

**REQUIREMENTS IN THE PROCESSING OF ENTERPRISE'S REQUEST  
FOR CANCELLATION OF PEZA REGISTRATION, DELISTING OF REGISTERED ACTIVITY,  
FOR TEMPORARY CLOSURE OF OPERATIONS**

	REQUIREMENTS	CANCELLATION OF PEZA REGISTRATION	DELISTING OF REGISTERED ACTIVITY	TEMPORARY CLOSURE
1	Letter request stating reason/s effectivity date	x	x	x (indicate how many months)
2	Total no. of affected workers and status of all product lines indicating the following: - total no. of workers per products line - total no. of administrative personnel - product line affected; what will happen/happened to the workers assigned in this specific product line:	x	x	x
3	Certified list of machinery/equipment, raw materials, properties and other inventory to be disposed of, indicating its total book value	x	x	x
4	Description of building to be disposed (if any), mode of disposition	x	x, if applicable	x, if applicable
5	Notarized undertaking signed by the highest responsible official stating that: - all terminated/affected workers/employees will be paid of 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)	x	x	x
6	Copy of Board Resolution declaring the cancellation of operations and its authorized representative to handle the disposition of all properties	x		
7	Copy of notice to all affected employees/workers before the effectivity date of cancellation/delisting or temporary closure of operations (note: such notice duly received by the workers 30 days before effectivity date)	x	x	x
8	Copy of notice to DOLE on cancellation/closure of operation indicating the date DOLE received such notice	x		x
9	Certification from DOLE, NLRC, 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)	x	x	x
10	Clearance from SSS stating that the company is up-to-date in remitting premiums of its employees	x		x
11	Clearance from the Zone Administrator/Zone Manager 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)	x	x, clearance as to PEZA accounts only	x
12	Clearance from the Special Ecozone Developer (for locators at Special Economic Zone)	x		x
13	Copy of latest audited financial statements and updated quarterly reports on operations	x	x	x
14	BIR tax certification of no tax liabilities	x		

PEZA  
**CONTROLLED  
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