



## **LETTER OF AUTHORITY (LOA) REQUIREMENTS**

### **On Importation of Specialized Construction Materials and/or Equipment**

- \_\_\_\_\_ 1. **LETTER REQUEST** for Importation of Specialized Construction Materials and Equipment:
  - Addressed to the DIRECTOR GENERAL** (for PEZA-registered enterprises located in NCR, Central Luzon and Bicol areas being handled by OBO in Head Office); OR,
  - Addressed to the PEZA ZONE ADMINISTRATOR** (for PEZA-registered enterprises under the jurisdiction of OBOs in CEZ, MEZ, BCEZ, Laguna and Batangas); AND,
  - Attention to: The BUILDING OFFICIAL;**
  - Specify in the letter the items requested, its specific use and location of installation or utilization (specify it in building plans with grid lines).
  
- \_\_\_\_\_ 2. **PEZA-approved LAYOUT PLANS** showing the proposed location of installation/utilization of the items to be imported, signed and sealed by qualified professionals and signed by owner of PEZA-registered enterprise or authorized representative; accompanied by:
  - Copy of approved PEZA PERMITS, Assessment Fees (Statement of Account) and Official Receipt** pertaining to the project wherein the imported items would be utilized
  - Copy of Bill of Materials (BOM or BOQ)** used during the time of building permit or installation permit application, **as needed**.
  
- \_\_\_\_\_ 3. **NOTARIZED AFFIDAVIT**
  - Stating that the items to be imported shall be used exclusively inside the PEZA-registered facility.
  - Justification/explanation on the impact of the imported items to the product's quality or technical and financial viability of the plant's operation.
  - Signed by the owner/applicant or authorized representative (attach an authorization letter if signed by an owner representative).
  
- \_\_\_\_\_ 4. **PROFORMA / COMMERCIAL INVOICE OF INDENT SUPPLIER**
  - Should reflect the Invoice Number, Date, Country or Port of Origin, Currency, Description of Items, Specifications and Quantity.
  - Signed by the SUPPLIER and owner/locator (attach an authorization letter if signed by an owner's representative).
  
- \_\_\_\_\_ 5. **ITEMIZED LIST / PACKING LIST**
  - Should reflect the description of items to be imported such as quantity, dimension, color, specification, model, ETA, etc.
  - Signed by the SUPPLIER and owner/locator (attach an authorization letter if signed by an owner's representative).
  
- \_\_\_\_\_ 6. **SPECIFICATIONS AND BROCHURES OF THE IMPORTED ITEMS**
  - Should be printed in English, with pictures and, **if needed** submit sample items.
  - Supported by a COMPARATIVE ANALYSIS if the items requested have equivalent products that can be sourced locally - signed by owner.
  
- \_\_\_\_\_ 7. **LOA SUMMARY AND BALANCE SHEET of Imported Construction Materials and/or Equipment.**
  - Applicable only** for REPEAT ORDERS or series of batch orders; signed by owner or authorized representative and contractor.
  
- \_\_\_\_\_ 8. **For the Importation of Components, Parts and/or Accessories to be used as REPLACEMENT TO DEFECTIVE ITEMS of the company's EXISTING machines/equipment, submit the following:**
  - Copy of PREVIOUS LOA** issued bearing the description of machine/equipment or parts therein;
  - Copy of maintenance records, reports and latest photos** related to the item/s to be replaced, signed by engineer/s in-charge; specifications of the item/s being imported should match with the reported defective item/s.
  
- \_\_\_\_\_ 9. **For company representatives processing the LOA:**
  - Submit an AUTHORIZATION LETTER issued by the company owner;
  - The letter should reflect the authorized representative's name, address, contact details such as landline/mobile numbers and email address.

#### **IMPORTANT REMINDERS:**

1. **Two (2) sets** of the above-listed requirements should be filed to the Office of the Building Official, properly arranged, numbered and fastened in folders.
2. Incomplete requirements will not be received by this office and would delay the processing of LOA application.

Date of Filing:

Received by:

\_\_\_\_\_

\_\_\_\_\_

Designation: \_\_\_\_\_