

Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY
Roxas Boulevard corner San Luis Street
Pasay City

CERTIFICATE OF BOARD RESOLUTION

This is to certify that at the Special Board Meeting of the Philippine Economic Zone Authority (PEZA) held on **21 July 2009**, during which a quorum was present, the following resolution was approved:

RESOLUTION NO. 09-370

RESOLVED, That the PEZA Board hereby **APPROVES** the herein Guidelines for the Issuance of Permit To Locate, as follows:

I. COVERAGE

These Guidelines shall cover PEZA's issuance of a Permit to Locate to all enterprises located or opting to locate inside manufacturing and agro-industrial economic zones, whose activities are not registrable with PEZA.

II. PURPOSE

To monitor the operations/activities of non PEZA-registered enterprises located inside manufacturing and agro-industrial economic zones in order to ensure and maintain security and efficient flow of operations.

III. DEFINITION

Non PEZA-registered enterprise, for the purpose of these guidelines, shall refer to Non-registrable enterprises that complement the operation of the economic zones and PEZA-registered export enterprises (e.g. domestic market enterprises, banking services, canteen concessionaires, consultancy, installation of ATMs, packaging, operation of housing facilities for officials and employees, provision of medical services, business support services, operation of commercial centers, just-in-time delivery services, manpower services, etc.).

IV. POLICY

- a. PEZA shall maintain and/or ensure security at all times, and to enforce law and order within the ecozone territory.
- b. All enterprises (PEZA-registered or non PEZA-registered) that are operating inside the restricted ecozone territory shall secure clearance from PEZA before engaging in any activity.

V. PROCEDURE

a. Submission of Requirements

1. Notarized application and Anti-Graft Certificate and Payment of Application Fee;
2. Business Registration (e.g. SEC Registration, DTI Registration);
3. Endorsement from the Zone Administrator (For Public Economic Zone); and
4. Endorsement from the registered developer/operator (For Private Economic Zone).

b. Specific Terms and Conditions on the Issuance of a Permit to Locate

- Permit to Locate shall not entitle the enterprise to any PEZA incentives;
- Enterprises which were issued Permit to Locate shall secure from the PEZA the necessary building and related permits which cover the operation of any facility, utility, electro-mechanical equipment and other structures within its leased/occupied area. (PEZA Board Resolution No. 08-293 dated 29 May 2008); and
- The entry and exit of goods and people into and from its premises shall be subject to the security procedures being implemented by PEZA.

c. Validity

The Permit to Locate issued by the Authority shall be valid only for one (1) year and renewable every year or until termination of business in the economic zone.

d. Renewal of Permit to Locate

Non-PEZA enterprise with expiring Permit to Locate shall seek renewal thirty (30) days before the date of expiration.

e. Revocation and Suspension of Permit to Locate

The Authority may suspend, withhold, or revoke any Permit to Locate issued to any Enterprise upon determination of the existence of prima facie evidence on the following conditions/circumstances:

1. Failure of the Non-PEZA enterprise to conduct its activity/ies;
2. Engaging in activities other than the permitted activity by the Authority; and
3. Violation of the conditions stated in the Permit to Locate and any other violations of R.A. 7916 and/or its Implementing Rules and Regulations.

f. Schedule of Fees

Non-PEZA enterprise shall pay the following fees to the Authority in connection with its application for Permit to Locate and related applications:

Permit to Locate/Renewal	PhP 2,400.00
Any Amendment to Permit to Locate	1,200.00

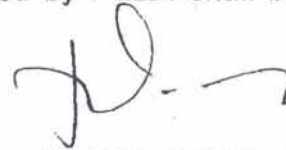
g. Inspection and Monitoring

The Authority may send its authorized PEZA personnel to monitor activities and conduct periodic inspection of the facility for the following purposes:

- To determine whether the nature and extent of operation of the enterprise is in accordance to the permitted activity and with the PEZA Rules and Regulations.
- To ascertain the accuracy and/or validity of complaints or informal petitions/reports filed against the enterprise as regard to its operation.

VI. EFFECTIVITY

These guidelines shall take effect immediately upon approval of the PEZA Board. All Permits to Locate previously issued by PEZA shall be deemed amended to conform to these guidelines.



JENNY JUNE G. ROMERO
Acting Corporate Secretary