

**CHECKLIST OF REQUIREMENTS FOR ESD CLEARANCE**

Name:
Zone Location/s:
Certificate of Registration No./Date

CHECKLIST OF REQUIREMENTS - (up to date at the time of application)¹	SUBMITTED
1 Audited Financial Statements	
2 Income Tax Returns	
3 Tax Incentives Management and Transparency Act (TIMTA) reports	
4 Ecozone Monthly Performance Report (EZMPR) ²	
5 Payment of certification fee and/or penalty	
6 Authorization, if applicable	

¹ Attached List of Reportorial Requirements² Not applicable for Developers, Utilities, and Facilities Enterprises**PEZA ESD REPORTORIAL REQUIREMENTS**

TYPE OF REPORT	DUE DATE
Economic Zone Monthly Performance Report (EZMPR) (Online submission) *	Every 20 th day of the following month
Annual Income Tax Return (ITR) ** (BIR Form 1702 - EFPS Filing) (Including copy of O.R. of payment of 3% of the 5% GIT to the BIR and the O.R. of payment of 2% of the 5% GIT to the LGU, if applicable)	30 days after filing with BIR <i>Under TIMTA, enterprises registered with PEZA and other Investment Promotion Agencies (IPAs) must file their ITR and pay taxes using the BIR's electronic system for filing and payment of taxes (eFPS)</i>
Audited Financial Statements (AFS) stamped "Received" by BIR**	30 days after filing with BIR
COA Annual Audit Report ^{1/}	After the end of the year with Audit Certificate
Quarterly Income Tax Returns ** (BIR Form 1702Q - EFPS Filing) (Including copy of O.R. of payment of 3% of the 5% GIT to the BIR and the O.R. of payment of 2% of the 5% GIT to the LGU, if applicable)	15 days after filing with BIR <i>Under TIMTA, enterprises registered with PEZA and other Investment Promotion Agencies (IPAs) must file their ITR and pay taxes using the BIR's electronic system for filing and payment of taxes (eFPS)</i>
General Information Sheet (GIS) **	30 days after filing with SEC
Replacement of any Board of Director/s, Member/s or Officer/s **	30 days after the said change
Amendment of the Articles of Incorporation or	30 days after registering with SEC
Change of Corporate Name & Equity Ownership **	30 days after the said change
BIR certificate granting change in accounting period **	30 days after the said change

Penalty provision for non-filing and late submission of reports as per Rule XXV Section 8 of the PEZA Rules and Regulation and other pertinent issuance

Notes:

* For Locator enterprises except Developer/Operator, Facilities and Utilities enterprises

** For Locator and Developer/Operator Enterprises

1/ For Developer/Operator owned by the Government

Deferred under Memorandum Circular No. 2016-014 dated 11 April 2016	
Annual Report	90 days after the end of the accounting period
Breakdown/Schedule of Sales per Activity	Together with Annual ITR and AFS
Breakdown/Schedule of Other Income	
Data on Revenues and Taxes Paid	

REPORTORIAL REQUIREMENTS UNDER TIMTA (Republic Act No. 10708, Tax Incentives Management and Transparency Act)	
TYPE OF REPORT	DUE DATE
Annex A.1 - Annual Tax Incentives Report- Income Based Tax Incentives (based on Accounting Period) <i>(Soft copy in Excel format should be e-mailed to timta@peza.gov.ph; printed copy signed two (2) highest responsible officials of the enterprise should be submitted to PEZA Zone Office)</i>	within 30 days from the statutory deadline for filing of the Final Return for Income Tax
Annex A.2 - Annual Tax Incentives Report- VAT, Excise Tax and Duty-Based Incentives for Calendar Year (regardless of accounting period) <i>(Soft copy in Excel format should be e-mailed to timta@peza.gov.ph; printed copy signed two (2) highest responsible officials of the enterprise should be submitted to PEZA Zone Office)</i>	on or before March 15 of the following year
Other Relevant Data or Information (Benefits) <i>(Soft copy in Excel format together with the scanned copy of the excel worksheet certified by two (2) highest responsible officials of the enterprise shall be e-mailed to timta@peza.gov.ph)</i>	Within 90 days from statutory deadline for filing of the Final Return for Income Tax

PENALTY PROVISION for Non-Submission of TIMTA Reports	
1 st violation	₱100,000.00
2 nd violation	₱500,000.00
3 rd violation	Cancellation of Registration

Reminder:

Please refer to the PEZA website regarding the deadline for submission of PEZA ESD reports, or you may click "ESD Compliance" under the Calendar menu found at the upper portion of the PEZA website".