MEMORANDUM CIRCULAR No. 2015-015

TO : ECOZONE DEVELOPERS/OPERATORS
     PEZA-REGISTERED ENTERPRISES
     APPLICANTS FOR PEZA REGISTRATION
     ALL CONCERNED

FROM : DIRECTOR GENERAL LILIA B. DE LIMA

DATE : 08 May 2015

SUBJECT : Roll-out / Activation of the PEZA Electronic Application
          for Registration System (e-ARS)

In line with our continuing efforts toward enhancing ease of doing business with PEZA,
we are pleased to announce that the PEZA Electronic Application for Registration System
(e-ARS), Phase 1, was activated on 01 May 2015 and can be accessed through the PEZA
website (www.peza.gov.ph), click icon “e-ARS” or the URL ears.peza.gov.ph.

The e-ARS may now be used for the following applications for registration:

- New and Existing Registered Ecozone Developers - for all types of Ecozones,
  including applications of Existing Registered Ecozone Developers for inclusion of
  additional areas to an existing ecozone.

- New and Existing Registered Ecozone Enterprises - for Export; Information
  Technology (IT); Agro-Industrial; Logistics Services; Tourism; and Medical Tourism
  Enterprises, including applications of such existing registered Ecozone Enterprises
  for “New Project,” “Expansion Project,” and “Amendment of Registered Activity.”

Through the e-ARS, the Application Form can be filled up and sent electronically. All
required attachments (including signed documents) can be sent by e-mail to
eddapps@peza.gov.ph for Ecozone Developers, and to erdapps@peza.gov.ph for
Ecozone Enterprises. The Application Fee can be paid in the PEZA Head Office or in the
PEZA office in any PEZA economic zone. The PEZA-issued Official Receipt can be
scanned and sent by e-mail to the aforementioned e-mail addresses.

The Applicant shall subsequently submit to PEZA the hard copy of all scanned documents
sent by e-mail and present the original Official Receipt for the Application Fee, as follows:
For Ecozone Developers, within thirty (30) days from date of approval of the application
by the PEZA Board; For Ecozone Enterprises, prior to signing of the company’s
Registration / Supplemental Agreement with PEZA.

Please see attached Process Flow for the use of PEZA e-ARS Phase 1. For any questions
or comments on the System, please e-mail to eddapps@peza.gov.ph for Ecozone
Developers, and to erdapps@peza.gov.ph for Ecozone Enterprises, or call (02) 551-3451
to 57.
PROCESS FLOW AND GUIDELINES FOR THE USE OF THE PEZA ELECTRONIC APPLICATION FOR REGISTRATION SYSTEM (e-ARS) (Phase 1)

1. Applicant fills up the electronic Application Form (click on the icon “e-ARS” in the PEZA website (www.peza.gov.ph) or type the URL ears.peza.gov.ph. All fields should be filled up.

For Existing / Registered Developers/Operators applying for inclusion of additional areas to an existing ecozone - in the field “Name of Ecozone”, type “inclusion/ expansion”.

2. When the Application Form is filled up, click “Verify & Submit.” The task pane “Edit Form / Submit” will appear. Click “Edit” to change any information already typed-in; otherwise, click “Submit.” The Accomplished Application form is then electronically submitted to PEZA.

3. The Applicant will immediately receive a “Success Notice” indicating that the application has been successfully transmitted to PEZA. To print the “Success Notice”, click “File / Print” using browser.

4. To print the Application Form submitted, click “here” that appears in the “Success Notice”. The filled-up Application Form appears. Click “File/Print” using browser.

5. To save the submitted Application Form, “Bookmark” the page and type your Bookmark title.

6. Applicant sends by e-mail to eddapps@peza.gov.ph for Ecozone Developers, and to erdapps@peza.gov.ph for Ecozone Enterprises all the required attachments for each type of application, including scanned signed documents and such other documents as the Applicant may wish to submit in relation to its Application. In sending the e-mail, the Applicant must:

a. send the e-mail only from the e-mail address indicated in its submitted Application Form;
b. indicate the following as “Subject” of the e-mail, and all subsequent e-mails pertaining to its Application: “NAME OF APPLICANT: APPLICATION FOR (NATURE OF APPLICATION)”;
c. Attach all required documents, the list of which can be found in the PEZA website, as follows:
   (i) For Ecozone Developers, refer to peza.gov.ph/developer;
   (ii) For Ecozone Enterprises, refer to peza.gov.ph/enterprise.

7. Upon receipt of the Application and the corresponding attachments, PEZA – Ecozone Development Department (EDD) / Enterprise Regulations Department (ERD) will do a preliminary screening of the application. The Applicant will be informed by e-mail if certain information in the Application needs to be revised to conform with the required information and / or if the attachments submitted are incomplete.

8. In case certain information in the Application Form needs to be revised, the Applicant shall submit a new Application Form following Step Nos. 1 to 5 above.

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9. The Application is considered filed when it has conformed with requirements after the preliminary screening. All e-mails to Applicants from EDD and ERD pertaining to their Applications shall be sent from eddapps@peza.gov.ph / erdapps@peza.gov.ph, respectively, and shall indicate the following as "Subject": **NAME OF APPLICANT: APPLICATION FOR (NATURE OF APPLICATION).**

10. Upon clearance of the Application after preliminary screening, the status of the Application shall be changed to "For Payment." The PEZA Official Receipt for the payment of the Application Fee shall be scanned and e-mailed by the Applicant to eddapps@peza.gov.ph for Ecozone Developers, and to erdapps@peza.gov.ph for Ecozone Enterprises. For the schedule of PEZA Fees, please refer to www.peza.gov.ph/fees.

11. To view the status of the application, open the Bookmarked page (as "saved" per Step No. 5 above).

- For "Need Update" status, PEZA-Ecozone Development Department / Enterprise Regulations Department shall send a corresponding e-mail to the Applicant on additional information / documents required. The "Need Update" status shall remain until the Applicant has submitted the required documents / information.
- The "In Process" status denotes that the application is under evaluation and the corresponding report on the application for presentation to the PEZA Board is being prepared by PEZA-ERD. While status is "In Process," the status may still be changed to "Need Update" in the course of evaluation of the Application.
- "For Board action" denotes that the PEZA-ERD report on the Application has been submitted to the PEZA Board.

/08 May 2015

[Signature]