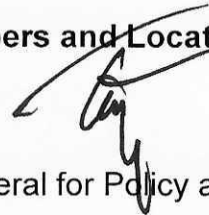





Republic of the Philippines  
**Philippine Economic Zone Authority**

MEMORANDUM CIRCULAR NO. 2022-062

**TO :** Economic Zone Developers and Locator Enterprises

**FROM :** **MR. TERESO O. PANGA**   
PEZA Officer-In-Charge  
and Deputy Director General for Policy and Planning

**SUBJECT :**  **Amendment of Documentary Requirement for the PEZA Visa**

**DATE :** **14 September 2022**

It has come to our attention that some locator-companies have raised concerns in complying with the documentary requirements for securing the PEZA Visa (PV), specifically the company's letter-request, which provides:

"Notarized Company's letter-request addressed to the PEZA Director General signed by its President or Chief Executive Officer. If the company's letter-request is not signed by the President/CEO, attach any of the following: (a) an authorization letter signed by the President/CEO; or (b) Original Corporate Secretary's Certificate; or (c) Certified True Copy of the Corporate Secretary's Certificate (signed by the Corporate Secretary), as proof/attestation to the company's authorized signatory/ies for visa application."

A company registered as Philippine Branch Office of a foreign-based parent company does not have a President, CEO, Board of Directors nor a Corporate Secretary in the country. This peculiar business structure affects the company's compliance as it needs to secure from its officers abroad documents that still need to be apostilled.

In the interest of promoting ease of doing business and provide more options to our companies, especially those with unique organizational structures mentioned, to assist them in complying with the requirements for a PV, the above-mentioned requirement is hereby revised, to read as follows:

"Notarized Company's letter-request addressed to the PEZA Director General signed by its President, Chief Executive Officer (CEO) or any of the company officers indicated in its updated General Information Sheet (GIS). If the signatory is other than the President, CEO or officer indicated in the updated GIS, the company or partnership must submit an original or certified true copy (certified by the issuing party) of the Board Resolution or Secretary's Certificate authorizing such signatory."

This amendment takes effect immediately.

For the information and guidance of all concerned.