PHILIPPINE ECONOMIC ZONE AUTHORITY
Enterprise Regulations Department (Enterprise Registration Division)
Tel. No. 551-0451 or 57; Fax No. 551-0450; e-mail Address: erd@peza.gov.ph

REQUIREMENTS FOR TRANSFER OF PEZA OPERATIONS TO ANOTHER ECOZONE

1. Letter request stating reason/s of transfer of operations, proposed location, and effectiveness date of transfer;

2. Total no. of affected workers; (what will happen to the workers/employees?)

3. Certified list of machinery/equipment, raw materials, properties and other inventories to be transferred from current location to new location;

4. Description of building to be disposed (if any), mode of disposition (if applicable). Information on present area and proposed area;

5. Notarized undertaking signed by the highest responsible official stating that:
   (a) all affected workers/employees will be paid all monies due them (note: if all affected workers have been paid all monies due them (note: if all affected workers have been paid all monies due them, submit proof of payment, e.g. quit claims, payroll);
   (b) all creditors (including mortgagees, if any) have been notified for the said transfer of the company’s operations from current location to new location;
   (c) no creditors will be prejudiced as a result of the transfer; and
   (d) PEZA is free from any liabilities claim by third party;

6. Copy of notice to all affected employees/workers before the effectiveness date of transfer

7. Copy of notice to DOLE, NLRC, NCMB, SSS, BIR, Philhealth on transfer of operations, duly received by said offices;

8. Certification from DOLE, NLRC and NCMB stating that the company has no pending labor case(s) filed by its workers (note: if with labor case, provide description and its status);

9. Clearance from SSS stating that the company is up-to-date in remitting premiums of its employees

10. Clearance from the Zone Administrator regarding (a) its PEZA accounts/liabilities; (b) its waste materials/garbage used in company’s operations if these have been properly disposed of from the zone; (c) restoration/repair of any damage in the SFB/lot space (applicable only to locators in regular zone leasing a PEZA SFB/lot)

11. Copy of latest audited financial statements and updated quarterly reports on operations

Note: Upon approval of the Letter of Authority (LOA) for the said purpose, the company will submit the following:
   a) to the PEZA-Office of the Board Secretary - original PEZA Certificate of Registration for amendment of the registered zone location;
   b) to the PEZA-Legal Services Group - copy of the Lease Contract for the new location;
   c) to the PEZA Building Official - application for building permits for the new location;
   d) to the PEZA Zone Administrator/Manager - request for amendment of its zone location registered with the VASP's.