



Philippine Economic Zone Authority

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MEMORANDUM ORDER NO. 2007-004 *ep*

TO All PEZA-registered Enterprises
FROM : Director General LILIA B. DE LIMA *Lilia B. De Lima*
DATE 29 June 2007
SUBJECT : Monitoring and Control of PEZA Accountable Forms

In order for PEZA to effectively monitor and establish control on the usage of PEZA accountable forms, specifically:

- PEZA Form 8101 - Import Permit
- PEZA Form 8104 - Export Tally
- PEZA Form 8105 - Receipt of goods from domestic territory
- PEZA Form 8106 - Release of goods to domestic territory
- PEZA Form 8110 - Samples
- PEZA Form 8112 - Intra-zone transfers

all PEZA-registered enterprises are enjoined to submit an inventory of the above-cited PEZA forms in their possession to the PEZA Zone Administrator/Manager/OIC in their respective economic zone, not later than 15 July 2007.

Effective on said date, all requests for issuance of PEZA accountable forms by PEZA-registered enterprises shall be accompanied by a report on utilization of the said forms, which shall be the basis for approval of the ZA/ZM/OIC.

It is reiterated that only company official/employee, duly authorized by PEZA-registered enterprise, and whose specimen signature has been endorsed by the highest ranking responsible official of the company, shall be allowed to purchase and receive PEZA accountable forms.

Transactions using accountable forms shall only be approved by PEZA at the time that shipments are arranged for release/withdrawal from economic zones/ports of entry. Moreover, in no case should accountable forms issued to a specific PEZA-registered enterprise be used on transactions for another PEZA-registered enterprise.

In the event that accountable forms are lost, the PEZA-registered enterprise should immediately notify the ZA/ZM/OIC. Should PEZA-registered enterprise fail to report the lost accountable forms to PEZA, and in case that the lost accountable forms are obtained by others and used for illicit purposes, the PEZA-registered enterprise shall be held liable for the payment of the taxes and duties on any goods obtained using the lost accountable forms, including any other penalties as may be imposed by PEZA.

For strict compliance.