

PHILIPPINE ECONOMIC ZONE AUTHORITY
Enterprise Regulations Department (Enterprise Registration Division)
Tel. No. 551-3451 or 57; Fax No. 551-3456; e-mail Address: erd@peza.gov.ph

REQUIREMENTS FOR TRANSFER OF PEZA OPERATIONS TO ANOTHER ECOZONE

- 1 Letter request stating reason/s of transfer of operations, proposed location, and effectivity date of transfer;
 - 2 Total no. of affected workers; (what will happen to the workers/employees?)
 - 3 Certified list of machinery/equipment, raw materials, properties and other inventories to be transferred from current location to new location;
 - 4 Description of building to be disposed (if any), mode of disposition (if applicable). Information on present area and proposed area;
 - 5 Notarized undertaking signed by the highest responsible official stating that:
 - (a) all affected workers/employees will be paid of all monies due them (note: if all affected workers have been paid 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);
 - (b) all creditor/s (including mortgagees, if any) have been notified for the said transfer of the company's operations from current location to new location;
 - (c) no creditors will be prejudiced as a result of the transfer; and
 - (d) PEZA is free from any liabilities claim by third party;
 - 6 Copy of notice to all affected employees/workers before the effectivity date of transfer
 - 7 Copy of notice to DOLE, NLRC, NCMB, SSS, BIR, Philhealth on transfer of operations, duly received by said offices;
 - 8 Certification from DOLE, NLRC and 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);
 - 9 Clearance from SSS stating that the company is up-to-date in remitting premiums of its employees
 - 10 Clearance from the Zone Administrator 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)
 - 11 Copy of latest audited financial statements and updated quarterly reports on operations
- Note: Upon approval of the Letter of Authority (LOA) for the said purpose, the company will submit the following:
- a) to the PEZA-Office of the Board Secretary - original PEZA Certificate of Registration for amendment of the registered zone location;
 - b) to the PEZA-Legal Services Group - copy of the Lease Contract for the new location;
 - c) to the PEZA Building Official - application for building permits for the new location;
 - d) to the PEZA Zone Administrator/Manager - request for amendment of its zone location registered with the VASP/s.