Enterprise Service Officer	None	
		(c) Review/Initial submitted draft/finalized LOA and Endorse to the DG for approval		ERD Department Manager	None	
		(d) Approve LOA		ERSSG Group Manager DDG for Operations Director General		
2	Secure Order of Payment	Prepare Order of Payment	1 min.	ERD Enterprise Service Officer	None	Order of Payment Slip
3	Pay LOA Processing Fee	Issue Official Receipt	5 mins.	Cashier	Php 1,200.00	Official Receipt
4	Present Official Receipt	Release LOA	5 mins.	ODG Staff (Office of the Director General)	None	Approved LOA
End of transaction						

PROCESSING OF LETTERS OF AUTHORITY (LOA) OF PEZA-REGISTERED ECOZONE LOGISTICS SERVICE ENTERPRISES FOR THE IMPORTATION/STORAGE/SUPPLY/EXPORT/TRANSFER OF GOODS TO OTHER PEZA/EXPORT ENTERPRISES:

SCHEDULE OF AVAILABILITY OF SERVICES: Mondays to Fridays from 8:00 A.M. - 5:00 P.M.

WHO MAY AVAIL OF THE SERVICE?

PEZA-Registered Ecozone Logistics Service Enterprises (Applicant)

WHAT ARE THE REQUIREMENTS?

1. Letter of request in official company letter head, addressed to the PEZA Director General, duly signed by the Applicant's highest responsible official indicating the following:
 - a) Particular request of the company (transaction or business flow);
 - b) Information regarding the Applicant's client(s)/parties involved (Name, location, PEZA or BOI registration, etc.);
 - c) Detailed description of goods to be handled/services to be provided;
 - d) Source(s) of goods; and
 - e) Destination(s) of the goods.
2. Original copy of certification(s) from the client(s) indicating the following:
 - a) The client(s) registered activity(ies);
 - b) That the Applicant is its appointed/authorized warehousing/logistics service provider;
 - c) The particular goods to be handled/services to be provided by the Applicant; and
 - d) Delivery route/business flow description.
3. If the client is registered with the Board of Investments (BOI):
 - a) Valid BOI Certificate of Registration; and
 - b) Valid Custom Bonded Warehouse permit.
4. If the client is registered with Clark Development Corporation (CDC) or Subic Bay Metropolitan Authority (SMBA):
 - a) Valid CDC/SBMA Certificate of Registration.
5. If handling chemicals:
 - a) Corresponding Material Safety Data Sheet (MSDS); and
 - b) Certifications from other government agencies such as: PDEA, OMB, PNP-FED, DENR-EMB, etc. as may be applicable.

NOTE: PEZA may require additional information/documents relevant to the processing of the applicant's request

DURATION: 10 working days (Under normal circumstances; subject further to the submission of additional documents and information as may be required by PEZA)

PROCESSING OF LETTERS OF AUTHORITY (LOA) OF PEZA-REGISTERED ECOZONE LOGISTICS SERVICE ENTERPRISES FOR THE IMPORTATION/STORAGE/SUPPLY/EXPORT/TRANSFER OF GOODS TO OTHER PEZA/EXPORT ENTERPRISES:

PROCEDURAL PROCESS FLOW:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Forms/Documents
1	Submit Letter of Request and Documentary Requirements to the Director General's Office	(a) Receive, log and endorse application to Enterprise Regulations Department (ERD)	10 working days (Under Normal Circumstances; subject further to the submission of additional documents and information as may be required by PEZA)	ODG Staff (Office of the Director General)	None	Letter request and certifications
		(b) Evaluate and prepare Letter of Authority (LOA)		ERD Enterprise Service Officer	None	
		(c) Review/Initial submitted draft/finalized LOA and Endorse to the DG for approval		ERD Department Manager	None	
				ERSSG Group Manager		
(d) Approve LOA	DDG for Operations					
				Director General		
2	Secure Order of Payment	Prepare Order of Payment	1 min.	ERD Enterprise Service Officer	None	Order of Payment Slip
3	Pay LOA Processing Fee	Issue Official Receipt	5 mins.	Cashier	Php 1,200.00 Amendment Fee: Php 600.00	Official Receipt
4	Present Official Receipt	Release of LOA	5 mins.	ODG Staff (Office of the Director General)	None	Approved LOA
End of transaction						

PROCESSING OF LETTERS OF AUTHORITY (LOA) FOR LOCAL SALES OF REGISTERED PRODUCTS/SERVICES:

SCHEDULE OF AVAILABILITY OF SERVICES: Mondays to Fridays from 8:00 A.M. - 5:00 P.M.

WHO MAY AVAIL OF THE SERVICE?

PEZA-Registered Ecozone Enterprises, *except Ecozone Facilities and Logistics Service Enterprises; (Applicant)*

WHAT ARE THE REQUIREMENTS?

1. Letter of request in official company letter head, addressed to the PEZA Director General, duly signed by the Applicant's highest responsible official indicating the following:
 - a) Detailed description of goods/services to be locally sold/rendered; and
 - b) List of prospective client(s).
2. Company must be up-to-date in its submission of its PEZA reportorial requirements.

Additional requirements for companies which shall be engaging in local sales for the first time:

1. Certification signed by the highest responsible official of the company (applicant), stating that this is the company's first (1st) local sales request, duly attested by the PEZA Zone Manager/Administrator.

Additional requirements for companies requesting for renewal of local sales authority:

1. Copy of LOA covering the company's previous local sale;
2. Duly accomplished liquidation report, signed/certified true by the Applicant's highest responsible official and duly attested by the PEZA Zone Administrator/Manager; and
3. Reconciliation schedule of the company's export and local sales vis-à-vis sales reflected in its Audited Financial Statements.

NOTE: PEZA may require additional information/documents relevant to the processing of the applicant's request

DURATION: 10 working days (Under normal circumstances; subject further to the submission of additional documents and information as may be required by PEZA)

PROCEDURAL PROCESS FLOW:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Forms/Documents
1	Submit Letter of Request and Documentary Requirements to the Director General's Office	(a) Receive, log and endorse application to Enterprise Regulations Department (ERD)	10 working days (Under Normal Circumstances; subject further to the submission of additional documents and information as may be required by PEZA)	ODG Staff (Office of the Director General)	None	Letter request and certifications
		(b) Evaluate and prepare Letter of Authority (LOA)		ERD Enterprise Service Officer	None	
		(c) Review/initial submitted draft/finalized LOA and Endorse to the DG for approval		ERD Department Manager	None	
		(d) Approve LOA		ERSSG Group Manager DDG for Operations Director General		
2	Claim Copy of LOA	Release LOA	5 mins.	ODG Staff (Office of the Director General)	None	Approved LOA
End of transaction						

PROCESSING OF LETTERS OF AUTHORITY (LOA) FOR THE DISPOSAL OF RAW MATERIALS/EQUIPMENT:

SCHEDULE OF AVAILABILITY OF SERVICES: Mondays to Fridays from 8:00 A.M. - 5:00 P.M.

WHO MAY AVAIL OF THE SERVICE?

PEZA-Registered Ecozone Enterprises (Applicant)

WHAT ARE THE REQUIREMENTS?

1. Letter of request in official company letter head, addressed to the PEZA Director General, duly signed by the Applicant's highest responsible official indicating the following:
 - a) Specific goods/equipment to be disposed;
 - b) Quantity and condition of said items to be disposed;
 - c) Copy of the PEZA Permit Form 8101/8105 and corresponding invoices covering the importation/procurement of the subject goods to be disposed of; and
 - d) Reason/Justification for the disposal.
2. Inspection Report from the PEZA Zone Office; and
3. Clearance/Favorable recommendation from the PEZA Zone Administrator/Manager;

NOTE: PEZA may require additional information/documents relevant to the processing of the applicant's request

DURATION: 10 working days (Under normal circumstances; subject further to the submission of additional documents and information as may be required by PEZA)

PROCEDURAL PROCESS FLOW:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Forms/Documents
1	Submit Letter of Request and Documentary Requirements to the Director General's Office	(a) Receive, log and endorse application to Enterprise Regulations Department (ERD)	10 working days (Under Normal Circumstances; subject further to the submission of additional documents and information as may be required by PEZA)	ODG Staff (Office of the Director General)	None	Letter request and certifications
		(b) Evaluate and prepare Letter of Authority (LOA)		ERD Enterprise Service Officer	None	
		(c) Review/Initial submitted draft/finalized LOA and Endorse to the DG for approval		ERD Department Manager	None	
		(d) Approve LOA		ERSSG Group Manager		
		DDG for Operations				
		Director General				
2	Claim Copy of LOA	Release LOA	5 mins.	ODG Staff (Office of the Director General)	None	Approved LOA
End of transaction						

**PROCESSING OF APPLICATION/REQUEST FOR CERTIFICATION
(VAT ZERO RATING, AVAILABLE INCENTIVES, ENTITLEMENT TO 5% GROSS INCOME TAX (5% GIT))**

Schedule of Availability of Service:

8:00 AM – 5:00 PM

Who May Avail of the Service:

For VAT Zero Rating Certificates

- PEZA-registered locator enterprise entitled to VAT Zero Rating

For Certificate of Available Incentives

- All PEZA-registered locator enterprises granted the Income Tax Holiday, 5% Gross Income Tax and/or Tax and Duty Free Importation incentives

For Certificate of Entitlement to 5% GIT

- PEZA-registered locator enterprises enjoying/availing of the 5% Gross Income Tax incentive

What are the requirements:

1. Letter-request
2. Complete and updated reportorial requirements (PEZA Quarterly Reports, Quarterly Income Tax Return, PEZA Annual Reports, Audited Financial Statements and Annual Income Tax Return. Please see schedule of submission of reports)
3. For those with Local Sales; Liquidation of Local Sales Authority
4. Authorization letter for company representative to pick-up certification

Duration: 2 days

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Submit letter request to the ODG. Letter should indicate the type of certification requested, for what year and number of copies	Receive letter request	2 days	Office of Director General (ODG)		
		Log request in the Document Tracking System (DTS) Forward request to Enterprise Regulations & Support Services Group		ODG		
		Acknowledge receipt of request in the DTS. Forward request to Enterprise Services Division		Enterprise Regulations & Support Services Group (ERSSG)		
		Check compliance with reportorial requirements; if complete, forward request to Incentives Management Division (IMD)*		Enterprise Services Division (ESD)		
		Evaluate request and prepare draft of certificate for review Finalize certificate		IMD		

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
		Initial certificate	} <i>Included in the 2 day processing period</i>	Group Manager, ERSSG		
		Sign certificate		Deputy Director General for Operations		
2	Proceed to IMD for issuance of order of payment	Issue order of payment	5 mins.	IMD	PhP 120	
3	Pay to cashier	Receive payment and issue OR	5 mins.	Cashier		
4	Go back to IMD and present OR and company ID or authorization for release of certificate	Record payment and release certificate	5 mins.	IMD		
-END OF PROCESS-						

**If with deficiencies in the reports, ESD sends notice to company. (Request/application is held in abeyance until submission of complete reports)*

PROCESSING OF APPLICATION/REQUEST FOR ADJUSTMENT/APPROVAL OF ACTUAL DATE OF START OF COMMERCIAL OPERATIONS (SCO)

Schedule of Availability of Service:

8:00 AM – 5:00 PM

Who May Avail of the Service:

- Enterprises with newly-registered projects (entitled to any of the following incentives: Income Tax Holiday, 5% Gross Income Tax and Tax and duty-free importation) which commercial operations have already commenced

What are the requirements:

1. Notarized certification on the date of actual start of commercial operations signed by the enterprise’s highest official and attested by the Zone Administrator/Manager/OIC to be submitted to PEZA within seven (7) days from date of actual start of commercial operations
2. Proof of first commercial sale or first importation of raw materials or first importation/procurement of its operations equipment for companies whose actual SCO is later than were not able to start commercial operations on the date indicated in their application for registration of the Project
3. Payment of PhP1,200 filing fee for enterprises with adjusted SCO i.e., SCO is later than the SCO in the Project application

Duration: 5 days

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Submit notarized certification together with the applicable supporting document/s to the ODG	Receive certification with other documentary requirements	<i>Included in the 5-day processing period</i>	Office of the Director General (ODG)		Certification

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
		Log certification in the Document Tracking System (DTS). Forward certification to Enterprise Regulation and Support Services Group (ERSSG)	5 days	ODG		
		Acknowledge receipt in the DTS Forward request to Incentives Management Division (IMD)		ERSSG		
		Evaluate request and certification. For companies whose SCO are later than committed SCO, determine if company complied with the required 7 day notice, if not assess penalty for late filing. Prepare draft of Notice of SCO Approval or SCO Acknowledgment and penalty assessment (if applicable) Prepare final notice of SCO Approval/ Acknowledgment		IMD		
		Initial SCO approval/ acknowledgment		GM, ERSSG		

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
		Initial approval/ acknowledgement notice	} <i>Included in the 5 days</i>	Deputy Director General for Operations		
		Sign approval/ acknowledgement notice		Director General		
		Assign control/reference number to notice of SCO approval/acknowledgment		ODG		
		Return signed SCO Approval/Acknowledgment to IMD for release				
2	Proceed to IMD for the issuance of Order of Payment	Issue order of payment for filing fee (if SCO is with adjustment) and penalty (if applicable)	5 mins.	IMD	PhP 1,200 + penalty of basic fine of PhP500 and PhP50 for every day of delay (if applicable)	Order of payment
3	Pay to cashier	Issue OR	5 mins.	Cashier		
4	Go back to IMD and present OR and company ID or authorization	Release certificate	5 mins.	IMD		

PROCESSING OF REQUEST FOR VALIDATION OF ENTITLEMENT TO INCOME TAX HOLIDAY (ITH)

Schedule of Availability of Service:

8:00 AM – 5:00 PM

Who May Avail of the Service:

- PEZA-registered enterprises whose entitlement to income tax holiday is premised on the compliance with the condition on the use of new machinery and equipment which have not been used by any other manufacturing facilities in the Philippines, including investment cost per seat for IT enterprises

What are the requirements:

For validation of machinery and equipment

1. Letter-request for validation of ITH entitlement and/or compliance with required machinery and equipment (as indicated in the Registration/Supplemental Agreement)
2. List of machines and equipment acquired for the project certified by two (2) of the company's highest responsible officials and validated (actual verification) and attested to by the Zone Administrator/Manager/OIC in the prescribed format (See Annex A)
Attach copies of Invoices and Import Permits
3. Balance sheet showing movement of property, plant and equipment per project as of the 1st year from date of approved actual SCO
(*Submit interim balance sheet if accounting period does not coincide with the date of start of commercial operation, certified by two of the company's highest responsible officials*)
4. Lapsing schedule of machines and equipment per project (should match with the amount of the machines/equipment in the property, plant and equipment account in the balance sheet) certified by two (2) of the company's highest responsible officials

For validation of investment cost per seat

1. Letter-request for validation of ITH entitlement and/or compliance with required machinery and equipment (as indicated in the Registration/Supplemental Agreement)
2. List of computers (hardware and software), office furniture and fixtures and other equipment acquired for the project certified by two (2) of the company's highest responsible officials and validated (actual verification) and attested to by the Zone Administrator/Manager/OIC in the prescribed format.
Attach copies of Invoices and Import Permits
3. Balance sheet (interim if accounting period does not coincide with the date of start of commercial operation) showing movement of property, plant and equipment account per project as of the 1st year from date of approved actual SCO
4. Lapsing schedule of machines, equipment, furniture and fixtures, building/leasehold improvement and renovation per project (should match with the property, plant and equipment account in the balance sheet) certified by two (2) of the company's highest responsible officials
5. Computation of investment cost per seat in the prescribed format

Duration: 15 days *

How to avail of the service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Submit request together with the documentary requirements	Receive application	15 days	Office of the Director General (ODG)		
		Log application in the Document Tracking System (DTS) and forward to the Enterprise Regulation and Support Services Group (ERSSG)				
		Acknowledge receipt in the DTS and forward application to IMD		ERSSG		
		Evaluate application and prepare draft of evaluation report and notice of approval or disapproval. Review of evaluation report.		IMD		
		Prepare final evaluation report				
		Sign evaluation report & initial notice of confirmation of ITH entitlement.		Group Manager, ERSSG		

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
		Sign evaluation report & initial notice of confirmation of ITH entitlement. Sign notice of confirmation of ITH entitlement. Assign control number to the notice of confirmation. Return signed notice of confirmation to IMD for release Fax copy of notice of confirmation to the company	<i>Included in the 15 days</i>	Deputy Director General for Operations		
		Director General				
		Office of the Director General				
		IMD				
2	Proceed to IMD to claim notice of ITH confirmation; present company ID or authorization	Release ITH extension approval/disapproval	5 mins.	IMD		
-END OF PROCESS-						

****Assuming that all documents were submitted and no inconsistencies were noted in the data/information in the documents***

PROCESSING OF APPLICATION FOR AVAILMENT OF INCOME TAX HOLIDAY (OPTIONAL)*

Schedule of Availability of Service:

8:00 AM – 5:00 PM

Who May Avail of the Service:

- PEZA-registered enterprises granted the Income Tax Holiday incentive

What are the requirements:

1. Copy of complete Audited Financial Statements filed with the BIR (duly stamped “Received” by BIR) together with the ff:
 - a. Segregated income statement per registered activity (if more than 1 registered activity) and/or interim income statement, if availment is for less than the 12 month period, duly certified by responsible official. For IT companies with multiple sites/locations, income statement should be segregated per site/location indicating the number of seats for each location.
 - b. Breakdown/Details of other/miscellaneous income per project, if any (e.g., forex gain [realized/unrealized], scrap sales, interest income, income from unregistered activity etc.) duly certified by responsible official
2. Copy of complete Income Tax Return filed with the BIR (duly stamped “Received” by BIR)
3. Copy of Sales Summary with the following particulars: invoice no., date, volume/quantity, amount in US\$ and its peso equivalent, buyer/destination certified by responsible official (per activity if more than 1 registered activity). Export and local sales should be segregated.
4. Duly notarized sworn statement as to the start of commercial operation signed by responsible official and attested by Zone Manager
5. Photocopy of official receipt of application fee (PhP1,200)

Duration: 15 days - 1 project **

30 days - multiple projects (2 or more projects)**

How to avail of the service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Proceed to Incentives Management Division for pre-screening of application	Pre-screen completeness of application and supporting documents; accomplish checklist of requirements; attach 1 copy of checklist to the application and give 1 copy to company; issue order of payment and advise client to pay to the cashier	15 mins.	Incentives Management Division		Application form Checklist of requirements
2	Pay application fee to the cashier	Receive payment and issue O.R.	5 mins.	Cashier	PhP1,200	Order of Payment
3	Submit pre-screened application and attach copy of Official Receipt of payment of application fee to the ODG	Receive application	14.95 days (1 project) 29.95 days (multiple projects)	Office of the Director General (ODG)		
		Log application in the Document Tracking System (DTS); Forward application to Enterprise Regulations and Support Service Group (ERSSG)		Office of the Director General (ODG)		
		Acknowledge receipt of application in the DTS; Forward application to Incentives Management Division (IMD)		ERSSG		

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
		Evaluate application and draft evaluation report and notice of availment; Review draft evaluation report Finalize evaluation report and notice of availment Sign evaluation report and initial notice of availment; Sign evaluation report and initial notice of availment; Sign notice of availment Assign control/reference number to notice of availment; forward to IMD Send via fax, copy of notice of availment to the applicant	<i>Included in the 14.95 and 29.95 days</i>	IMD Group Manager, ERSSG Deputy Director General for Operations; Director General Office of the Director General IMD		
4	Proceed to IMD to claim original copy of notice of ITH availment and present company ID or authorization	Release ITH extension approval/disapproval	5 mins.	IMD		

****In view of the Memorandum of Agreement between PEZA and the Bureau of Internal Revenue, enterprises need not file application for availment of ITH, mere submission of the ITR/AFS (stamped "Received" by BIR) together with the required schedules shall be considered as compliance with the requirement on availment of ITH***

*****Assuming that all documents were submitted and no inconsistencies were noted in the data/information in the documents***

PROCESSING OF APPLICATION FOR EXTENSION OF INCOME TAX HOLIDAY (ITH)

Schedule of Availability of Service:

8:00 AM – 5:00 PM

Who May Avail of the Service:

Capital Equipment to Labor Ratio (CELR) Criterion

- Enterprises whose ratio of the total imported and domestic capital equipment to the number of director workers for the project does not exceed US\$10,000 to one worker

Net Foreign Exchange Earnings (NFEE) Criterion

- Enterprises whose Net Foreign Exchange Earnings amount to at least US\$500,000 average annually during the first three (3) years of operations of the project

Indigenous Raw Materials (IRM) Criterion

- Enterprises whose average cost of indigenous raw materials used in the manufacture of the registered product is at least fifty percent (50%) of the total cost of raw materials for the preceding years prior to the extension.

What are the requirements:

1. Duly accomplished and notarized application form
2. Copy of PEZA Notice of Approval of date of Start of Commercial Operations
3. Copy of Official Receipt of PhP1,200 application fee.
4. 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. If accounting period does not coincide with the ITH period, interim balance sheet should also be submitted.
 - b. Itemized list (lapsing schedule) of machinery and equipment certified by two (2) of the enterprise's highest officials and attested by the Zone Administrator/Manager with the following information: i) description of machinery/equipment per registered activity/project, and ii) respective acquisition cost and accumulated depreciation
 - c. The aggregate book value appearing in the itemized list should always reconcile with the Balance Sheet Machinery and Equipment Account value.
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.

For IT enterprises, lapsing schedule should be per activity and/or per location/site including the number of seats per location/site.

- d. 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 registered activity)
- e. Job description of workers classified as direct labor
- f. Computation of Capital Equipment to Labor Ratio using the prescribed format

For **Net Foreign Exchange Earnings (NFEE) Criterion**

- a. Copy of Audited Financial Statements including Income Tax Returns duly stamped "Received" by BIR for the first three (3) years of commercial operations.
- b. Sales summary report (monthly basis indicating invoice number/s, date, buyer/destination, description, amount in US\$ with peso equivalent) covering the first three (3) years or thirty six (36) months of commercial operation duly certified by a responsible official of the enterprise. Export and local sales must be segregated.
- c. Segregated Income Statement (with details of cost of sales and operating expenses including lapsing schedule of imported machinery and equipment) per project, if enterprise has more than 1 registered project covering the first three (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 enterprises 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 any, duly certified by responsible official of the enterprise

For IT enterprises, the following information must also be submitted: number of seats and number of employees (direct, indirect and administrative) for each location/site as of end of each taxable year (3 years)

- e. Computation of Net Foreign Exchange Earnings certified by a responsible official using the prescribed format

For **Indigenous raw Material (IRM) Criterion**

- a. Copy of Audited Financial Statements (with detailed manufacturing cost statement) including Income Tax Returns duly stamped "Received" by BIR for all taxable years from start of commercial operations and prior to the extension. The Income Statement should segregate result of operation of each registered activity. Interim Income Statement should also be submitted if accounting period does not coincide with the ITH period.
- b. 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 and should be supported by purchase invoices and delivery receipts.

Duration: Capital Equipment to Labor Ratio criterion: 15 days –for projects with direct workers of 100 and below
 30 days- for projects with direct workers of more than 100
Net Foreign Exchange Earnings criterion: 15 days
Indigenous Raw Materials criterion: 30 days

How to avail of the service:

Step	Applicant/Client	Service Provider	Duration of Activity* (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Proceed to Incentives Management Division for pre-screening of application	Pre-screen completeness of application and supporting documents; accomplish checklist of requirements; Issue order of payment and advise client to pay to the cashier	15 mins.	Incentives Management Division (IMD)		Application for ITH Extension Checklist of requirements
2	Pay application fee to the cashier	Receive payment and issue O.R.	5 mins.	Cashier	PhP1,200	Order of Payment
3	Submit pre-screened application and attach copy of Official Receipt of payment of application fee to the ODG	Receive application	<u>CELR Criterion</u> 14.95 days (for projects with direct workers of 100 & blow) 29.95 days (for projects with direct workers of more than 100) <u>NFEE Criterion</u> 14.95 days <u>IRM Criterion</u> 29.95 days	Office of the Director General (ODG)		
		Log application in the Document Tracking System (DTS); Forward application to Enterprise Regulations & Support Services Group (ERSSG)		ODG		
		Acknowledge receipt of application in the DTS; Forward application to IMD		ERSSG		

Step	Applicant/Client	Service Provider	Duration of Activity* (Under Normal Circumstances)	Person in Charge	Fees	Form
		<p>Evaluate application and prepare evaluation report and notice of approval or disapproval.</p> <p>Review evaluation report.**</p> <p>Finalize evaluation report and notice of approval/disapproval</p> <p>Sign evaluation report and initial notice of approval/disapproval;</p> <p>Sign evaluation report and initial notice of approval/disapproval;</p> <p>Sign notice of approval/disapproval</p> <p>Assign control no. to the notice of approval/disapproval</p> <p>Return signed notice of approval/disapproval to IMD for release</p> <p>Fax copy of Notice of Approval or Disapproval of ITH extension to company</p>	<p><i>Included in the 14.95 and 29.95 days</i></p>	<p>IMD</p> <p>GM, ERSSG</p> <p>Deputy Director General for Operations</p> <p>Director General</p> <p>Office of the Director General</p> <p>IMD</p>		

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
5	Proceed to IMD to claim original copy of notice of ITH extension approval or disapproval and present company ID or authorization	Release ITH extension approval/disapproval	5 mins.	IMD		
-END O F PROCESS-						

****Assuming that all documents were submitted and no inconsistencies were noted in the data/information in the documents***

***** a)If enterprise exceeded the maximum ratio of US\$10,000:1 Capital Equipment to Labor; b) if computed average NFEE is below US\$500,000; and, c) if cost of indigenous materials used did not meet the required 50% total cost of raw materials used, a notice is sent giving the enterprise 15 days to refute PEZA findings/computation***

PROCESSING OF TRANSIT DOCUMENTS – [Transshipment Permit (TP)- BOC Form No. 199/Import Entry / Internal Revenue Declaration- Transfer Document (IEIRD-TD)- BOC Form 236/Transit-SAD and Authority to Withdraw (ATW) – PEZA Form]

Schedule of Availability of Services:

Monday thru Saturday	:	8:00 am - 5:00 pm *
Monday thru Friday	:	8:00 am - 7:00 pm **
Monday thru Friday	:	8:00 am - 12:00 Midnight ***
Saturday/Sunday/Holiday	:	4:00 pm - 12:00 Midnight ***
Monday thru Sunday/Holiday	:	8:00 am - 6:00 pm ****
24/7 (on-call basis)	:	Beyond regular office hours, requires the filing of overtime request on or before 4:00 pm of the regular business day

- * Applicable to PCDU Clark, Mindanao Container Terminal Port (MCTP)
- ** Applicable to Manila South Harbor, Manila International Container Port, Port of Batangas
- *** Applicable to NAIA
- **** Applicable to Mactan Cebu International Airport (MCIA) and Cebu International Port (CIP)

Who May Avail of the Service:

- PEZA registered enterprises' duly-authorized representatives or their duly-authorized/accredited custom brokers

What are the requirements :

TRANSSHIPMENT PERMIT ENTRY (TP)

1. Accomplished BOC Form No. 199
2. Duly-approved Import Permit (PEZA Form No. 8101/e-IP)
3. Airway Bill/Bill of Lading and amendment, if any
4. Original or Certified True Copy of Invoice
5. Original or Certified True Copy of Packing List, as applicable
6. Certificate of Importation for TP using manual Import Permit
7. Telegram for Transmittal
8. Carrier's Bond (Trucking)
9. Transit Cargo Manifest
10. Letter of Authority (LOA) and/or Original Clearance issued by pertinent regulatory agency/ies, for regulated items, as may be applicable.

PROCESSING OF TRANSIT DOCUMENTS – [Transshipment Permit (TP)- BOC Form No. 199/Import Entry / Internal Revenue Declaration- Transfer Document (IEIRD-TD)- BOC Form 236/Transit-SAD and Authority to Withdraw (ATW) – PEZA Form]

IMPORT ENTRY & INTERNAL REVENUE DECLARATION-TRANSFER DOCUMENT (IEIRD-TD)/SINGLE ADMINISTRATIVE DOCUMENT (SAD)

1. Accomplished IEIRD-TD/Transit-SAD (Model of Declaration 8-8)
2. Duly-approved Import Permit (PEZA Form 8101/e-IP)
3. Airway Bill/Bill of Lading and amendment, if any
4. Original or Certified True Copy of Invoice
5. Original or Certified True Copy of Packing List, as applicable
6. Letter of Authority (LOA) and/or Original Clearance issued by pertinent regulatory agency/ies, for regulated items, as may be applicable

AUTHORITY TO WITHDRAW FORM (ATW)

1. Accomplished ATW
2. Approved Transshipment Permit/CEWE
3. Letter request for Police Transshipment Service
4. Original Official Receipt evidencing payment of PEZA Transshipment Fee and PEZA seal, as applicable
5. BOC Boatnote

Nota Bene:

- TP applicable to all Ports, except MCTP, CIP and MCIP and requires the subsequent filing of ATW and presentation of Custom-EPZA Warehousing Entry (CEWE) per application.
- IEIRD-TD/Transit-SAD applies to NAIA ,MCTP, MCIA, CIP only and requires one time submission of Authority for Cargo Hand Over Process/Special Power of Attorney (SPA), as applicable and annual Surety Bond prior to availment of AICTS./EACTS
- All TP/IEIRD-TD/Transit-SAD applications shall be verified and approved by the PEZA Section Chief/OIC-PCDU/CPCO for subsequent verification/approval by the BOC Section at the PCDU/CPCO office

Duration: Within 20 minutes per step requiring PEZA's action

Step	Applicant/Client	Service Provider	Person in Charge	Duration of Activity (Under Normal Circumstances)	Fees	Form
1	Submit accomplished TP/IEIRD/SAD with complete requirements	Verify/examine completeness, correctness and authenticity of documents submitted. <u>If PEZA requirements are</u>	Enterprise Services Officer	Within 20 minutes (covers Steps 1 & 2)	None	TP/IEIRD/SAD with the complete attachments

PROCESSING OF TRANSIT DOCUMENTS – [Transshipment Permit (TP)- BOC Form No. 199/Import Entry / Internal Revenue Declaration- Transfer Document (IEIRD-TD)- BOC Form 236/Transit-SAD and Authority to Withdraw (ATW) – PEZA Form]

		<u>satisfied</u> , recommend application for approval by the PEZA Chief/OIC. <u>If PEZA requirements are not satisfied</u> , inform applicant of the reason/nature of disapproval or the additional requirements needed.				
2		Undertake final review/approve application	PEZA Chief/OIC/Alternate Signatory		None	
3	Submit letter request for PEZA Transshipment Service/ATW Form/PEZA Seal	Accept payment of fees and issue Official Receipt/ATW Form/PEZA Seal	Special Collecting Officer	Within 20 minutes	Refer to Schedule of Fees	Official Receipt, PEZA ATW
4	Submit accomplished ATW Form	Issue Mission Order No. and sign ATW Form upon presentation of duly-approved TP.	Police Officer and PEZA Chief/OIC or Alternate signatory	Within 20 minutes		ATW/TP with the complete requirements
5	Present duly approved/ collated/segregated set of TP, with the CEWE or IEIRD/SAD	Record/Release the TP with the CEWE, IEIRD/SAD after checking the collation and segregation of processed transit documents. Issue PEZA seal for the containerized cargo.	Chief/OIC/Alternate Signatory, Enterprise Services Officer	Within 20 minutes		TP and CEWE, IEIRD/SAD
END OF PROCESS						

Nota Bene:

- Steps 3 and 4 apply to TP entry only
- Above steps do not include the intervening actions from the BOC

PROCESSING OF TRANSIT DOCUMENTS – [Transshipment Permit (TP)- BOC Form No. 199/Import Entry / Internal Revenue Declaration- Transfer Document (IEIRD-TD)- BOC Form 236/Transit-SAD and Authority to Withdraw (ATW) – PEZA Form]

SCHEDULE OF FEES

A. Transshipment Fee

Port of Entry	Location / Economic Zone	Fee
NAIA / MICP / MSH	Baguio City / BCEZ	Php 500.00
	Central Luzon	400.00
	Bataan	400.00
	<i>Metro Manila</i>	
	Victoria Wave Economic Zone	400.00
	Port/Airport – Port/Airport	250.00
NAIA, MICP, MSH	<i>CALABARZON Area</i>	400.00
	Camarines Norte /Jose Panganiban SEZ	750.00
	Camarines Sur / Camarines Sur IT Park	750.00
	Ilocos Norte / Fort Ilocandia Tourism Ecozone	750.00
MCIA	Mactan	400.00
CIP	Mactan	200.00
	<i>Cebu</i>	
	WCIP	400.00
	Others	400.00
	Balo-i Agro-Industrial Economic Zone	400.00
Mindanao Container Terminal Port, Taguloan, Misamis Oriental	Philippine Packing Agricultural EPZ	200.00
	CIIF Agro-Industrial Park	400.00
	Balo-I Agro-Industrial Economic Zone	400.00
Others: Please refer to PEZA Board Resolution No. 01-152 dated 10 May 2001 & PEZA Administrative Order No. 2010-001 dated 22 March 2010		

B. PEZA Accountable Form/Seal

Authority to Withdraw (ATW) Form : PhP 20.00/set, **PEZA Seal:** PhP 20.00/pc

PROCESSING OF APPLICATION FOR ENROLMENT TO THE ELECTRONIC IMPORT PERMIT SYSTEM (e-IPS)

Schedule of Availability of Services:

Weekdays: 8:00 AM – 5:00 PM without noon break

Who May Avail of the Service:

- PEZA-registered enterprises eligible for eIPS enrolment or their duly-authorized representatives

What are the requirements [Enrolment Application Requirements; one-time submission only]:

1. Pro-forma Application Letter for Enrolment in PEZA's eIPs (Annex B of M.O. 2009-002 dated 20 April 2009 re: Mandatory Use of the PEZA Electronic Import Permit System [eIPS] by May 15, 2009 for All Importations, including Regulated Goods)
 - Signed by President/CEO or highest responsible official
2. List of Importables (Annex C of M.O. 2009-002 dated 20 April 2009)
 - Softcopy in MS Excel format indicating the 11-digit HS Codes assigned by licensed customs broker
 - Full commodity description; no alpha-numeric descriptions allowed
 - List sorted into separate sheets for Unregulated/Regulated Importables
 - Signed by President/CEO or highest responsible official and certified by PEZA-registered Licensed Customs Broker and with broker's PEZA-registration details indicated therein
3. Endorsement/Certification of List/s of Importables (Annex D of M.O. 2009-002 dated 20 April 2009) signed by President/CEO or highest responsible official
4. Nomination of Nominee as Alternate Signatory for List of Importables; optional, as may be applicable (Annex E of M.O. 2009-002 dated 20 April 2009)

Duration: Within a day (24 hours); IPs for approved exportables are automatically generated by the e-IP system

Step	Applicant/Client	Service Provider	Person in Charge	Duration of Activity (Under Normal Circumstances)	Fees	Form
1	Submit complete set of hardcopy of application documents duly signed by concerned official/s; Email softcopy of Annex C List of Importables in MS Excel format indicating the 11-digit HS Codes of all items	Examine completeness and correctness of enrolment application documents. <u>If PEZA requirements are satisfied</u> , recommend application for approval by ZA/ZM/OIC. <u>If PEZA requirements are not satisfied</u> , inform applicant of the reason/nature of disapproval or additional requirements needed.	ZA/ZM/OIC-EAD Chief or authorized Enterprise Services Officer	15 mins (excluding List of Importables)	NA	MC 2009-002 Annexes B, C, D and E

PROCESSING OF APPLICATION FOR ENROLMENT TO THE ELECTRONIC IMPORT PERMIT SYSTEM (e-IPS)

Step	Applicant/Client	Service Provider	Person in Charge	Duration of Activity (Under Normal Circumstances)	Fees	Form
2		Undertake final review of the hard copy and softcopy and approve application	ZA/ZM/OIC-EAD Chief	15 mins (excluding List of Importables)	NA	MC 2009-002 Annexes B, C, D and E
3		Email/Endorse application to VASP, cc to PEZA MIS	ZA/ZM/OIC-EAD Chief	Within a day	NA	MC 2009-002 Annexes B, C, D and E
END OF PROCESS						

PROCESSING OF APPLICATION FOR UPLOADING OF ADDITIONAL IMPORTABLES TO THE ELECTRONIC IMPORT PERMIT SYSTEM (e-IPS)

Schedule of Availability of Services:

Weekdays: 8:00 AM to 5:00 PM without noon break
24/7 (on call basis)

Who May Avail of the Service:

- PEZA-registered enterprises already enrolled in the eIPS or their duly-authorized representatives

What are the requirements:

1. Softcopy of importables as electronically lodged in the VASP
2. As may be required by PEZA, brochure/email explanation on the intended use of the item in relation to the enterprise's registered activity.

Duration:

Within a day (24 hours) upon submission of complete information pertaining to the importable item; IPs for approved exportables are automatically generated by the e-IP system

Step	Applicant/Client	Service Provider	Person in Charge	Duration of Activity (Under Normal Circumstances)	Fees	Form
1	Email to ZA/ZM/OIC the softcopy of the additional importables or directly upload additional importables in the VASP system	Log-in the VASP system, evaluate and tag the uploaded item accordingly	ZA/ZM/OIC-EAD Chief or authorized Enterprise Services Officer	Within a day	NA	NA
END OF PROCESS						

PROCESSING OF APPLICATION FOR IMPORT PERMIT FOR REGULATED/CONTROLLED IMPORTABLES LODGED IN THE ELECTRONIC IMPORT PERMIT SYSTEM (e-IPS)

Schedule of Availability of Services:

Weekdays: 8:00 AM to 5:00 PM without noon break
24/7 (on call basis)

Who May Avail of the Service:

- PEZA-registered enterprises already enrolled in the eIPS or their duly-authorized representatives

What are the requirements:

1. Softcopy of IP as electronically lodged in the VASP
2. Invoice (emailed copy)
3. MSDS/Clearances/Permits issued by concerned regulatory agency/ies as applicable
4. LOA as applicable
5. Email explanation on the intended use of the item in relation to the enterprise's registered activity, as may be required by PEZA.

Duration: Within a day (24 hours) upon lodgement/email and prior notice, thru SMS or call from the authorized enterprise representative

Step	Applicant/Client	Service Provider	Person in Charge	Duration of Activity (Under Normal Circumstances)	Fees	Form
1	Email to ZA/ZM/OIC the softcopy of the invoice, MSDS/Clearance/Permits/LOA/ email explanation as applicable.	Log-in the VASP system, process regulated IP application and approve/disapprove accordingly	ZA/ZM/OIC-EAD Chief or authorized Enterprise Services Officer	Within a day	NA	NA
END OF PROCESS						

PROCESSING OF APPLICATION FOR PERMITS FOR MOVEMENT OF GOODS

Schedule of Availability of Service:

Weekdays: 8:00 AM – 5:00 PM without noon break
24/7 (on-call basis)

Who May Avail of the Service:

- PEZA-registered locator enterprises, accredited scrap haulers, or their duly-authorized representatives, as applicable

What are the Requirements:

Transaction Type At The Zone Level	PEZA Permit Form *	Requirements **	Fees (In Pesos)
1. ELECTRONIC Importation (e-IP)	On-line application	Enrolment w/ VASP (one-time only), valid LOA and clearances, invoice, brochure, as applicable Reference - PEZA M.O. No. 2009-002 dated 20 April 2009 and M.O. 2009-007 dated 15 September 2009	Processing fee per transaction -P 24 No Commercial Value (NCV) -P 60 up to US\$100 -P120 US\$101 to 1,000 -P180 US\$1,001 to 10,000 -P240 US\$10,001 to 50,000 -P300 US\$50,001 to 100,000 -P360 US\$100,001 to 500,000 -P420 US\$500,001 to 1.0 M -P480 US\$1,000,001 M to 5.0M -P540 US\$5,000,001 M to 10.0 M -P600 above US\$10.0M
2. MANUAL Importation	8101	Certified true copy of invoice, as applicable, brochure, valid clearances / LOA (for importation of construction materials, regulated chemicals, controlled items)	
3. MANUAL Exportation	8104	Invoice, as applicable, packing list, valid LOA, explanation letter (for re-export/return to supplier for repair); PEZA seal per container (for containerized shipment)	Transshipment Fee (TF) (rate schedule as listed in PEZA B.R. No. 01-152 dated May 10 '01 or relevant documentation issuance)
	Boat Note		
	Export Declaration		P 20 / PEZA seal / container
4. Electronic Exportation (Automated Export Documentation System)	On-line application	Enrolment with VASP (one-time only), with list of exportables based on relevant documentation	Relevant documentation issuance

PROCESSING OF APPLICATION FOR PERMITS FOR MOVEMENT OF GOODS

Transaction Type At The Zone Level	PEZA Permit Form *	Requirements **	Fees (In Pesos)
5. FARM – IN	8105	Delivery receipt / invoice duly stamped by PEZA, PEZA Form 8106 (from originating zone); valid LOA, as applicable	n/a
6. FARM OUT			
6.1 Indirect / Constructive Export of goods or services	8106 (Inter zone or BOI export producer w/ CBMW/CBW or Clark/Subic Registered Enterprise or other Export Enterprise duly accredited by PhilExport)	Valid LOA, Monitoring liquidation ledger, surety bond or boat note (for interzone transactions only), invoice, official receipt, delivery receipt, gate pass or any other equivalent document, as applicable; other pertinent documents as may be required in the LOA (for local sale of ecozone manufactured goods & services and donation, LOA is approved by the PEZA Director General)	INDIRECT / CONSTRUCTIVE EXPORT: Goods or services valued less than US\$10K - P180; Goods or services valued US\$10K and above - P360 Transshipment Fee, as applicable
	8112 (Intra zone)		
	Boat Note, as applicable		
6.2 Drop-Off Export	8106 or 8112		DROP-OFF EXPORT: Duties and taxes as assessed by the BOC if end client is domestic enterprise Transshipment Fee, as applicable
	Export Declaration		
	Boat Note, as applicable		
6.3 Subcontracting; Temporary Transfer; other farm-out	8106 (Inter zone)	n/a	
	8112 (Intra zone)		

PROCESSING OF APPLICATION FOR PERMITS FOR MOVEMENT OF GOODS

Transaction Type At The Zone Level	PEZA Permit Form *	Requirements **	Fees (In Pesos)
6.4 For goods acquired five (5) years and above, except raw materials: Permanent Transfer ; Local Sale	8106 (Inter zone; BOI export producer w/ CBMW/CBW; or Clark/Subic Registered Enterprise or other Export Enterprise duly accredited by PhilExport or domestic market)		PERMANENT TRANSFER; LOCAL SALE: For local sale of equipment -->5% of acquisition value of goods or P10K whichever is lower ; For local sale of ecozone manufactured goods / services --> 2% of the total sales value, which value shall not be less than the minimum of P1,000 but not more than the maximum of P10,000; Transshipment Fee, as applicable; duties and taxes as assessed by BOC
	8112 (Intra zone)		n/a
6.5 Sample	8110 (For use by ecozone export enterprise)	Justification / explanation letter, Invoice, delivery receipt (with PEZA stamp) or gate pass, as applicable	n/a
6.6 Scrap	Direct Export: 8104, Export Declaration, Boatnote Indirect Export / local sale: 8106 ; 8112 (intra zone)	For Direct Export: LOA, Export clearance; clearance from country destination and other documents listed in transaction type #3 For Indirect Export: documents listed in transaction type # 6.1	For Direct Export: Transshipment Fee & P20 PEZA Seal/container, as applicable For Indirect Export: Fees as listed in transaction type # 6.1
		Invoice or official receipt of company issued to accredited scrapper	P500
		PEZA official receipt	

PROCESSING OF APPLICATION FOR PERMITS FOR MOVEMENT OF GOODS

Transaction Type At The Zone Level	PEZA Permit Form *	Requirements **	Fees (In Pesos)
		BOC official receipt	Duties and taxes as assessed by BOC
6.7 Waste	Hazardous Waste - Direct Export: 8104, Export Declaration, Boatnote; Indirect Export (Hazardous Waste with value): 8106 or 8112 , as applicable and manifest form Local Transfer: Manifest Form	For Direct Export: LOA, Export clearance; clearance from country destination and other documents listed in transaction type #3 For Indirect Export: documents listed in transaction type # 6.1; haz waste form (w/ value only)	For Direct Export: Transshipment Fee & P20 PEZA Seal/container, as applicable For Indirect Export: Fees as listed in transaction type # 6.1
	Residual Waste : PEZA Gate Pass	Invoice or official receipt of company issued to accredited waste hauler; PEZA official receipt; BOC official receipt ; PEZA accreditation for Residual Waste Hauler and DENR Permit to Transport/ for Hazardous Waste Hauler	Applicable only to hazardous waste with value: P500 to PEZA; duties and taxes as assessed by BOC

* PEZA MANUAL FORMS AMOUNT TO P300 / PAD (AT 25 SETS / PAD OR P12 EACH) EXCEPT BOAT NOTE AMOUNTING TO P500 / PAD (AT 25 SETS / PAD OR P20 EACH)

** PRIOR TO THE FIRST TRANSACTION, THE PROCESSOR SHOULD PRESENT TO THE PEZA ZONE OFFICE THE FF:

1. PHOTOCOPY OF I.D. BEARING PHOTO AND SIGNATURE or any equivalent government-issued document; and
2. PEZA ACCREDITATION OF THE ENTERPRISE'S APPOINTED SERVICE PROVIDER AND AUTHORIZATION OF THE SERVICE PROVIDER'S PERSONNEL OR ENTERPRISE'S AUTHORIZATION TO ITS IN-HOUSE REPRESENTATIVE

PROCESSING OF APPLICATION FOR PERMITS FOR MOVEMENT OF GOODS

Notes:

- RULE X Sections 1, 3 and 4 (“Entry and Exit of Goods to and from the Restricted Areas of the Ecozones”)** of the Rules and Regulations to Implement Republic Act No. 7916 as amended provide that merchandise or articles of every description, except prohibited merchandise, may be brought to the restricted areas of ECOZONES upon prior approval of the PEZA in a prescribed form, which shall be obtained before placing the order for the importation or before entry of said merchandise or articles into the territorial jurisdiction of the Philippines and in accordance with PEZA documentation and security procedures. The application for the entry or exit permit of goods shall be filed by the ECOZONE Export or Free Trade Enterprise or entity concerned in the form prescribed by the PEZA.
- Further to this, **Rule XV Section 1.A.1 (“Incentives to Ecozone Export and Free Trade Enterprises”)** provides that (a) all importations must be **directly** and **actually needed** and will be used **exclusively** by the PEZA-registered enterprise in its registered activity; (b) importation of spare parts are restricted only to component spare parts for the specific machinery and/or equipment authorized to be imported; and (c) subject to reasonable allowances, the rated capacity of the capital equipment to be imported must be within the registered capacity of the PEZA-registered enterprise.

Duration: 20-32 mins.

Step	Applicant/Client	Service Provider	Person in Charge	Duration of Activity (Under Normal Circumstances)	Fees	Form
1	Submit applicable permit with supporting documents which may include Transaction Slip as may be applicable	Evaluate application and recommend approval to the ZM/OIC/EAD Chief if PEZA requirements are satisfied. If PEZA requirements are not satisfied, inform client of the additional requirements needed.	Enterprise Services Officer	Steps 1 and 2 20 mins.	NA	Applicable PEZA Permit and Transaction Slip as applicable
2		Undertake final review of application e.g. entries, control no., etc. / approve application	Zone Manager/OIC/EAD Chief		NA	Applicable PEZA Permit and Transaction Slip as applicable

PROCESSING OF APPLICATION FOR PERMITS FOR MOVEMENT OF GOODS

Step	Applicant/Client	Service Provider	Person in Charge	Duration of Activity (Under Normal Circumstances)	Fees	Form
3		Issue Order of Payment, as applicable	Enterprise Services Officer	5 mins.	See Table above	Order of Payment
4	Proceed to PEZA Cashier to pay applicable PEZA Processing Fee	Issue Official Receipt	PEZA Cashier	5 mins.	See Table above	Official Receipt
5	Present Official Receipt (O.R.)	Record O.R. No. in approved PEZA Permit	Enterprise Services Officer	1 min.	NA	
6		Release to client approved PEZA Permit	Enterprise Services Officer	1 min.	NA	Approved PEZA Permit
END OF PROCESS						

NOTES:

- 1) In private ecozones, payment of applicable PEZA processing fee is collected by the designated Special Collecting Officer, whereas in the Head Office and the Public Ecozones, payment of such is directed at the Cashier's office. Steps 3 to 5 are not applicable to private ecozones and Step 6 is deemed included in the 20-minute processing time of Steps 1 and 2.
- 2) Approved permits are released upon presentation of proof of payment of the applicable PEZA processing fee.
- 3) When applicable, Zone Police approves the Boat Note after the issuance of the other permits approved by the ZM / OIC-EAD Chief and payment of the corresponding fee.
- 4) Procedural steps for application for enrolment under the Electronic Import Permit System (eIPS) and subsequent eIP transactions are under a separate cover.

PROCESSING OF CLEARANCE FOR RELEASE OF SHIPMENTS*

Schedule of Availability of Services:

Weekdays: 8:00 AM – 5:00 PM without noon break

24/7 (on-call basis) upon submission of Request for Overtime Services (free-of-charge)

Who May Avail of the Service:

- PEZA-registered enterprises or their duly-authorized representatives

What are the requirements:

PEZA Permit Form	Documentary Requirements
8101	Invoice, Bill of Lading, Packing List, and other documents, as applicable: Import Entry and Internal Revenue Declaration (IEIRD), Single Administrative Document (SAD) and Cargo Turn-over or Customs-EPZA Warehousing Entry (CEWE), BOC Boatnote, Transshipment Permit Local and Cargo Manifest, brochure, valid clearances / LOA (for importation of construction materials, regulated chemicals, controlled items)
8104	Invoice ; Bill of Lading; Packing List; attached PEZA Seal per container (for containerized shipment)
Boat Note	
Export Declaration	
8105	Delivery receipt / invoice duly stamped by PEZA, PEZA Permit Form 8106 (from originating zone, as applicable)
8106 (Inter zone or BOI export producer w/ CBMW/CBW or Clark/Subic Registered Enterprise; other Export Enterprise duly accredited by Philexport; domestic Enterprise market)	Invoice, Delivery Receipt (DR), Gate Pass, monitoring liquidation ledger, surety bond or boat note (for interzone transactions only), invoice, official receipt, delivery receipt, gate pass or any other equivalent document, as applicable; other pertinent documents as may be required in the LOA (for local sale of ecozone manufactured goods & services and donation, LOA is approved by the PEZA Director General)

PROCESSING OF CLEARANCE FOR RELEASE OF SHIPMENTS*

PEZA Permit Form	Documentary Requirements
8112 (Intra zone)	
Boat Note, as applicable	
Export Declaration	
Boat Note, as applicable	
8110 (For use by ecozone export enterprise)	Invoice / delivery receipt or gate pass, as applicable, duly stamped by PEZA
Hazardous Waste - Direct Export: 8104, Export Declaration, Boatnote; Indirect Export (Hazardous Waste Manifest Form with value): 8106 or 8112 , as applicable Local Transfer: Hazardous Waste Manifest Form	For Direct Export: Invoice, Packing List, Export Clearance issued by concerned government agency; clearance from country destination and other documents listed in transaction type #3 For Indirect Export/Local Transfer: Permit to Transport (PTT) issued by DENR
Residual Waste : PEZA Gate Pass	NA

*Not applicable to IT Enterprises located in IT Parks and Centers wherein random post-examination of shipments are conducted.

Reference Documents:

- BOC-PEZA Joint Memorandum Order No. 1-2005 dated 10 January 2005: Prescribed Guidelines to Legalize the Automated Export Documentation System (AEDS)
- MC 2005-017 dated March 30, 2005: Opening of Sealed Containers of Import Shipments.
- MO 2005-003 dated 01 September 2005: Guidelines on the Opening and Examination of Import Shipments in Sealed Containers of Economic Zone Export Producer Enterprises
- MO 2011-002 dated 20 April 2011: Recent Bureau of Customs (BOC) Issuances on: (a) Registration in the BOC's e2m System; (b) Implementation of the Enhanced Automated Cargo Transfer System (E-ACTS); (c) Implementation of the Automated Export Declaration/Documentation System (AEDS)

PROCESSING OF CLEARANCE FOR RELEASE OF SHIPMENTS*

Duration: Within a day (24 hours)

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form
1	Register with the guard (Lobby) and get transaction number	Give applicant/client assigned transaction number	2 minutes	Guard on duty as contracted by PEZA	NA	NA
2	Go to EAD Examination counter/window	Record the number and documents on log book, evaluate documents presented and call corresponding number	10 minutes	Enterprise Services Officer	NA	Applicable PEZA Permit with supporting documents
3	Present documents, PEZA Seal/Boat Note (if applicable), with transaction number as applicable	Break PEZA Seal for containerized shipment; conduct examination, in coordination with the Bureau of Customs, PEZA Police (if applicable) and affix signature in examined documents. For any irregularity, indicate findings in the documents and report to ZA/ZM/OIC-EAD Chief	Within a day	Enterprise Services Officer	NA	NA
4	Receive goods and signed documents; if with findings, for immediate rectification	Release goods with signed documents; if with findings, suspend release of goods	1 minute	Enterprise Services Officer	NA	NA
END OF PROCESS						

NOTE: Steps 1 to 2 applicable to Cavite Economic Zone (CEZ) only due to high volume of shipments for inspection.

PROCESSING OF APPLICATION FOR LETTER OF AUTHORITY (LOA) FOR VARIOUS TRANSACTIONS DELEGATED TO ZONE LEVEL

Schedule of Availability of Service:

Weekdays: 8:00 AM – 5:00 PM without noon break

Who May Avail of the Service:

- PEZA-registered locator enterprises

What are the requirements:

Transaction Type	Requirements	Fees
1. Indirect / Constructive Export		P 320
New application	Letter request (w/ ff details: client registration details, item description, value, quantity)	
Renewal	Letter request (w/ accomplished monitoring liquidation ledger duly reviewed by PEZA Zone Office i.e. PEZA stamped DR/Invoice covered by 8015 or 8112 were presented during LOA validity)	
2. Local Sale / Disposal of Equipment to a BOI-registered or domestic enterprise	Letter request (w/ ff details: client registration details, item description, value, quantity, reason for sale / disposal, proof of purchase, etc.)	P1,200

PROCESSING OF APPLICATION FOR LETTER OF AUTHORITY (LOA) FOR VARIOUS TRANSACTIONS DELEGATED TO ZONE LEVEL

Transaction Type	Requirements	Fees
3. Subcontracting ; Temporary Transfer and other farm - out		3 mos validity period - P1,200 6 mos validity period - P1,800 1 year validity period - P3,000
New application	Letter request (w/ ff details: client registration details, item description, value, quantity); certificate of reg. of subcontractor; subcon agreement or equivalent document, as applicable	
Renewal	Letter request w/ accomplished monitoring liquidation ledger duly reviewed by PEZA Zone Office (PEZA stamped DR/Invoice covered by 8015 or 8112 were presented during LOA validity)	
3. Permanent Transfer of Raw Materials and/or equipment to a PEZA enterprise	Letter request (w/ ff details: consignee or client which is a PEZA enterprise, item description, value, quantity, reason for transfer or sale, proof of importation, etc.)	P1,200
4. Drop-Off Export	Letter request indicating details of client/consignee abroad and end client; item description, value, quantity; Letter of Instruction from client abroad	P1,200

PROCESSING OF APPLICATION FOR LETTER OF AUTHORITY (LOA) FOR VARIOUS TRANSACTIONS DELEGATED TO ZONE LEVEL

Transaction Type	Requirements	Fees
5. LOA amendment of any type	Letter request	P600
6. LOA extension for LOAs with validity of less than 1 year (BY STAMPING)	Letter request	3 mos - P600 6 mos - P1,200 9 mos - P1,800
7. OTHER LOAs		P1,200

Duration: Three (3) working days

PROCESSING OF APPLICATION FOR LETTER OF AUTHORITY (LOA) FOR VARIOUS TRANSACTIONS DELEGATED TO ZONE LEVEL

Step	Applicant/Client	Service Provider	Person in Charge	Duration of Activity (Under Normal Circumstances)	Fees	Form
1	Submit Letter Request and Documentary Requirements to the appropriate PEZA office*	Receive, log and endorse application to Enterprise Assistance/Operations Department	PEZA Staff	5 mins.*	NA	Letter request and complete attachments
2		Evaluate and prepare Letter of Authority (LOA)	Enterprise Services Officer	3 working days	NA	Letter request and complete attachments
3		Approve LOA	Zone Administrator/Zone Manager/OIC		NA	Letter of Authority
4	Claim Order of Payment**	Issue Order of Payment	Enterprise Services Officer	5 mins.*	None	Order of Payment
5	Pay LOA Processing Fee to PEZA Cashier	Collect payment	PEZA Cashier	5 mins.*	See table above	PEZA Official Receipt
6	Present Official Receipt to Enterprise Services Officer, acknowledge receipt in PEZA copy	Verify Official Receipt, record details/tag DTS Barcode for release of original copy of LOA	Enterprise Services Officer	5 mins.*	None	Approved Letter of Authority
7	Receive Approved LOA	Release LOA	Enterprise Services Officer	1 min.*	None	Approved Letter of Authority
END OF PROCESS						

Notes:

* Applicable to Head Office and Public Ecozones; letter requests for LOAs submitted to the Head Office should be addressed to the PEZA Director General /Zone Administrator, respectively.

** In private ecozones, payment of applicable PEZA processing fee is collected by the designated Special Collecting Officer, whereas in the Head Office and the Public Ecozones, payment of such is directed at the Cashier's office. Steps 4 to 6 are not applicable to private ecozones and Steps 1 and 7 are deemed included in the three (3) working day processing time.

PROCESSING OF APPLICATION FOR VISA ENDORSEMENT

Schedule of Availability of Service:

Weekdays: 8:00 AM – 5:00 PM without noon break

Who May Avail of the Service:

- PEZA-registered locator enterprises

What are the requirements:

1. Requirements for Principal applicants (4 sets)

- DOJ Checklist for Change of Admission Status and/or Extension of 47(A)2
- ZA/ZM Letter of Endorsement to the Director General
- DOJ Letter of Endorsement
- Letter of Request of the Economic Zone Enterprise
- DOJ Visa Application Form (notarized)
- Certificate of Registration
- DOJ 1st Endorsement (for renewal)
- Photocopy of passport: a) latest arrival; b) 47 (a) (2) visa (for renewal)
- Employment/Service Contract of Certificate of Employment of the Applicant
- Bio-data of the Applicant
- Certified True Copy of Official Receipt

2. Additional Requirements for Dependents (4 sets)

- PEZA Visa Application for Dependent
- Affidavit of Support/Affidavit of Relationship
- Marriage Contract/Birth Certificate
- Photocopy of Passport: a) Latest arrival; b) 47 (a) (2) (for renewal)

Duration: Within a day (24 hours)

PROCESSING OF APPLICATION FOR VISA ENDORSEMENT

Step	Applicant/Client	Service Provider	Person in Charge	Duration of Activity (Under Normal Circumstances)	Fees	Form
1	Submit complete set of documents	Check completeness and correctness of application documents	Enterprise Services Officer	5 mins	NA	47(A)2 Application with complete attachments
2		Issue Order of payment	Enterprise Services Officer	3 mins	P4,815 per application	Order of Payment
3	Proceed to PEZA Cashier*	Collect payment	PEZA Cashier	5 mins	NA	Official Receipt
4	Photocopy the Official Receipt and request for certification as "true copy"	Certify the Official Receipt as "true copy"	PEZA Cashier	5 mins	NA	Photocopy of Official Receipt
5	Receive the enterprise's copy of the 47(A)2 Visa Application	Release the receiving copy of the 47(A)2 Visa Application	Enterprise Services Officer	1 min	NA	

PROCESSING OF APPLICATION FOR VISA ENDORSEMENT

Step	Applicant/Client	Service Provider	Person in Charge	Duration of Activity (Under Normal Circumstances)	Fees	Form
6		Prepare the endorsement letters to DOJ and PEZA FNU, for signature by the Zone Administrator/ Manager/OIC; endorse complete set of application to FNU or release endorsement to applicant/client for subsequent submission to FNU as applicable	Enterprise Services Officer/ZA/ZM/OIC	Within a day (24 hours)**		
END OF PROCESS						

Notes:

- * In private ecozones, payment of applicable PEZA processing fee is collected by the designated Special Collecting Officer, whereas in the Head Office and the Public Ecozones, payment of such is directed at the Cashier's office. Steps 1 and 3 to 6 are deemed included in "Within a day" processing time.
- ** In the PEZA Head Office (Enterprise Operations Department), endorsement of the complete set of application to FNU is within the same day since the FNU is also located in the same building.

ISSUANCE OF PERMITS UNDER THE NBCP: PRE-CONSTRUCTION PERMIT (P-PERMIT)

Schedule of availability of the Service:

Monday – Friday

8:00 am – 5:00pm

Who may avail of the Service:

1. Locator Enterprises and Enterprises with Permit to Locate wishing to construct new facility
2. Locator Enterprises and Enterprises with Permit to Locate who will engage in repair, renovation, extension, etc. of their existing facilities
3. Locator Enterprises and Enterprises with Permit to Locate who will apply for demolition, fencing, auxiliary permits

What are the requirements: (Also please refer to Requirements in Applying for Permits under the National Building Code - SuSD.1.I.001 and Contents of Plans and Documents to be Submitted – SuSD.1.I.004)

1. Application Forms:
 - Building Permit (SuSD.1.F.001)
 - Mechanical Permit (SuSD.1.F.002)
 - Electrical Permit (SuSD.1.F.003)
 - Electronics Permit (SuSD.1.F.004)
 - Fencing Permit (SuSD.1.F.005)
 - Sanitary/Plumbing Permit (SuSD.1.F.006)
2. Data sheets (3 copies, signed and sealed by required professionals):
 - Mechanical Data Sheet (SuSD.1.F.007)
 - Electrical Data Sheet (SuSD.1.F.008)
 - Electronics Data Sheet (SuSD.1.F.009)
3. Three (3) sets Proposed Plans (2-A1 & 1-A3 size) signed and sealed by required professional and signed by owner.
4. Three (3) copies Structural Computation, Design Calculation/ analysis for Electrical, Electronics and Mechanical Works signed and sealed by the required professional
5. Three (3) copies of Detailed Cost and Material Estimate for Civil, Architectural, Sanitary/Plumbing, Electronics, Electrical and Mechanical Works signed and sealed by required professionals
6. Photocopy of PEZA Registration, Supplemental Agreement, Letter of Authority
7. Photocopy of ECC, LLDA Clearance and Clearances from other agencies as may be applicable
8. Photocopy of signing professional's valid PRC card and PTR
9. Photocopy of contractor's and sub-contractor's PCAB License
10. Letter naming Project Safety Officer with Safety Officer's Certificate of Training.

Notes:

1. SuSD/EMD shall provide 1 set of plan to EHSD for review/compliance of RA 9514
2. After evaluation, EHSD shall endorse back to SuSD/EMD recommending the approval of the building permit
3. Building Official (BO) issues all necessary building permits

Duration: 15 working days

ISSUANCE OF PERMITS UNDER THE NBCP: PRE-CONSTRUCTION PERMIT (P-PERMIT)

How to avail of the Service: (total 15 working days upon submission of complete documents)

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Forms
1	Submit permit application	Received letter of application together with attachments, check for completeness and issue claim slip if complete and compliant.	1 hour	SuSD/EMD Engineer/ Technical Staff		P-Application Claim slip
2		Forward 1 set of permit application to EHSD re: R.A. 9514 evaluation If necessary conduct actual site inspection, evaluate, prepare Statement of Assessment (SOA) and initial permits/certificates Receive endorsement from EHSD re: R.A. 9514 compliance	14 working days and 5 hours	SuSD/EMD Engineer/ Technical Staff	Refer to fees under NBCP 1977 IRR	
3	On the designated claim date, get Statement of Assessment (SOA) from SuSD and Pay to cashier	Process payment and issue Official Receipt	1 hour	Cashier		
4	Present Photocopy of Official Receipt for processing and release of permit	Building Official review/sign permits/certificates and release all permits/certificates	1 hour	SuSD/EMD Building Official / Technical Staff		BP, FP, SP, EP, MP, ELP
End Of Process						

ISSUANCE OF PERMITS UNDER THE NBCP: POST-CONSTRUCTION PERMIT (N-PERMIT)

Schedule of availability of Service:

Monday – Friday
8:00 am – 5:00pm

Who may avail of the Service:

1. Locator Enterprises and Enterprises with Permit to Locate who have recently applied for P-Permits
2. Locator Enterprises and Enterprises with Permit to Locate who underwent change in occupancy/use of facility
3. Locator Enterprises and Enterprises with Permit to Locate who need permit to operate for electro-mechanical equipment
4. Locator Enterprises and Enterprises with Permit to Locate who needs Certificate of Electrical Inspection

What are the requirements: (Also please refer to Requirements in Applying for an Occupancy Permit and Permit to Operate - SuSD.1.I.002 and Contents of Plans and Documents to be Submitted – SuSD.1.I.004)

1. Three sets (2-A1, 1-A3 size) As-Built Plans jointly signed and sealed by designer and engineer-in-charge of construction and installation and signed by the owner.
2. Photocopy of approved permits and assessments
3. Photocopy of ECC and LLDA Clearance
4. Certificate of Completion for civil, sanitary/plumbing, electrical, electronics and mechanical works jointly signed and sealed by designer, project engineer, contractor and owner.
5. Construction Logbook
6. As-Built Data sheets (3 copies, signed and sealed by required professionals):
 - a. Mechanical Data Sheet (SuSD.1.F.007)
 - b. Electrical Data Sheet (SuSD.1.F.008)
 - c. Electronics Data Sheet (SuSD.1.F.009)
7. Project Safety Report
8. Letter Request for Inspection
9. If needed, letter request for Certificate of Electrical Inspection (CEI)

Notes:

- a) If necessary, SuSD/EMD shall conduct actual inspection for the issuance of Certificate of Electrical Inspection (CEI)
- b) SuSD/EMD shall provide 1 set of plan to EHSD for the issuance of Fire Safety Inspection Certificate (FSIC).
- c) EHSD shall join SuSD/EMD team for the actual site inspection
- d) SuSD/EHSD shall release FSIC to applicant once payment is paid
- e) Building Official (BO) issues CEI, Occupancy Permit and Permit to Operate to the applicant

Duration: 15 working days

ISSUANCE OF PERMITS UNDER THE NBCP: POST-CONSTRUCTION PERMIT (N-PERMIT)

How to avail of the Service: (total 15 working days upon submission of complete documents **and from date of actual site inspection**)

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form
1	Submit permit application-Occupancy Permit, Permit to Operate, and Certificate of Electrical Inspection (CEI).	Received letter of application together with attachments, check for completeness and issue claim slip if complete and compliant.	1 Hour	SuSD/EMD Engineer/ Technical Staff		N-Application Claim slip
2		Forward 1 set of permit application to EHSD re: evaluation to issue FSIC If necessary, conduct CEI SuSD/EMD together with EHSD schedules site inspection, conduct actual site inspection, evaluate, prepare Statement of Assessment (SOA) and initial permits/certificates	14 working days and 4 hours	SuSD/EMD Engineer/ Technical Staff	Refer to fees under NBCP 1977 edition	CEI
3	On the designated claim date, get Statement of Assessment (SOA) from SuSD/EMD/EHSD and Pay to cashier	Release SOA, process payment and issue Official Receipt	1 hour and 30 minutes	SuSD/EMD/EHSD Cashier		
4	Present Photocopy of Official Receipt to EHSD/SuSD	EHSD/SuSD issues Fire Safety Inspection Certificate (FSIC)	30 minutes	EHSD/SuSD		FSIC
5	Present Photocopy of Official Receipt and FSIC for release of certificates.	Building Official review/sign permits/certificates and release all permits/certificates	1 hour	SuSD/EMD Building Official / Technical Staff		OP, EPTO, MPTO, ELPTO
End Of Process						

ISSUANCE OF PERMITS UNDER THE NBCP: RENEWAL OF PERMIT (R-PERMIT)

Schedule of availability of Service:

Monday – Friday
8:00 am – 5:00pm

Who may avail of the Service:

Locator Enterprises and Enterprises with Permit to Locate who will be inspected for annual permit renewal

What are the requirements:

1. Copy of Notice of Inspection for the annual renewal permit
2. Copy of latest Fire Safety Inspection Certificate (FSIC)
3. Prepare/ready as-built documents for review/inspection such as:
 - Complete set of as-built plans
 - Copy of existing permits to be renewed together with assessment of fees
 - Copy of previous inspection report

Notes:

- a) SuSD/EMD shall inform EHSD of the scheduled annual/renewal inspection
- b) SuSD/EMD together with EHSD conduct actual inspection
- c) SuSD/EHSD shall release FSIC to applicant once payment is paid
- d) Building Official (BO) issues annual inspection certificate and various Renewal Permit to Operate to the applicant

Duration: 15 Working days

ISSUANCE OF PERMITS UNDER THE NBCP: RENEWAL OF PERMIT (R-PERMIT)

How to avail of the Service: (total 15 working days from date of scheduled annual/renewal inspection)

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form
1	Receive Memorandum Circular and Schedule of Inspection through fax and/or email.	Notify applicant/client through e-mail/ phone call/fax of the scheduled inspection Inform EHSD for the inspection and issuance of FSIC		SuSD/EMD Engineer/ Technical Staff		
2	Prepare requirements for actual site inspection and assist engineers during the inspection	SuSD/EMD together with EHSD conduct actual inspection and issues return/claim slip	1 working day	SuSD/EMD Engineer/ Technical Staff		
3		SuSD/EMD/EHSD evaluates, prepare the corresponding Statement of Assessment (SOA) and initial permits/certificates	13 working days and 5 hours	Engineer/ Technical Staff	Refer to fees under NBCP 1977 IRR	
4	On the designated return/claim date, get Statement of Assessment (SOA) from SuSD/EMD/EHSD and Pay to cashier	Release SOA, process payment and issue Official Receipt	1 hour and 30 minutes	SuSD/ EMD/EHSD Cashier		
5	Present Photocopy of Official Receipt to EHSD/SuSD	EHSD/SuSD issues Fire Safety Inspection Certificate (FSIC)	30 minutes	EHSD/SuSD		FSIC
6	Present Photocopy of Official Receipt and FSIC for release of certificates.	Building Official review/sign permits/certificates and release all renewal permits/certificates	1 hour	SuSD/EMD Building Official / Technical Staff		AI, EPTO-R, MPTO-R
End Of Process						

APPLICATION FOR LETTER OF AUTHORITY (LOA) FOR THE IMPORTATION OF SPECIALIZED CONSTRUCTION MATERIALS AND EQUIPMENT

Schedule of Availability of the Service:

Monday-Friday

8:00 am – 5:00 pm

Who May Avail of the Service:

Type of Registered Enterprise:

Export Enterprise

Facilities Enterprise

Information Technology Enterprise

Utilities Enterprise

} Importing items not locally available and will have a direct effect in their product quality and/or technical viability of production operations.

Medical Tourism Enterprise – Importing items with DOH Clearance/Endorsement

Tourism Enterprise – Importing items with DOT Clearance/Endorsement

What are the requirements: (Also please refer to List of Requirements for the Importation of Specialized Construction Materials and Equipment – SuSD.1.F.025)

1. Letter Request in the application for Importation of Specialized Construction materials/equipment addressed to the Director General, Atty. LILIA B. DE LIMA
Signed by the owner or his authorized representative. Please indicate the material/s requested, its specific use, and exact location (use building grid lines) where it will be installed.
2. Photocopy of approved PEZA Permits/Assessment Fees relative to material/equipment requested including copy of its official receipt.
3. Notarized affidavit that the imported specialized construction materials/equipment will be used exclusively in the construction of the factory building and justification / explanation on how each subject items to be imported will directly affect product quality and/or technical viability of production operations.
(Signed by the Owner or his authorized representative and notarized. If signed by authorized representative please attach the authorization letter.)

4. Invoice of INDENT SUPPLIER (with Number, Date, Country/Port of Origin and Currency) with complete item description and specification and quantity (Signed by Supplier and Owner)
5. Itemized list/packing list of materials/equipment with complete description (Quantity, Dimension, Color, Specification, Model, etc.) (Signed by supplier and owner)
6. Technical specifications, Brochures (in English), Pictures and material sample (when necessary) and Comparative Analysis (material specifications and cost) if item requested has a local equivalent
7. Approved Plan/Layout showing where these Materials/Equipment will be installed, signed and sealed by required Engineer and signed by Owner/Authorized Representative(to be used in checking required quantities)
8. Detailed computation how you arrived at quantity requested. (signed by preparer and owner or authorized representative)
9. Fully accomplished Importation Balance/Summary Sheet. (for additional/repeat orders applications) (signed by owner or authorized representative)
10. For importation of replacement parts and materials, please attach original approved LOA, maintenance report and pictures showing items to be replaced.
11. Original authorization letter of company representative showing the name/s, present address, landline/mobile no. and specimen signature. (Please present valid I.D. to evaluator.)

Notes:

- Two sets of the above listed requirements arranged as numbered, placed in folders properly fastened, to be reviewed initially by the Support Services Department (SuSD) prior to submission to the Office of the Director General.
- As per Requirement No. 2 – the necessary permit relevant to the items or equipment to be imported must be submitted to the Office of the Building Official before the application or together with the application of the said LOA.

Duration: total of 3 working days upon submission of complete documents

PROCESSING OF APPLICATION FOR LETTER OF AUTHORITY (LOA) FOR THE IMPORTATION OF SPECIALIZED CONSTRUCTION MATERIALS AND EQUIPMENT

How to avail of the service: (total of 3 working days upon submission of complete documents)

Step	Applicant/Client	Service Provided	Person in Charge	Duration of Activity (Under Normal Circumstances)	Fees	Forms
1	Submission for Review of LOA Requirements	Check for completeness prior to submission of LOA Request to the Office of the Director General.	SuSD Staff	1 hour	N/A	Letter request with supporting documents
2		Evaluate and prepare Letter of Authority (LOA)	SuSD Engineers	2 working days and 6 hours	N/A	(SuSD Form No. SuSD.1.F.025)
		Recommend approval of LOA for submission to GM ERSSG/DDGO	DM, SuSD	30 mins.	N/A	Letter of Authority
3	Claim / Receive Approved LOA	Release of LOA	SuSD Staff	30 mins.	None	Approved Letter of Authority
E N D O F P R O C E S S						

APPLICATION FOR REGISTRATION AS SPECIAL ECONOMIC ZONE

Schedule of Availability of Service:

Applicants shall be entertained Mondays thru Fridays from 8:00 am to 5:00 pm.

Who May Avail of the Service:

Any business entity or concern duly registered with the Securities and Exchange Commission to engage in real estate development.

What are the Requirements:

Type of Economic Zone	Essential Documentary Requirement for Specific Type of Economic Zone	Minimum Area Requirement
Manufacturing Economic Zone	-	Twenty Five (25) Hectares Land Area
Tourism Economic Zone	Favorable endorsement from the Department of Tourism	Five (5) Hectares Land Area
Agro-Industrial Economic Zone	Favorable endorsement from the Department of Agriculture	Five (5) Hectares Land Area
Information Technology Park	-	One (1) Hectare Land Area
Information Technology Center	-	Within Metro Manila and Cebu City : 5,000 Square Meters Floor Area Outside Metro Manila and Cebu City : 2,000 Square Meters Floor Area
Economic Zone Retirement Park	Favorable endorsement from the Philippine Retirement Authority	Four (4) Hectares Land Area
Economic Zone Retirement Center	Favorable endorsement from the Philippine Retirement Authority	Within Metro Manila and Cebu City : 5,000 Square Meters Floor Area Outside Metro Manila and Cebu City : 2,000 Square Meters Floor Area
Medical Tourism Park	Favorable endorsement from the Department of Tourism and the Department of Health	One (1) Hectare Land Area
Medical Tourism Center	Favorable endorsement from the Department of Health	Within Metro Manila and Cebu City : 5,000 Square Meters Floor Area Outside Metro Manila and Cebu City : 2,000 Square Meters Floor Area

APPLICATION FOR REGISTRATION AS SPECIAL ECONOMIC ZONE

General Application Requirements for All Types of Economic Zone:

- a) Duly accomplished and notarized PEZA Application Form and anti-graft certificate (R.A. 3019);
- b) Board Resolution authorizing the filing of the application with PEZA and designation of representative(s) authorized to transact registration with PEZA;
- c) Securities and Exchange Commission (SEC) Registration including Articles of Incorporation and By-Laws;
- d) Audited financial statements for the last three (3) years, if applicable;
- e) Project Description (Development Plan and Timetable);
- f) Site Development Plan;
- g) Vicinity map indicating various land uses and important landmarks within a kilometer-radius of the proposed economic zone;
- h) Proof of land ownership or any document confirming the applicant's authority to use the land subject of the proposed economic zone;
- i) Endorsement of the Sangguniang Bayan/Panlungsod of the proposed economic zone;
- j) DAR Conversion clearance/exemption certificate or HLURB Zoning Certification, whichever is applicable.
- k) Certification from the Department of Agriculture (DA) that the proposed area is not covered by Administrative Order No. 20 and that such land has ceased to be economically feasible for agricultural purposes;
- l) Verified Survey Returns and technical description of the proposed economic zone area;
- m) Environmental Compliance Certificate issued by the Environmental Management Bureau of the Department of Environment and Natural Resources (EMB-DENR); and
- n) National Water Resources Board (NWRB) Certification that the identified source of water shall not cause supply problem for the adjacent communities.

Duration:

For PEZA Board Approval: Within 10 Working Days

For Signing of the Registration Agreement: 5 Working Days

APPLICATION FOR REGISTRATION AS SPECIAL ECONOMIC ZONE

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Proceed to the 2/F Ecozone Development Department	Give client an Application Form with corresponding checklist of requirements	5 minutes	Evaluator	None	EDD.1.F.001 - Manufacturing Economic Zones EDD.1.F.002 - Information Technology Park EDD.1.F.003 - Information Technology Center EDD.1.F.004 - Tourism Economic Zone EDD.1.F.005 - Medical Tourism Park EDD.1.F.006 - Medical Tourism Center EDD.1.F.007 - Economic Zone Retirement Park EDD.1.F.008 - Economic Zone Retirement Center EDD.1.F.009 - Agro-Industrial Economic Zone All forms can be downloaded @ PEZA website : http://www.peza.gov.ph/index.php?option=com_content&view=article&id=118&Itemid=116
2	Submit notarized application form and all the documentary requirements	Pre-evaluate the filled-out application and its attachments If found compliant, issue the Order of Payment for Application Fee If non-complying, inform the applicant immediately.	15 minutes	Evaluator	None	Order of Payment
3	Pay to the Cashier	Process payment and issue Official Receipt	3 minutes	Cashier	Php 12,000	Official Receipt
		Prepare evaluation report for PEZA Board approval	Within 10 working days	Evaluator	None	None
		Approve the Application	15 Minutes	PEZA Board	None	None
		Inform client of the approval of the application	5 minutes	Evaluator	None	None

APPLICATION FOR REGISTRATION AS SPECIAL ECONOMIC ZONE

		Prepare the PEZA Board Resolution	Within 5 working days from date of Board Approval	PEZA Corporate Secretary	None	None
		Inform client that the Board Resolution is ready for pick-up	5 minutes	Evaluator	None	None
		Issue the PEZA Board Resolution of Approval	5 minutes	PEZA Corporate Secretary	None	Board Resolution
4	Submit documentary requirements for presidential proclamation of the proposed economic zones	Validate the submitted documents	15 minutes	Evaluator	None	None
		Request the Certification of Concurrences from concerned LGUs and Government Agencies involved in Ecozone development	15 minutes	Evaluator	None	None
		Endorse the Proclamation documents to the Secretary, Department of Trade and Industry, for his Endorsement to the Office of the President of the Philippines		PEZA Director General/ Secretary, Department of Trade and Industry	None	None
		Issue the Proclamation by the President of the Philippines		Office of the President of the Philippines	None	None

APPLICATION FOR REGISTRATION AS SPECIAL ECONOMIC ZONE

		Prepare the Registration Agreement between Proponent and PEZA	Within 5 working days	PEZA - Legal Services Group	None	None
		Prepare the Certificate of Registration	Within 1 day	PEZA Corporate Secretary	None	None
		Issue the Order of Payment for Registration Fee	1 minute	Evaluator	None	Order of Payment
5	Pay to the Cashier	Process payment and issue Official Receipt	3 minutes	Cashier	Php 12,000	Official Receipt
6	Sign the Registration Agreement	Sign the Registration Agreement and Issue the PEZA Certificate of Registration to Proponent	15 minutes	PEZA Director General	None	Registration Agreement and Certificate of Registration
-END OF PROCESS-						

APPLICATION FOR REGISTRATION AS ECONOMIC ZONE FACILITIES AND INFORMATION TECHNOLOGY FACILITIES ENTERPRISE

Schedule of Availability of Service:

Applicants shall be entertained Mondays thru Fridays from 8:00 am to 5:00 pm.

Who May Avail of the Service:

Any business entity or concern duly registered with the Securities and Exchange Commission to engage in the construction of buildings (e.g. warehouses/ready built factory buildings inside manufacturing economic zones or IT building facilities inside IT parks) for lease to PEZA-registered enterprises.

What are the Requirements:

Minimum Area Requirement

- a) Economic Zone Facilities Enterprise (Warehouse/Factory Building)

None

- b) Economic Zone Information Technology (IT) Facilities Enterprise (IT Building Facilities)

Within Metro Manila and Cebu City : 5,000 Square Meters Floor Area

Outside Metro Manila and Cebu City : 2,000 Square Meters Floor Area

General Application Requirements for Economic Zone Facilities and IT Facilities Enterprise:

- a) Duly accomplished and notarized PEZA Application Form and anti-graft certificate (R.A. 3019);
- b) Board Resolution authorizing the filing of the application with PEZA and designation of representative(s) authorized to transact registration with PEZA;
- c) Securities and Exchange Commission (SEC) Registration including Articles of Incorporation and By-Laws;
- d) Proof of land ownership or any document confirming the applicant's authority to use the land subject of the proposed project;
- e) Audited financial statements for the last three (3) years, if applicable;
- f) Project Description (Development Plan and Timetable);
- g) 5-year Projected Balance Sheet and Income Statement;
- h) Favorable Endorsement from the Economic Zone Developer/Operator; and
- i) Environmental Compliance Certificate issued by the Environmental Management Bureau of the Department of Environment and Natural Resources (EMB-DENR).

Duration: 22 Working Days

APPLICATION FOR REGISTRATION AS ECONOMIC ZONE FACILITIES AND INFORMATION TECHNOLOGY FACILITIES ENTERPRISE

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Proceed to the 2/F Ecozone Development Department	Give client an Application Form with corresponding checklist of requirements	5 minutes	Evaluator	None	EDD.1.F.011 - IT Facilities Enterprise EDD.1.F.010 – Facilities Enterprise *can be downloaded http://www.peza.gov.ph/downloads/edd/EDD.1.F.011_ITFacilities.xls http://www.peza.gov.ph/downloads/edd/EDD.1.F.010_Facilities.xls
2	Submit notarized application form and all the documentary requirements	Pre-evaluate the filled-out application and its attachments If found compliant, issue the Order of Payment If non-complying, inform the applicant immediately.	15 minutes	Evaluator	None	Order of Payment
3	Pay to the Cashier	Process payment and issue Official Receipt	3 minutes	Cashier	PhP 3,600	Official Receipt
		Prepare evaluation report for PEZA Board Approval	Within 10 working days	Evaluator	None	None
		Approve the Application	15 minutes	PEZA Board	None	None
		Inform client of the approval of the application	5 minutes	Evaluator	None	None
		Prepare the PEZA Board Resolution	Within 5 working days from date of Board Approval	PEZA Corporate Secretary	None	None
		Inform client that the Board Resolution is ready for pick-up	5 minutes	Evaluator	None	None

APPLICATION FOR REGISTRATION AS ECONOMIC ZONE FACILITIES AND INFORMATION TECHNOLOGY FACILITIES ENTERPRISE

		Issue the PEZA Board Resolution of Approval	5 minutes	PEZA Corporate Secretary	None	Board Resolution
4	Submit pre-registration requirements, if any	Validate the submitted documents	15 minutes	Evaluator	None	None
		Prepare the Registration Agreement between Proponent and PEZA	Within 5 working days	PEZA - Legal Services Group	None	None
		Prepare the Certificate of Registration	Within 1 day	PEZA Corporate Secretary	None	None
		Issue the Order of Payment for Registration Fee ¹ and Franchise Fee ²	1 minute	Evaluator	None	Order of Payment
5	Pay to the Cashier	Process payment and issue Official Receipt	3 minutes	Cashier	¹ Php 6,000 ² Php 12,000	Official Receipt
6	Sign the Registration Agreement	Sign the Registration Agreement and Issue the PEZA Certificate of Registration to Proponent	15 Minutes	Office of the Director General	None	Registration Agreement and Certificate of Registration
-END OF PROCESS-						

APPLICATION FOR REGISTRATION AS ECONOMIC ZONE UTILITIES ENTERPRISE

Schedule of Availability of Service:

Applicants shall be entertained Mondays thru Fridays from 8:00 am to 5:00 pm.

Who May Avail of the Service:

Any business entity or concern duly registered with the Securities and Exchange Commission to engage in power generation and/or distribution inside economic zones.

What are the Requirements:

- a) Duly accomplished and notarized PEZA Application Form and anti-graft certificate (R.A. 3019);
- b) Board Resolution authorizing the filing of the application with PEZA and designation of representative(s) authorized to transact registration with PEZA;
- c) Securities and Exchange Commission (SEC) Registration including Articles of Incorporation and By-Laws;
- d) Audited financial statements for the last three (3) years, if applicable;
- e) Project Description (Development Plan and Timetable);
- f) Drawing/layout of typical support structure arrangement;
- g) Complete operational plan including capacity plan (current and future demand);
- h) Favorable Endorsement from the Department of Energy;
- i) Favorable Endorsement from the Economic Zone Developer/Operator; and
- j) Environmental Compliance Certificate issued by the Environmental Management Bureau of the Department of Environment and Natural Resources (EMB-DENR).

Duration: 22 Working Days

APPLICATION FOR REGISTRATION AS ECONOMIC ZONE UTILITIES ENTERPRISE

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Proceed to the 2/F Ecozone Development Department	Give client an Application Form with corresponding checklist of requirements	5 minutes	Evaluator	None	EDD.1.F.012* <small>*can be downloaded @ PEZA website : http://www.peza.gov.ph/downloads/edd/EDD.1.F.012_Utilities.xls</small>
2	Submit notarized application form and all the documentary requirements	Pre-evaluate the filled-out application and its attachments If found compliant, issue the Order of Payment If non-complying, inform the applicant immediately.	15 minutes	Evaluator	None	Order of Payment
3	Pay to the Cashier	Process payment and issue Official Receipt	3 minutes	Cashier	PhP 3,600	Official Receipt
		Prepare evaluation report for PEZA Board Approval	Within 10 working days	Evaluator	None	None
		Approve the Application	15 minutes	PEZA Board	None	None
		Inform client of the approval of the application	5 minutes	Evaluator	None	None
		Prepare the PEZA Board Resolution	Within 5 working days from date of Board Approval	PEZA Corporate Secretary	None	None
		Inform client that the Board Resolution is ready for pick-up	5 minutes	Evaluator	None	None
		Issue the PEZA Board Resolution of Approval	5 minutes	PEZA Corporate Secretary	None	Board Resolution
4	Submit pre-registration requirements, if any	Validate the submitted documents	15 minutes	Evaluator	None	None

APPLICATION FOR REGISTRATION AS ECONOMIC ZONE UTILITIES ENTERPRISE

		Prepare the Registration Agreement between Proponent and PEZA	Within 5 working days	PEZA - Legal Services Group	None	None
		Prepare the Certificate of Registration	Within 1 day	PEZA Corporate Secretary	None	None
		Issue the Order of Payment for Registration Fee	1 minute	Evaluator	None	Order of Payment
5	Pay to the Cashier	Process payment and issue Official Receipt	3 minutes	Cashier	Php 6,000	Official Receipt
6	Sign the Registration Agreement	Sign the Registration Agreement and Issue the PEZA Certificate of Registration to Proponent	15 Minutes	Office of the Director General	None	Registration Agreement and Certificate of Registration
-END OF PROCESS-						

APPLICATION FOR SCRAP BUYER'S REGISTRATION

Schedule of Availability of Service:

The PEZA Central Office shall receive and process applications only in January and June every year. Applicants shall be entertained Mondays thru Fridays from 8:00 am to 5:00 pm.

Who May Avail of the Service:

An individual, association, partnership, corporation or other form of business organization where at least 60% of its equity participation is Filipino and with the primary purpose to engage in scrap buying activities.

What are the Requirements:

- 1) Duly accomplished and notarized application and anti-graft certificate;
- 2) Current Mayor's Permit (with corresponding Official Receipt)
- 3) DENR Certificate of Non-Coverage (CNC) for buyers of scrap materials not containing toxic / hazardous matters;
- 4) DENR Environmental Compliance Certificate (ECC) for buyers of scrap materials containing toxic and hazardous waste;
- 5) DENR Certificate of No Violation (relative to the ECC if issued more than one year);
- 6) Permit to Transport for scrap buyers withdrawing and transporting scrap materials containing toxic and hazardous waste; and
- 7) Business Registration (i.e. SEC Registration or DTI Business Name Certificate of Registration)

Validity

The registration shall be valid for a period of two years.

Duration: 3 Working Days

APPLICATION FOR SCRAP BUYER'S REGISTRATION

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Proceed to the 2/F Ecozone Development Department	Give client an Application Form with corresponding checklist of requirements	5 minutes	Evaluator	None	EDD.1.F.013* *can be downloaded @ PEZA website : http://www.peza.gov.ph/documents/EDD.1.F.013%20SBR.xls
2	Submit notarized application form and all the documentary requirements	Pre-evaluate the filled-out application and its attachments If found compliant, issue the Order of Payment If non-complying, inform the applicant immediately.	10 minutes	Evaluator	None	Order of Payment
3	Pay to the Cashier	Process payment and issue Official Receipt	3 minutes	Cashier	PhP 5,000	Official Receipt
		Prepare Certificate of Scrap Buyer's Registration	15 minutes	Evaluator	None	None
		Forward the Certificate for final approval	30 minutes	a) DM-EDD b) GM-Policy and Planning c) DDG-Policy and Planning	None	None
		Inform client that the Certificate has been approved and ready for pick-up	5 minutes	Evaluator	None	None
4	Pick-up Certification (After 2 days)	Release Certificate of Scrap Buyer's Registration	5 minutes	Evaluator	None	Certificate of Scrap Buyer's Registration
-END OF PROCESS-						

APPLICATION FOR PERMIT TO LOCATE

Schedule of Availability of Service:

Applicants shall be entertained Mondays thru Fridays from 8:00 am to 5:00 pm.

Who May Avail of the Service:

- 1) Enterprises whose activities are not registrable with PEZA but complements the operation of the economic zones and PEZA-registered export enterprises (e.g. banking services, consultancy, canteen concessionaires, operation of hotels and other related services, installation of ATMs, packaging, operation of housing facilities for officials and employees, provision of medical services, business support services, operation of commercial centers, just-in-time delivery services, manpower services, etc.); and
- 2) Companies that will not physically locate inside the zone such as communication towers, poles, etc.

What are the Requirements:

- 1) Duly accomplished and Notarized Application and Anti-Graft Certificate and Proof of Payment of Application Fee;
- 2) Business Registration (i.e. SEC Registration, DTI Registration);
- 3) Endorsement from the Zone Administrator for public economic zones; and
- 4) Endorsement from the registered developer/operator for private economic zones

Validity

The Permit to Locate issued by the Authority shall be valid only for one (1) year and renewable every year or until termination of business in the economic zone.

Duration: 7 Working Days

APPLICATION FOR PERMIT TO LOCATE

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Proceed to the 2/F Ecozone Development Department	Give client an Application Form with corresponding checklist of requirements	5 minutes	Evaluator	None	EDD.1.F.014* <small>*can be downloaded @ PEZA website : http://www.peza.gov.ph/documents/EDD.1.F.014%20PTL.xls</small>
2	Submit notarized application form and all the documentary requirements	Pre-evaluate the filled-out application and its attachments If found compliant, issue the Order of Payment If non-complying, inform the applicant immediately.	10 minutes	Evaluator	None	Order of Payment
3	Pay to the Cashier	Process payment and issue Official Receipt	3 minutes	Cashier	PhP 2,400	Official Receipt
		Evaluate the application of the proponent	1 hour	Evaluator	None	None
		Prepare request for endorsement and/or comments of the Zone Administrator/Manager regarding the applicant's activity	15 minutes	Evaluator	None	None
		If application is favorably endorsed by the Zone Administrator/Manager, prepare recommendation to the Director General for approval of the proponent's application and the Certificate of Permit to Locate If application is denied, inform the proponent immediately	30 minutes	Evaluator	None	None

APPLICATION FOR PERMIT TO LOCATE

		Forward the Certificate for final approval	30 minutes	a) DM-EDD b) GM-Policy and Planning c) DDG-Policy and Planning d) Director General	None	None
		Inform client that the Certificate has been approved and ready for pick-up	5 minutes	Evaluator	None	None
4	Pick-up Certification (After 1 day)	Release Certificate of Permit to Locate	5 minutes	Evaluator	None	Certificate of Permit to Locate
-END OF PROCESS-						

PROCESSING OF APPLICATION FOR SPECIAL NON-IMMIGRANT [47(A)2] VISA

Schedule of Availability of Service:

8:00 AM to 6:00 PM

Who May Avail of the Service:

Economic zone foreign investors, including employees occupying executive, supervisory, technical & advisory positions (subject to the Rules on Employment of Foreign Nationals); foreign national's qualified spouse and dependent children under twenty-one (21) years old

What are the Requirements:

- A. To be provided by economic zone foreign national applicants
 1. DOJ Checklist re Application for 47(A)2 Visa Extension and/or for Change in Admission Status
 2. Company's Letter of Request to PEZA
 3. DOJ Application Form (duly notarized)
 4. Copy of PEZA Certificate of Registration
 5. Photocopy of Passport of the Applicant (Name, Pages Containing Date of Latest Arrival, Visa)
 6. DOJ 1st Endorsement (for Application with Request for Visa Extension Only)
 7. Secretary's Certificate/Certificate of Employment/Service Contract
 8. Bio-Data of the Applicant

Additional Requirements for Qualified Dependents:

1. Checklist for Dependents
 2. Photocopy of Passport of Qualified Dependent/s (Name, Pages containing date of latest arrival, Visa)
 3. Affidavit of Support
 4. Marriage Certificate for dependent spouse and Birth Certificate/s for dependent children (copy should be in English or with notarized English translation duly authenticated by their respective Embassy or Consular Office)
- B. To be provided by PEZA Enterprise Assistance Division/Foreign National Unit
 1. PEZA Zone Administrator/Zone Manager Endorsement to the Director General
 2. PEZA Endorsement of Visa Application to the DOJ
 3. Copy of the PEZA Official Receipt issued for the Payment of the Processing Fee of PhP 4,815.00 duly certified as True Copy by the Collecting Officer

Duration: Maximum 23 working days

PROCESSING OF APPLICATION FOR SPECIAL NON-IMMIGRANT [47(A)2] VISA

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Person-in-Charge	Duration of Activity (Under Normal Circumstances)	Fees	Form
1	Register with Guard at Reception area	Give Visitor's ID & Pass Slip to enter PEZA Office	Ecozone/Head Office Guard on Duty	1 - 2 minutes	-o-	Visitor's Pass Slip
2	Inquire re application procedures for 47(A)2 Visa	Provide checklist of requirements & forms to clients	Ecozone/EOD Staff	3 - 5 minutes	-o-	May be downloaded from PEZA website (www.peza.gov.ph)
3	Submit application & documentary requirements (4 sets)	Check / Receive application and documentary requirements	Ecozone/EOD Staff	5 - 10 minutes	-o-	
4	Secure Order of Payment for Visa processing fee	Issue Order of Payment	Ecozone/EOD Staff	3 - 5 minutes	-o-	Order of Payment Slip
5	Pay to Cashier	Collect payment / Issue Official Receipt (OR)	Ecozone Cashier / Head Office Cashier	3 - 5 minutes	P4,815.00/Person	Official Receipt
6	Photocopy OR in 4 copies for submission to FNU (3 copies) & Ecozone/EOD (1 copy)	Certify 4 copies of OR	Ecozone Cashier / Head Office Cashier	1 minute	-o-	
		Attach certified copies of OR to the 4 sets of Visa Application	Ecozone/EOD Staff	3 minutes	-o-	
7		Issue ZA/ZM/OIC Letter of Endorsement for the Director General & for DOJ / Instruct applicant to proceed to FNU	Ecozone/EOD Staff	1 - 2 working days	-o-	Letter format per AO No. 2001-009 dtd. Sept. 19, 2001
8	Submit the 3 sets of complete documentary requirements with certified true copies of OR and endorsement letters of ZA/ZM/OIC to FNU	Double check the documentary requirements for completion / receive the application and stamp "RECEIVED" in Applicant's copy	FNU Staff	5 minutes	-o-	

PROCESSING OF APPLICATION FOR SPECIAL NON-IMMIGRANT [47(A)2] VISA

9		Endorse Visa application to DOJ for approval	FNU Staff	1 working day	-0-	
10		Follow-up Visa application approval with DOJ	FNU Staff	15 working days	-0-	
		Process DOJ First Endorsement / Visa approval	DOJ Staff			
11		Prepare voucher for DOJ processing fee (P2,525.00) & BI implementation fee (P1,510.00)	FNU Staff	3 working days	-0-	Disbursement Vouchers
		Process payment of approved Visa for implementation	Finance Group			Checks payable to DOJ & BI
12		Endorse approved Visa application to PEZA-BI for "derogatory record" check	FNU Staff	1 working day	-0-	Original Passport & DOJ First Endorsement
		Verify whether applicant has any derogatory record. If none, stamp Visa in applicant's passport, then forward passport to FNU.	BI - PEZA Extension Office			
13	Claim Original Passport with implemented Visa	Release Original Passport with implemented Visa	FNU Staff	1 working day	-0-	Original Passport
-END OF PROCESS-						

Note: * Ecozone with ZAs/ZMs/OICs endorse Visa application to FNU at PEZA Head Office while Visa applications from Ecozones, IT Parks/Buildings without ZAs/ZMs/OICs are endorsed by EOD Manager to FNU at PEZA Head Office.

** Visa approval is undertaken by DOJ and Visa implementation by BI-PEZA Extension Office

Legend: BI: Bureau of Immigration
 DOJ: Department of Justice
 Ecozone: Economic Zone where applicant is a locator
 EOD: Enterprise Operations Department (Head office)
 FNU: Foreign National Unit (Head Office)
 OIC: Officer-in-Charge
 ZA: Zone Administrator (for Public Ecozone)
 ZM: Zone Manager (for Private Ecozone)

PROCESSING OF APPLICATION FOR REGISTRATION AS SECURITY AGENCY:

Schedule of Availability of Service:

8:00 AM – 5:00 PM

Who May Avail of the Service:

Companies Engaged in Security Services

What are the Requirements:

DOCUMENTS	
1	Letter Request addressed to: Director General LILIA B. DE LIMA
2	Endorsement Letters from prospective PEZA clients (at least 1 company)
3	Notarized Application Form (provided by PEZA) Annex "A" - Anti-Graft Certificate (also notarized, see application form)
4	Board Resolution authorizing the filing of the application and the designation of representative (notarized)
5	List of Employees (include designation)
6	Personal History Statement of Principal Officers - Bio-data
7	Audited Financial Statements for the last three years (for new companies which have started operating for only six months, an Audited Balance Sheet is enough)
8	Certificate of Registration from SEC (for Corporation and Partnership) and/or Certificate of Registration from DTI (for Single Proprietorship)
9	Articles of Incorporation (for Corporation and Partnership)
10	PNP Clearance:
	a. PNP Regular Permit to Operate / Temporary License to Operate
	b. Updated Firearms Licenses
11	Latest Disposition Report validated by PNP-SAGSD
12	Clearance from:
	a. DOLE - Department of Labor and Employment (renewal if expired)
	b. SSS - Social Security System (renewal if expired)
	c. BIR - Bureau of Internal Revenue (renewal if expired)
13	Mayor's Permit (for the current year)
14	List of Non-PEZA clients
15	List of equipment (armored trucks, etc.)
16	Bond with PNP (photocopy only)
	Upon approval by the Director General of PEZA, payment of the following should be made:
	a. Application Fee - Php 3,600.00
	b. Annual Franchise Fee of Php 6,000.00 (Php 500.00 per month)
	c. Registration Fee - Php 3,600.00

NOTE: ORIGINAL DOCUMENTS MUST BE PRESENTED TOGETHER WITH THE PHOTOCOPIES

PROCESSING OF APPLICATION FOR REGISTRATION AS SECURITY AGENCY:

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Person in Charge	Duration of Activity (Under Normal Circumstances)	Fees	Forms
1	Register with Guard at Reception area	Give Visitor's ID and Pass Slip to enter PEZA Office.	Guard on Duty	1 - 2 minutes	-o-	Visitor's Pass Slip
2	Inquire re application procedures for security agency at SRU	Provide checklist of requirements and forms to client	SRU Staff	3 - 5 minutes	-o-	May be downloaded from PEZA website (www.peza.gov.ph)
3	Prepare & submit accomplished application with supporting documents for pre-screening at SRU	Check / pre-screen documents to be officially submitted by client to the Office of the Director General (ODG)	SRU Staff	3 - 5 minutes	-o-	
4	Submit documents to the ODG	Receive & transmit received documents to SRU	ODG Staff	ASAP	-o-	
		Evaluate application <ul style="list-style-type: none"> if compliant, prepare Letter of Approval for initial by DDG-O/GM-ERSSG/ signature by the Director General 	SRU Staff / DDG-O / GM-ERSSG	3 - 5 working days		
		<ul style="list-style-type: none"> if non-compliant, deny & return to client; advise applicant to complete documents & resubmit to SRU 	SRU Staff	ASAP		
	Resubmit completed application to SRU	Prepare Letter of Approval for initial by DDG-O/GM-ERSSG/signature by the Director General	SRU Staff / DDG-O / GM-ERSSG	3 - 5 working days		
		Sign Letter of Approval	DG	Maximum of 4 hrs		
5	Secure Order of Payment for application fee, franchise fee, & registration fee	Issue Order of Payment	SRU Staff	3 - 5 minutes	-o-	Order of Payment Slip

PROCESSING OF APPLICATION FOR REGISTRATION AS SECURITY AGENCY:

6	Pay to Cashier	Collect payment of application fee, franchise fee & registration fee / issue Official Receipt (OR)	Cashier	3 - 5 minutes	Application fee: P3,600.00	Official Receipt
					Registration fee: P3,600.00	
					Franchise fee: P500.00/mo [P500.00 x no. of months (from month of approval to December of the current year)]	
7	Show Official Receipt to SRU	Record OR# and endorse approval to Legal Services Group (LSG) / Office of the Board Secretary (OBS) for the preparation of Registration Agreement (RA) and Certificate of Registration (CR)	SRU Staff	1 hour	-0-	
8	Follow-up RA & CR	Simultaneous preparation of RA & CR.	LSG / OBS	30 minutes	-0-	
9	Sign RA (Signatory must be authorized to sign on behalf of the company)	Transmit the RA signed by client to the ODG for signing by the DG.	LSG Staff	ASAP	-0-	
		Sign RA	DG	15 minutes		
10	Have RA notarized; Submit notarized RA to LSG	Record notarized RA and release RA & CR	LSG / OBS	ASAP	-0-	
11	Provide copy of RA & CR to SRU	Receive copy of RA & CR	SRU	1 minute	-0-	
END OF PROCESS						

PROCESSING OF APPLICATION FOR REGISTRATION AS SECURITY AGENCY:

Note: Annual franchise fee must be paid on or before 05 January of each year and annual requirements must be submitted on or before 01 May of each year.

Legend:

- DDG-O:** Deputy Director General for Operations
- GM-ERSSG:** Group Manager, Enterprise Regulations and Support Services Group
- LSG:** Legal Services Group (Head Office)
- OBS:** Office of the Board Secretary
- SRU:** Services Registration Unit (Head Office)

PROCESSING OF APPLICATION FOR ACCREDITATION/RENEWAL OF ACCREDITATION AS CUSTOMS BROKER (CB), FREIGHT FORWARDER (FF), AND/OR TRUCKER/HAULER (T/H)

Schedule of Availability of Service:

8:00 AM – 5:00 PM

Who May Avail of the Service:

Companies Engaged in Customs Broker (CB), Freight Forwarding (FF), and/or Trucking/Hauling Services (T/H)

What are the Requirements:

DOCUMENTS		NEW APPLICATION			RENEWAL		
		CB	FF	TH	CB	FF	TH
1	Letter Request addressed to: Director General LILIA B. DE LIMA	X	X	X	X	X	X
2	Endorsement Letters from prospective PEZA clients (at least 1 company)	X	X	X			
3	Notarized Application Form (provided by PEZA)	X	X	X			
	Annex "A" - Anti-Graft Certificate (also notarized, see application form)	X	X	X			
4	Board Resolution authorizing the filing of the application and the designation of representative (notarized)	X	X	X			
5	List of Employees (include designation)	X	X	X	X	X	X
6	Personal History Statement of Principal Officers - Bio-data	X	X	X			
7	Audited Financial Statements for the last three years (for new companies which have started operating for only six months, an Audited Balance Sheet is enough)	X	X	X			
8	Certificate of Registration from SEC (for Corporation and Partnership) and/or Certificate of Registration from DTI (for Single Proprietorship)	X	X	X			
9	Articles of Incorporation (for Corporation and Partnership)		X	X			
10	BIR Clearance (updated) / Certificate of Registration	X	X	X			
11	Mayor's Permit (for the current year)	X	X	X	X	X	X
12	Annual Permit to Operate from Philippine Ports Authority	X	X	X	X	X	X
13	List of Non-PEZA clients	X	X	X			
14	Schedule of Service Rates (standard)	X	X	X			
15	For Licensed Customs Brokers: PRC Certificate and ID; and BOC Accreditation	X			X		
16	Authority to Operate from the Civil Aeronautics Board (for Air Freight)		X			X	
17	Certificate of Accreditation from the Philippine Shippers' Bureau (for Sea Freight)		X			X	
18	Name and Address of Agents and/or Principal Abroad (for Freight Forwarding)		X				
19	Common Bond with Bureau of Customs	X					
20	List of Vehicles / Trucks certified and signed by the company's official			X			X
21	Copy of Franchise of LTO – Decision from LTRFB			X			X
22	OR/CR of Vehicles (must be updated and under the name of the applicant)			X			X
23	List of drivers and helpers – include bio-data, 2x2 ID picture, clearance from NBI, Police and Barangay			X			X
24	List of PEZA-clients				X	X	X
25	Certification of No Derogatory Record from Security Services Department				X	X	X
26	Xerox Copy of Provisional Authority				X	X	X

PROCESSING OF APPLICATION FOR ACCREDITATION/RENEWAL OF ACCREDITATION AS CUSTOMS BROKER (CB), FREIGHT FORWARDER (FF), AND/OR TRUCKER/HAULER (T/H)

Once approved by the Director General of PEZA prior to the release of the Authority, please submit the ff:

27. Filing/Applicant Fee of PhP3,600.00 (for new applicant)
28. Franchise Fee (for one year) of PhP6,000.00
29. Original copy of Surety Bond in favor of PEZA stating that the company shall file a fidelity or surety bond in the amount of PhP100,000.00, which may be increased if found inadequate by the Director General, **which bond shall answer for any damages which PEZA may suffer thru the negligence the company or its employees may commit in connection with its operations with PEZA, as well as for any financial obligations that it has assumed and failed to settle according to its agreements or commitments with the Authority.**

NOTE: ORIGINAL DOCUMENTS MUST BE PRESENTED TOGETHER WITH THE PHOTOCOPIES

Duration: Maximum 5 working days

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Person in Charge	Duration of Activity (Under Normal Circumstances)	Fees	Forms
1	Register with Guard at Reception area	Give Visitor's ID and Pass Slip to enter PEZA Office.	Guard on Duty	1 - 2 minutes	-0-	Visitor's Pass Slip
2	Inquire re application procedures for companies engaged in customs brokerage, freight forwarding, and/or trucking/hauling services at SRU	Provide checklist of requirements and forms to client	SRU Staff	3 - 5 minutes	-0-	May be downloaded from PEZA website (www.peza.gov.ph)
3	Prepare & submit accomplished application with supporting documents for pre-screening at SRU	Check / pre-screen documents to be officially submitted by client to the Office of the Director General (ODG)	SRU Staff	3 - 5 minutes	-0-	
4	Submit documents to the ODG	Receive & transmit received documents to SRU	ODG Staff	ASAP		

PROCESSING OF APPLICATION FOR ACCREDITATION/RENEWAL OF ACCREDITATION AS CUSTOMS BROKER (CB), FREIGHT FORWARDER (FF), AND/OR TRUCKER/HAULER (T/H)

		Evaluate application • if compliant, prepare Provisional Authority for initial by DDG-O/GM-ERSSG/ signature by the Director General	SRU Staff / DDG-O / GM-ERSSG	3 - 5 working days	-0-	
		• if non-compliant, deny & return to client; advise applicant to complete documents & resubmit to SRU	SRU Staff	ASAP		
	Resubmit completed application to SRU	Prepare Letter of Approval (PA) for initial by DDG-O/GM-ERSSG/signature by the Director General	SRU Staff / DDG-O / GM-ERSSG	3 - 5 working days		
		Sign Letter of Approval	DG	Maximum of 4 hrs		
5	Secure Order of Payment for application fee & franchise fee	Issue Order of Payment	SRU Staff	3 - 5 minutes	-0-	Order of Payment Slip
6	Pay to Cashier	Collect payment of application fee and franchise fee / Issue Official Receipt (OR)	Cashier	3 - 5 minutes	Application fee: P3,600.00	Official Receipt
					Franchise fee: P6,000.00	
7	Show Official Receipt to SRU	Release Provisional Authority	SRU Staff	3 – 5 minutes	-0-	
END OF PROCESS						

Note: * Renewal of accreditation must be filed at least seven (7) working days before expiry date. Comply with the requirements stated in the Provisional Authority and follow the same steps enumerated herein.

** For PEZA-Registered company, annual franchise fee must be paid on or before 05 January of each year and annual requirements must be submitted on or before 01 May of each year

Legend: **ODG:** Office of the Director General
DDG-O: Deputy Director General for Operations
GM-ERSSG: Group Manager, Enterprise Regulations and Support Services Group
SRU: Services Registration Unit (Head Office)

PROCESSING OF APPLICATION FOR ANNUAL PEZA VEHICLE STICKER

Schedule of Availability of Service:

8:00 AM to 5:00 PM

Who May Avail of the Service:

PEZA Registered/Accredited Custom Brokers, Freight Forwarders, and/or Truckers/Haulers

What are the Requirements:

1. Notarized Affidavit of Responsibility and Accountability signed by Company's Highest Official
2. Photocopy of Updated LTO Official Receipt and Certificate of Registration of Vehicles
3. Photocopy of LTFRB Franchise Decision (for Truckers/Haulers)
4. Master List of Vehicles and their Description duly certified by Company's Highest Official
5. Payment of PhP100.00 per Sticker

Duration: Maximum 1 hour

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Person-in-Charge	Duration of Activity (Under Normal Circumstances)	Fees	Form
1	Register with Guard at Reception area	Give Visitor's ID & Pass Slip to enter PEZA Office	Guard on Duty	1 - 2 minutes	-0-	Visitor's Pass Slip
2	Inquire re application procedures for issuance of PEZA vehicle sticker/s	Provide checklist of requirements to clients	SRU Staff	3 - 5 minutes	-0-	
3	Prepare and submit accomplished documentary requirements at SRU	Check documentary requirements	SRU Staff	} maximum 1 hour	-0-	
4	Secure Order of Payment for # of stickers needed	Issue Order of Payment	SRU Staff			Order of Payment Slip
5	Pay to Cashier	Collect payment of fees / Issue Official Receipt (OR)	Cashier		P100.00 per sticker	Official Receipt
6	Present Official Receipt to SRU	Issue sticker/s and record sticker number/s in logbook	SRU Staff		}	-0-
		Have the sticker/s acknowledged by client on the Affidavit of Responsibility and Accountability from Company's Highest Official	SRU Staff			

-END OF PROCESS-

Note: PEZA Vehicle Stickers are valid only for the current year

Legend: SRU: Services Registration Unit (Head Office)

PROCESSING OF ENVIRONMENTAL COMPLIANCE CERTIFICATE (ECC) APPLICATIONS
(Prior to Endorsement to DENR-EMB)

Schedule of Availability of Service:

Monday to Friday
 8:00 A.M.-5:00 P.M.

Who May Avail of the Service:

PEZA Economic Zone Locators with new and expansion projects classified as non-environmentally critical under PD 1586 “Philippine Environmental Impact Statement System” (Application shall be submitted prior to start of new or expansion project)

What are the Requirements:

- IEE Checklist with attachments (For new Projects)
- EPRMP Checklist with attachments (For ECC Amendments of Expansion Projects)
- Letter Request with attachments (For minor ECC Amendment)

Duration:

Ten (10) working days

Process Flow: (References: RA 7916 “The Special Economic Zone Act of 1995” and its IRR, PEZA-DENR MOA and its IRR, PEZA MC 2005-024 “ECC Streamlined Issuance Procedure”)

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Submit one (1) copy of accomplished Checklist and/or Letter Request	ⁱ Check completeness of submitted Checklist	1 st day	ESG/EHSD Staff	none	EIA Form 01 (Completeness Check Form)
2		Receive officially the checklist		ESG/EHSD Staff	none	
3		ⁱⁱ Assign Case Handler		ⁱⁱⁱ EIA In Charge		
4		Review content		Case Handler	none	Checklist & Attachments
5		Send Notice of Inspection	5 th day	Case Handler	none	Notice of Inspection

**PROCESSING OF ENVIRONMENTAL COMPLIANCE CERTIFICATE (ECC) APPLICATIONS
(Prior to Endorsement to DENR-EMB)**

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
6	Send Conformance				none	
7		Conduct Site Inspection		Case Handler/Buddy	none	EIA Form 03 (Site Verification Form)
8		Send Requisite Information Form	7 th day	Case Handler	none	EIA Form 04 (Requisite Information Form)
9	Send Conformance		8 th day		none	
10	Submit complete and revised/final application documents (five copies) to PEZA				none	
11		Review the final documents/attachments and inform proponent to submit to DENR four (4) copies of stamped Checklist and Request		Case Handler	none	
12		Prepare Endorsement Letter and hand over to proponent for submission to EMB		Case Handler	none	EIA Form 05 (Endorsement Letter Form)
13		<i>File in the database</i>	10 th day	<i>EIA In Charge</i>		
-END OF PROCESS-						

IMPORTANT: Duration of transaction stops whenever deficiency/ies are found in the requirements

ⁱ Project Evaluation using EIA Form 00 (Project Coverage Form) is initially filled out by ESG/EHSD Staff and the applicant to determine application requirement.

ⁱⁱ Case Handler is the ESG/EHSD staff designated to handle the processing of a particular application.

ⁱⁱⁱ EIA In Charge is the ESG/EHSD staff tasked to oversee the processing of EIA applications.

Steps in italics are internal procedures

**PROCESSING OF CERTIFICATE OF NON COVERAGE (CNC) APPLICATIONS
(Prior to Endorsement to DENR-EMB)**

Schedule of Availability of Service:

8:00 A.M.-5:00 P.M.

Who May Avail of the Service:

PEZA Economic Zone Locators whose projects are not covered by PD 1586 “Philippine Environmental Impact Statement System”.
Application for a CNC is optional.

What are the Requirements:

DENR-EMB CNC Application Form

Duration:

One (1) Day

Process Flow: (References: RA 7916 “The Special Economic Zone Act of 1995” and its IRR, PEZA-DENR MOA and its IRR)

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Submit five (5) copies of accomplished CNC Form	Check completeness of submitted CNC Form	5 minutes	ESG/EHSD Staff	none	CNC Form
2		Evaluate the form and assist the proponent in filling out needed information	10 minutes	ESG/EHSD Staff	none	Project Coverage Form (EIA-00)
3		Receive officially the CNC Forms	5 minutes	ESG/EHSD Staff	none	
4		Prepare endorsement letter to EMB	20 Minutes	Case Handler	none	Endorsement Letter (EIA-05)
Step	Applicant/Client	Service Provider	Duration of Activity	Person in	Fees	Form

**PROCESSING OF CERTIFICATE OF NON COVERAGE (CNC) APPLICATIONS
(Prior to Endorsement to DENR-EMB)**

			(Under Normal Circumstances)	Charge		
5		Sign Endorsement Letter	5 minutes	ESG/EHSD Chief	none	none
6		Release PEZA Endorsement	5 minutes	Case Handler	none	none
7		Inform the applicant to submit to DENR EMB four (4) copies of stamped CNC Form	5 minutes	Case Handler	none	none
8		<i>File in the database</i>	<i>5 minutes</i>	<i>EIA In-charge</i>		
-END OF PROCESS-						

IMPORTANT: Duration of transaction stops whenever deficiency/ies are found in the requirements

ⁱ Project Evaluation using EIA Form 00 (Project Coverage Form) is initially filled out by ESG/EHSD Staff and the applicant to determine application requirement. Steps in italics are internal procedures

**PROCESSING OF LLDA CLEARANCE (LC) APPLICATIONS
(Prior to Endorsement to LLDA)**

Schedule of Availability of Service:

Monday to Friday
8:00 A.M.-5:00 P.M.

Who May Avail of the Service:

PEZA Economic Zone Locators, located in areas within the LLDA jurisdiction, with new and expansion projects classified as non-environmentally critical (Application shall be submitted prior to start of new or expansion project)

What are the Requirements:

LC application form with attachments
Letter Request with attachments (For minor LC Amendment)

Duration:

Ten (10) Working Days

Process Flow: (References: PEZA-LLDA MOA and its IRR, PEZA MC 2010-018 “LC Streamlined Issuance Procedure”)

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Submit one (1) copy of accomplished LC application form and attachments	Check if project is within LLDA jurisdiction and check the completeness of submitted application document	1 st day	ESG Staff	None	LC Form 01 (Completeness Check Form)
2		Evaluate the project coverage		ESG Staff		LC Form 00 (Project Coverage Form)
3		Receive officially the checklist		ESG Staff		
4		<i>Assign Case Handler</i>		<i>LC In Charge</i>		
5		Review Content	5 th day	Case Handler		LC application form & Attachments
6		Send Notice of Inspection		Case Handler		Notice of Inspection
Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal	Person in Charge	Fees	Form

**PROCESSING OF LLDA CLEARANCE (LC) APPLICATIONS
(Prior to Endorsement to LLDA)**

			Circumstances)			
7	Send Conformance					Signed Notice of Inspection
8		Conduct Site Inspection		Case Handler		LC Form 02 (Site Verification Form)
9		Send Requisite Information Form	7 th day	Case Handler		LC Form 03 (Requisite Information Form)
10	Send Conformance		8 th day			Signed Requisite Information Form
11	Submit complete and revised/final application documents (four copies) to PEZA					
12		Review the final documents/attachments and inform proponent to submit to LLDA three (3) copies of stamped application documents		Case Handler		
13		Prepare Endorsement Letter to LLDA		Case Handler		LC Form 04 (Endorsement Letter Form)
14		<i>File in the database</i>	<i>10th day</i>	<i>LC In Charge</i>		
-END OF PROCESS-						

IMPORTANT: Duration of transaction stops whenever deficiency/ies are found in the requirements

ⁱ Case Handler is the ESG/EHSD staff designated to handle the processing of a particular application.

ⁱⁱ LC In Charge is the ESG/EHSD staff tasked to oversee the processing of LC applications.

Steps in italics are internal procedures

**PROCESSING OF LLDA CLEARANCE EXEMPTION (LE) APPLICATIONS
(Prior to Endorsement to LLDA)**

Schedule of Availability of Service:

8:00 A.M.-5:00 P.M.

Who May Avail of the Service:

PEZA Economic Zone Locators/Contractors/Consultants hired by ecozone locators, located in areas within the LLDA jurisdiction

What are the Requirements:

LC application form with attachments

Duration:

Ten (10) Working Days

Process Flow: (Reference: PEZA-LLDA MOA and its IRR)

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Submit one (1) copy of accomplished LC application form and attachments	Check if project is within LLDA jurisdiction and check the completeness of submitted application document	1 st day	ESG Staff	none	LC Form 01 (Completeness Check Form)
2		Evaluate the project coverage		ESG Staff		LC Form 00 (Project Coverage Form)
3		Receive officially the checklist		ESG Staff		
4		<i>Assign Case Handler</i>		<i>LC In Charge</i>		
5		Review Content	5 th day	Case Handler		LC application form & Attachments
Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal	Person in Charge	Fees	Form

**PROCESSING OF LLDA CLEARANCE EXEMPTION (LE) APPLICATIONS
(Prior to Endorsement to LLDA)**

			Circumstances)			
6		Send Requisite Information Form	7 th day	Case Handler		LC Form 03 (Requisite Information Form)
7	Send Conformance		8 th day			Signed Requisite Information Form
8	Submit complete and revised/final application documents (four copies) to PEZA					
9		Review the final documents/attachments and inform proponent to submit to LLDA three (3) copies of stamped application documents		Case Handler		
10		Prepare Endorsement Letter to LLDA		Case Handler		LC Form 05 (Endorsement Letter Form for Exemption)
11		<i>File in the database</i>	10 th day	<i>LC In Charge</i>		
-END OF PROCESS-						

IMPORTANT: Duration of transaction stops whenever deficiency/ies are found in the requirements

ⁱ If there is a need to verify if the proposed project is indeed exempted, the processing of LC application will be followed since site validation will be conducted. Steps in italics are internal procedures

PROCESSING OF FIRE SAFETY INSPECTION CERTIFICATE (FSIC) APPLICATIONS

Schedule of Availability of Service:

Monday to Friday
8:00 A.M. to 5:00 P.M.

Who May Avail of the Service:

PEZA Public Economic Zone Locators who have complied with the fire safety requirements of the Fire Code of the Philippines for Non-NBCP related applications applying for new or renewal (annual) of FSIC

What are the Requirements:

1. Letter of Request from Public Economic Zone Locator Enterprise
2. Report of corrective actions made for the noted deficiencies during the Fire Safety Inspection

Duration:

Three (3) days and seventy (70) minutes

Process Flow: (Reference: RA 7916 "The Special Economic Zone Act of 1995" and its IRR)

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Conditions)	Person in Charge	Fees	Form
1	Submit the required documents	Check completeness and receive the FSIC application documents	5 minutes	EHSD Staff	none	none
2		Conduct inspection	1 day	EHSD Staff	none	none
3	Pay for Fire Safety Inspection Certificate and submit proof of payment	If applicant has satisfactorily complied with the requirements, prepare Fire Safety Inspection Certificate	1 day	EHSD Staff	Php 120.00	none
4		Recommend approval of the Fire Safety Inspection Certificate to the Fire Chief	1 day	EHSD Chief	none	none

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Conditions)	Person-in-Charge	Fees	Form
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PROCESSING OF FIRE SAFETY INSPECTION CERTIFICATE (FSIC) APPLICATIONS

5		Approve and sign the Fire Safety Inspection Certificate	1 hour	Fire Chief	none	none
7	Claim the Fire Safety Inspection Certificate	Release the Fire Safety Inspection Certificate	5 minutes	EHSD Staff	none	none
END OF TRANSACTION						

IMPORTANT: Duration of transaction stops whenever deficiency/ies are found in the requirements

PROCESSING OF CERTIFICATE OF INTERCONNECTION TO PEZA SEWERAGE SYSTEM

Schedule of Availability of Service:

Monday to Friday
8:00 A.M. to 5:00 P.M.

Who May Avail of the Service:

All PEZA Public Economic Zone Locators generating industrial and domestic wastewater applying for new or amendment of Certificate of Interconnection (one-time application)

What are the Requirements:

1. Application of Form for PEZA Sewerage System Interconnection
2. Building Permit, Sanitary/Plumbing Permit
3. Process flow of Pre-treatment facility, if applicable

Duration:

5 days and 25 minutes

Process Flow: (Reference: PEZA MC 2009-019 “Guidelines on Wastewater Management”)

Step	Application/Client	Service Provider	Duration of activity (under normal conditions)	Person in Charge	Fees	Form
1	Submit the Application Form for PEZA Sewerage System Interconnection	Receive the Application form and all the attached requirements	5 minutes	EHSD Staff	none	Application of Form for PEZA Sewerage System Interconnection
2		Evaluate the information provided in the Application form and all the attached requirements	2 days	EHSD Staff	none	none
3		If document presented are compliant and acceptable, prepare Certificate of Interconnection	1 day	EHSD Staff	none	None
Step	Application/Client	Service Provider	Duration of activity (under normal)	Person in Charge	Fees	Form

PROCESSING OF CERTIFICATE OF INTERCONNECTION TO PEZA SEWERAGE SYSTEM

			conditions)			
4		Recommend approval of Certificate of Interconnection to the Zone Administrator	1 day	EHSD Chief	none	None
5		Approve and sign the Certificate of Interconnection	1 day	Zone Administrator	none	None
6		Issue Order of Payment	10 minutes	EHSD Staff	Php 120.00	Official Receipt
7		Release the Certificate of Interconnection	5 minutes	EHSD Staff	none	Certificate of Interconnection
END OF TRANSACTION						

IMPORTANT: Duration of transaction stops whenever deficiency/ies are found in the requirements

PROCESSING OF PERMIT TO DISCHARGE TO PEZA SEWERAGE SYSTEM

Schedule of Availability of Service:

Monday to Friday
8:00 A.M. to 5:00 P.M.

Who May Avail of the Service:

All PEZA Public Economic Zone Locators discharging their industrial and domestic wastewater to the Public Economic Zone's Sewerage System applying for new, amendment or renewal (annual) of Discharge Permit

What are the Requirements:

1. Permit to Discharge Application Form
2. Certificate of Connection to the Public Economic Zone's Sewerage System
3. As-built Sewerage Plan showing all wastewater sources and connection to the Public Economic Zone's Sewerage System
4. Latest result of the effluent analysis conducted by a DENR recognized laboratory showing its compliance with the Public Economic Zone's Effluent Standards
5. Latest Water & Sewerage bill issued by PEZA
6. Process flow of production process generating wastewater, if applicable
7. Process flow of wastewater treatment facility, if applicable
8. For renewal applications, copy of expired Permit to Discharge

Duration:

Five (5) days

Process Flow: (Reference: PEZA MC 2009-019 "Guidelines on Wastewater Management")

Step	Applicant/Client	Service Provider	Duration of activity (under normal conditions)	Person in Charge	Fees	Form
1	Submit the Application Form for Permit to Discharge together with all the required attachments	Receive the Application Form and all the attached requirements	5 minutes	EHSD Staff	none	Application Form for Permit to Discharge

Step	Applicant/Client	Service Provider	Duration of activity (under normal conditions)	Person in Charge	Fees	Form
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PROCESSING OF PERMIT TO DISCHARGE TO PEZA SEWERAGE SYSTEM

2		Evaluate the information provided in the Application Form and all the attached requirements	2 days	EHSD Staff	none	none
3		If documents presented are compliant and acceptable, prepare Permit to Discharge and affix case handler's initials	1 day	EHSD Staff	none	none
4		Evaluate and recommend approval of the Permit to Discharge to the Zone Administrator	1 day	EHSD Chief	none	none
5		Approve the Permit to Discharge	1 day	Zone Administrator	none	none
6	Claim the Permit to Discharge	Release the Permit to Discharge	5 minutes	EHSD Staff	none	none
END OF TRANSACTION						

IMPORTANT: Duration of transaction stops whenever deficiency/ies are found in the requirements

PROCESSING OF SANITARY PERMIT FOR INDUSTRIAL ESTABLISHMENTS

Schedule of Availability of Service:

Monday to Friday
8:00 A.M. - 5:00 P.M.

Who May Avail of the Service:

All industrial establishments within a PEZA-Registered Economic Zone applying for new or renewal (annual) of Sanitary Permit

What are the Requirements:

1. Latest PEZA Annual Occupational Safety and Health Inspection Report
2. Report of corrective actions made for the noted deficiencies during the Occupational Safety and Health Inspection
3. Copy of Official Receipt of Annual Inspection Fee

Duration:

Five (5) days and fifteen (15) minutes

Process Flow: (References: RA 7916 “The Special Economic Zone Act of 1995” and its IRR, PEZA MO 2009-006 “Guidelines for the Issuance of Sanitary Permits for Industrial Enterprises and Food Service Establishments in the Public Economic Zones)

Step	Applicant/Client	Service Provider	Duration of Activity (under normal conditions)	Person in Charge	Fees	Form
1	Submit to EHSD the required documents	Check completeness and receive the Sanitary Permit for Industrial Establishment requirements	5 minutes	EHSD Staff	none	
2		Evaluate the requirements	1 day	EHSD Staff	none	
		Issue Order of Payment	10 minutes	EHSD	none	Order of Payment
3	Pay corresponding fees to Cashier	Issue PEZA Official Receipt	10 minutes	PEZA Cashier	Php 210.00 (Filing Fee 120 + Issuance 90)	Official Receipt

PROCESSING OF SANITARY PERMIT FOR INDUSTRIAL ESTABLISHMENTS

Step	Applicant/Client	Service Provider	Duration of Activity (under normal conditions)	Person in Charge	Fees	Form
4	Submit proof of payment for annual inspection fees	If application documents are satisfactory and complete, prepare the Sanitary Permit for Industrial Establishment and affixes initials	1 day	EHSD Staff	none	
5		Recommend approval of the Sanitary Permit for Industrial Establishment to the Zone Administrator	1 day	EHSD Staff	none	
6		Approve and signs the Sanitary Permit for Industrial Establishment	30 minutes	EHSD Chief	none	
7	Claim the Sanitary Permit for Industrial Establishment	Release the Sanitary Permit for Industrial Establishment	5 minutes	EHSD Staff	none	
END OF TRANSACTION						

IMPORTANT: Duration of transaction stops whenever deficiency/ies are found in the requirements

PROCESSING OF SANITARY PERMIT FOR FOOD ESTABLISHMENTS

Schedule of Availability of Service:

Monday to Friday
8:00 A.M. - 5:00 P.M.

Who May Avail of the Service:

All owners/operators of food establishments within the Public Economic Zone applying for new or renewal (annual) of Sanitary Permit

What are the Requirements:

1. Sanitary Permit Application Form
2. Valid Health Cards of all Food Handlers issued by MHO
3. Memorandum of Agreement with the Public Zone Locator Enterprise, or, Certification, if applicable
4. EHSD Sanitary Inspection Report
5. Report of corrective actions undertaken for all noted deficiencies
6. Kitchen Waste Management Plan

Duration:

Five (5) days and forty-five (45) minutes

Process Flow: (References: RA 7916 “The Special Economic Zone Act of 1995” and its IRR, PEZA MO 2009-006 “Guidelines for the Issuance of Sanitary Permits for Industrial Enterprises and Food Service Establishments in the Public Economic Zones)

Step	Applicant/Client	Service Provider	Duration of Activity (under normal conditions)	Person in Charge	Fees	Form
1	Present the application form for Operating Small Business inside the public economic zone together with application form for Sanitary Permit for Food Establishment, Valid Health Cards of all Food Handlers issued by MHO, MOA with the locator enterprise, if applicable or Certification that the canteen is company owned, Business Permit, Inspection Report, and Report of Corrective Actions undertaken for all noted deficiencies.	Conduct evaluation of the Application Form for food establishment and required attachments. If the applicants meet the minimum requirements for food establishment under the code of sanitation and satisfactorily complying with requirements, sign in the application for small business.	15 minutes	EHSD Staff	none	Sanitary Permit Application Form

PROCESSING OF SANITARY PERMIT FOR FOOD ESTABLISHMENTS

Step	Applicant/Client	Service Provider	Duration of Activity (under normal conditions)	Person in Charge	Fees	Form
2		Issue Order of Payment	10 minutes	EHSD	none	Order of Payment
3	Pay corresponding fees to Cashier	Issue PEZA Official Receipt	10 minutes	PEZA Cashier	Php 210.00 (Filing Fee 120 + Issuance 90)	Official Receipt
4	Submit one (1) set requirements together with the PEZA Official Receipt	Receive application	5 minutes	EHSD Staff	none	
5		Evaluate, inspect and recommend approval of the Sanitary Permit for Food Establishment to the EHSD Chief	3 days	EHSD Staff	none	
6		Prepare the Sanitary Permit	30 minutes	EHSD Staff	none	
7		Approve the Permit to Discharge	1 day	EHSD Chief	none	none
8		Release Sanitary Permit	5 minutes			

END OF TRANSACTION

IMPORTANT: Duration of transaction stops whenever deficiency/ies are found in the requirements

SECURING OF CLEARANCE FOR IMPORTED CHEMICALS AND CHEMICAL SUBSTANCES (For Public Zone Locator Enterprises)

Schedule of Availability of Service:

Monday to Friday
8:00 A.M. to 5:00 P.M.

Who May Avail of the Service:

PEZA Public Economic Zone Locators using chemicals and chemical substances which are sourced from other countries (Application of Clearance is done per importation of chemicals)

What are the Requirements:

1. PEZA Form 8101 / Printed e-IP
2. Delivery Receipt/Sales Invoice
3. Material Safety Data Sheet (MSDS)
4. Required license, permits and/or clearance if regulated by other government agencies

*PNP Firearms and
Explosives Division:*

Original Permit to Purchase (Locator Enterprise); Original Permit to Purchase Locally/Transfer/Move Explosives (Chemical Supplier)

*Phil. Drug Enforcement
Agency (PDEA):*

Mixture has 30% and above PECS - P-3 or P5-I License and Special Permit to (Locator Enterprise);
Original P-4, P-5-C or P-5-I License (Chemical Supplier)
Mixture has less than 30% PECS - Valid PDEA/DBB Certificate of exemption with RA 9165 or Special Permit

*Environmental Management
Bureau:*

Chemicals under Chemical Control Order (CCO) - Original CCO Registration (Locator Enterprise)
Chemicals included in Priority Chemical List (PCL) - Hazardous Waste Generator's ID Registration
Chemicals not included in PICCS – PMPIN for more than 100 kg, or SQI for less than 100 kg

Duration:

One (1) Hour

Process Flow:

**SECURING OF CLEARANCE FOR IMPORTED CHEMICALS AND CHEMICAL SUBSTANCES
(For Public Zone Locator Enterprises)**

Step	Applicant/Client	Service Provider	Duration of activity (under normal conditions)	Person in Charge	Fees	Form
1	Submit to EHSD Form 8101 together with the required documents	Evaluate if the chemical/chemical mixture is included in regulated chemical list	15 minutes	EHSD Staff	none	PEZA Form 8101
2	Present all the required license, permits and/or clearance if material is regulated by other government agencies	Evaluate the validity of the license, permits and/or clearance and verify whether the allowed quantity is not exceeded	3 minute	EHSD Staff	none	
3		Record details, mark the document with "CHECKED & VERIFIED" stamp and indicates current date and control number	1 minute	EHSD Staff	none	
4		Affix the case handler's signature in the PEZA Form 8101 and release the document	1 minute	EHSD Staff	none	
END OF TRANSACTION						

IMPORTANT: Duration of transaction stops whenever deficiency/ies are found in the requirements

SECURING OF CLEARANCE FOR IMPORTED CHEMICALS AND CHEMICAL SUBSTANCES (For Private Zone Locator Enterprises)

Schedule of Availability of Service:

Monday to Friday
8:00 A.M. to 5:00 P.M.

Who May Avail of the Service:

PEZA Economic Zone Locators/Contractors/ Consultants hired by ecozone locators (Application of Clearance is done per importation of chemicals)

What are the Requirements:

1. List of chemicals with quantity/amount to be imported and/or PEZA Form 8106
2. Material Safety Data Sheet of chemicals to be imported, indicating the composition with percentage and CAS number
3. Certification from supplier if CAS number indicated in the Material Safety Data Sheet is confidential or proprietary
4. Required license, permits and/or clearance if regulated by other government agencies.

*PNP Firearms and
Explosives Division:*

Original Permit to Purchase (Locator Enterprise); Original Permit to Purchase
Locally/Transfer/Move Explosives (Chemical Supplier)

*Phil. Drug Enforcement
Agency (PDEA):*

Mixture has 30% and above PECS - P-3 or P5-I License and Special Permit to (Locator
Enterprise);
Original P-4, P-5-C or P-5-I License (Chemical Supplier)
Mixture has less than 30% PECS - Valid PDEA/DBB Certificate of exemption with RA 9165 or
Special Permit

*Environmental Management
Bureau:*

Chemicals under Chemical Control Order (CCO) - Original CCO Registration (Locator Enterprise)
Chemicals included in Priority Chemical List (PCL) - Hazardous Waste Generator's ID Registration
Chemicals not included in PICCS – PMPIN for more than 100 kg, or SQI for less than 100 kg

Duration:

One (1) Day

**SECURING OF CLEARANCE FOR IMPORTED CHEMICALS AND CHEMICAL SUBSTANCES
(For Private Zone Locator Enterprises)**

Process Flow:

Step	Applicant/Client	Service Provider	Duration of activity (under normal conditions)	Person-in-Charge	Fees	Form
1	Submit documentary requirements	Check completeness of submitted documents	10 minutes	ESG Staff	none	none
		Evaluate if chemicals to be imported are regulated	10 minutes	ESG Staff		
		Check if the appropriate permit, licenses and/or certification are already secured from the appropriate regulating government agencies	15 minutes	ESG Staff		
		Prepare Chemical Importation Evaluation	10 minutes	ESG Staff		
		Approve Chemical Importation Evaluation	10 minutes	ESG Chief		
2	Receive Chemical Importation Evaluation	Release chemical importation evaluation	5 minutes	ESG Staff		
END OF TRANSACTION						

IMPORTANT: Duration of transaction stops whenever deficiency/ies are found in the requirements

SECURING OF CLEARANCE FOR LOCALLY PURCHASED CHEMICALS AND CHEMICAL SUBSTANCES

Schedule of Availability of Services:

Monday to Friday
8:00 A.M. to 5:00 P.M.

Who May Avail of the Service:

PEZA Public Zone Locators. (Application of Clearance is done per local purchase of chemicals)

What are the Requirements:

1. PEZA Form 8105 or Delivery Receipt/Sales Invoice
2. Material Safety Data Sheet (MSDS)
3. Required license, permits and/or clearance if regulated by other government agencies

PNP Firearms and Explosives Division:

Original Permit to Purchase (Locator Enterprise); Original Permit to Purchase Locally/Transfer/Move Explosives (Chemical Supplier)

Phil. Drug Enforcement Agency (PDEA):

Mixture has 30% and above PECS - P-3 or P5-I License and Special Permit to (Locator Enterprise);
Original P-4, P-5-C or P-5-I License (Chemical Supplier)

Environmental Management Bureau:

Mixture has less than 30% PECS - Valid PDEA/DBB Certificate of exemption with RA 9165
Chemicals under Chemical Control Order (CCO) - Original CCO Registration (Locator Enterprise)
Chemicals included in Priority Chemical List (PCL) - Hazardous Waste Generator's ID Registration

Duration:

One (1) hour

Process Flow:

SECURING OF CLEARANCE FOR LOCALLY PURCHASED CHEMICALS AND CHEMICAL SUBSTANCES

Step	Applicant/Client	Service Provider	Duration of activity (under normal conditions)	Person in Charge	Fees	Form
1	Submit Form 8105 or Delivery Receipt or Sales Invoice (together with the required documents)	Evaluate if the chemical/chemical mixture is included in regulated chemical list	15 minutes	EHSD Staff	none	PEZA Form 8105
2	Present all the required license, permits and/or clearance if chemical is regulated by other government agencies	Evaluate the validity of the license, permits and/or clearance and verify whether the allowed quantity is not exceeded	3 minutes	EHSD Staff	none	
3		Record details, mark the document with "CHECKED & VERIFIED" stamp and indicates current date and control number	1 minute	EHSD Staff	none	
4		Affix the case handler's signature in the PEZA Form 8105 and release the document	1 minute	EHSD Staff	none	

END OF TRANSACTION

IMPORTANT: Duration of transaction stops whenever deficiency/ies are found in the requirements

PROCESSING OF APPLICATION FOR REGISTRATION AS RESIDUAL WASTE HAULER

Schedule of Availability of Service:

Monday to Friday

8:00 A.M.-5:00 P.M.

For applications on Sat., Sun and Non-Working Holidays, please refer to PEZA MC 2006-16

Who May Avail of the Service:

Residual Waste Haulers applying for new or renewal of registration. Renewal of registration/accreditation is bi-annual.

What are the Requirements:

1. Duly Accomplished Application Form
2. Mayor's Permit
3. Certificate of Registration, Official Receipt, Deed of Sale or Lease Agreement (if applicable), Colored Picture of vehicle/s
4. Notarized Agreement to Dispose with Disposal Facility or Alternative Technology Facility
5. Disposal Facility's Notice to Proceed, in case wastes will be transported to controlled dumpsites; Disposal Facility's ECC, in case wastes will be transported to sanitary landfills; Disposal Facility's ECC and Validation/Verification Report by DOST, in case wastes will be transported to an alternative technology facility.
6. Proof of Training on Waste Management
7. Anti-Graft Certificate
8. Specimen Signature
9. Location Map
10. Official Receipt of Application Fee

Duration:

Ten (10) working days

Process Flow: (Reference: PEZA MC 2006-003 "Guidelines on Handling and Transport of Economic Zone's Solid Wastes")

PROCESSING OF APPLICATION FOR REGISTRATION AS RESIDUAL WASTE HAULER

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Submit documentary requirements. (Requirements 2, 3 & 5 are photocopies of the original document)	Examine completeness and validity of the requirements submitted.	1 st day	ESG Staff	Registration Fee P 5,000.00	RWH Form 01 (Application Form) RWH Form 02 (Anti-Graft Certificate) RWH Form 03 (Specimen Signature)
2		Officially accept, log and record application.	1 st day	ESG Staff	none	
3		Assign Case Handler		RWH Registration In Charge	none	
4		Review requirements submitted	2 nd day	Case Handler	none	
5		Verify status of disposal facility with DENR or DOST-ITDI		Case Handler	none	
6		Inform applicant about the schedule of site validation		Case Handler	none	
7	Confirm availability on the schedule set for site validation		2 nd day	Case Handler	none	
Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
8		Conduct site	5 th day	Case Handler		RWH Form 04

PROCESSING OF APPLICATION FOR REGISTRATION AS RESIDUAL WASTE HAULER

		<p>validation including the materials recovery facility, vehicles, personnel and the disposal facility if new</p> <ul style="list-style-type: none"> •Validate the original copies of the documents submitted •Discuss findings, recommendations and requirements to the applicant •Provide a copy of the inspection checklists with recommendations and list of requirements (if any) to the applicant 				<p>(Checklist for Vehicle & Personnel) RWH Form 06 (Checklist for MRF) RWH Form 05 (Checklist for Controlled Dumpsite)</p>
9	Receive inspection checklists					
10	Make necessary actions to comply with the requirements specified during site validation		6 th day			
11	Submit complete requirements					
12		Examine acceptability of the submitted requirements		Case Handler		
Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
13		Prepare Certificate of Registration and Vehicle Pass	7 th day	Case handler		

PROCESSING OF APPLICATION FOR REGISTRATION AS RESIDUAL WASTE HAULER

14		Approve and sign the Certificate of Registration		DDG for Policy and Planning		
15		Issue the Certificate of Registration and Vehicle Pass	10 th day	Case Handler		RWH Certificate Of Registration RWH Form 11 (Vehicle Pass)
-END OF PROCESS-						

IMPORTANT: Duration of transaction stops whenever deficiency/ies are found in the requirements

PROCESSING OF APPLICATIONS FOR EXIT OF RESIDUAL WASTES

Schedule of Availability of Service:

Monday to Sunday
8:00 A.M. - 5:00 P.M.

Who may Avail of the service:

PEZA Public Economic Zone Locators through their contracted PEZA-registered Residual Waste Haulers (Application is required for every transport of wastes)

What are the Requirements:

1. Four (4) copies of duly accomplished PEZA Residual Waste Disposal Gate Pass
2. Specimen signature/s of authorized personnel of the Locator Enterprises and Residual Waste Hauler
3. Original or certified true copy of PEZA Certificate of Registration as Residual Waste Hauler
4. Residual Waste Hauler Vehicle Pass

Duration:

Twenty-two (22) minutes

Process Flow: (Reference: PEZA MC 2006-003 "Guidelines on Handling and Transport of Economic Zone's Solid Wastes")

Step	Applicant/Client	Service Provider	Duration of Activity (under normal conditions)	Person in Charge	Fees	Form
1	Submit four (4) copies of PEZA Solid Waste Gate Pass with signature of generator and collector	Verify the type and quantity of waste/s and if properly segregated for transport through ocular inspection	11 minutes	EHSD Staff	none	Residual Waste Disposal Gate Pass
2		Stamp the RW Gate Pass and assign Control Number.	3 minutes	EHSD Staff	none	

PROCESSING OF APPLICATIONS FOR EXIT OF RESIDUAL WASTES

Step	Applicant/Client	Service Provider	Duration of Activity (under normal conditions)	Person in Charge	Fees	Form
3		Approve the transport by signing the Gate Pass	3 minutes	Zone Manager / EHSD Chief	none	
4		Log the transaction in the Log Sheet	5 minutes	EHSD Staff	none	none
5		Retain one (1) copy of the Gate Pass for file				
6	Return a copy of the Gate Pass with the acknowledgement of the DENR-permitted disposal facility that the hauled waste has been brought to their facility	Receive returned Gate Pass		EHSD Staff	none	
END OF TRANSACTION						

IMPORTANT: Duration of transaction stops whenever deficiency/ies are found in the requirements

PROCESSING OF APPLICATIONS FOR EXIT OF HAZARDOUS WASTES

Schedule of Availability of Service:

Monday to Friday
8:00 A.M. to 5:00 P.M.

Who May Avail of the Service:

PEZA Public Economic Zone Locators duly registered as hazardous waste generator, through their contracted DENR-EMB Accredited Hazardous Waste Haulers (Application is required for every transport of wastes)

What are the Requirements:

1. Original copy of Permit to Transport or Export Clearance;
2. Original or certified copy of Transporter's EMB Registration Certificate;
3. Seven (7) copies of completely filled-up Uniform Hazardous Manifest Form;
4. Transporter's Personnel Certificate of Training on Hazardous Waste Handling and Transport
5. Transporter's Emergency Response/Contingency Plan
6. Transporter's Emergency response equipment / Personal protective equipment
7. Properly labeled and contained hazardous waste and vehicle

Waste Materials Classified as Hazardous Waste:

Hazardous waste listed in Table 1, DENR Administrative Order 36, S. 2004
PEZA MC 2004 020: "Guidelines on Transport of Hazardous Wastes from Economic Zones"

Duration:

Fifty (50) minutes

Process Flow: (References: PEZA MC 2004-020 "Guidelines on Transport of Hazardous Wastes from Economic Zones", PEZA MC 2005-003 "Supplementary Procedure")

Step	Applicant/Client	Service Provider	Duration of Activity (under normal conditions)	Person in Charge	Fees	Form
1	Present the completely filled up HW Manifest form and valid Permit to Transport or Export Clearance to EHSD	Verify details of HW Manifest form and authenticity of signatures appearing on the document; marks the HW Manifest Form with "APPROVED" stamp, records details in the HW database and assigns control number	5 minutes	EHSD Staff	none	HW Manifest Form

PROCESSING OF APPLICATIONS FOR EXIT OF HAZARDOUS WASTES

Step	Applicant/Client	Service Provider	Duration of Activity (under normal conditions)	Person in Charge	Fees	Form
2	Present filled out HW Manifest form and valid Permit to Transport or Export Clearance to EHSD Technical Staff for inspection	Conduct inspection of the HW and verifies compliance with the requirements of RA 6969	30 minutes	EHSD Staff	none	HW Inspection Checklist
3	Acknowledge the findings of the inspection		5 minutes		none	
4	Present to EHSD the HW Manifest Form for final approval	Conduct final evaluation of the documents and other requirements, approves and signs the HW Manifest Form	5 minutes	EHSD Chief	none	
		Retain a copy of the approved HW Manifest Form for records keeping and releases the six (6) copies to the HW Transporter	5 minutes	EHSD Staff	none	none
5	Return a copy of the HW Manifest that has been duly acknowledged by the HW TSD Facility	Receive returned manifest		EHSD Staff	none	
END OF TRANSACTION						

IMPORTANT: Duration of transaction stops whenever deficiency/ies are found in the requirements

PROCESSING OF APPLICATION FOR REGISTRATION AS RESIDUAL WASTE HAULER

ATF	Alternative Technology Facility
CAS	Chemical Abstracts Service
CCO	Chemical Control Order
CNC	Certificate of Non-Coverage
DBB	Dangerous Drugs Board
DDG	Deputy Director General
DENR	Department of Environment and Natural Resources
DOST	Department of Science and Technology
e-IP	Electronic Import Permit
ECC	Environmental Compliance Certificate
EHSD	Environmental Health and Safety Division
EIA	Environmental Impact Assessment
EMB	Environmental Management Bureau
EPRMP	Environmental Performance Report and Management Plan
ESG	Environmental Safety Group
FSIC	Fire Safety Inspection Certificate
HW	Hazardous Waste
IEE	Initial Environmental Examination
ITDI	Industrial Technology Development Institute
LC	Laguna Lake Development Authority Clearance
LE	Laguna Lake Development Authority Clearance Exemption
LLDA	Laguna Lake Development Authority
MC	Memorandum Circular
MHO	Municipal Health Office
MO	Memorandum Order
MOA	Memorandum of Agreement
MRF	Materials Recovery Facility
MSDS	Material Safety Data Sheet
NBCP	National Building Code of the Philippines
PCL	Priority Chemical List
PDEA	Philippine Drug Enforcement Authority
PECS	Precursor and Essential Chemical Substances
PICCS	Philippine Inventory of Chemicals and Chemical Substances
PMPIN	Pre-Manufacture and Pre-Importation Notification
PNP	Philippine National Police
RA	Republic Act
RW	Residual Waste
RWH	Residual Waste Hauler

PROCESSING OF APPLICATION FOR REGISTRATION AS RESIDUAL WASTE HAULER

SQI	Small Quantity Importation
TSD	Treatment, Storage and Disposal

Name : _____
 Office/Agency : _____
 Address : _____

 Contact No. : _____
 Signature/Date: _____

We value your comments. Please affix your signature for comments to be considered. Thank you.

PEZA OFFICE VISITED

- Head Office Department : _____
- Ecozone Location : _____
- PEZA Customs Documentation Unit

1. Purpose of visit

- Application
- Submission of Requirements
- Follow-up
- Inquiry / Consultation
- Payment
- Delivery of supplies / equipment
- Others (please specify) _____

2. Please rate our services

	Very Satisfied	Satisfied	Unsatisfied
a. <i>PEZA Staff who attended to you</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. <i>PEZA action on your purpose of visit</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Superior	Same	Inferior
c. <i>PEZA service compared with other government agencies</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Help us improve our services. Please give details of your experience.

Name : _____
 Office/Agency : _____
 Address : _____

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You may want to send additional comments to:

ISO SECRETARIAT
 Philippine Economic Zone Authority
 Roxas Blvd. cor. San Luis St., Pasay City, M.M.
 Telefax No : 891-6381
 email: iso@peza.gov.ph

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