




Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

MEMORANDUM ORDER NO. 2024 - 007

TO : ALL PEZA-REGISTERED BUSINESS ENTERPRISES
ALL PEZA ZONE ADMINISTRATORS/ZONE MANAGERS/OICs

FROM : TERESO O. PANGA  Digitally signed by
Director General Pang Tereso Ordas

DATE : 28 November 2024

SUBJECT : GUIDELINES ON THE APPLICATION FOR THE ISSUANCE OF
VAT ZERO-RATING CERTIFICATE

As part of the continuous efforts of PEZA to improve the ease of doing business in the economic zones, please be advised of the simplified procedure/guidelines for the application for the issuance of VAT zero-rating certificates to registered business enterprises (RBEs) **valid for the Calendar Year 2025.**

The clearance from the Enterprise Services Division (ESD) that the RBE is compliant with the submission of its reportorial requirements is no longer required as one of the documentary requirements for the issuance of the VAT zero-rating certificates. The only condition for the release of said certificates is the compliance of the RBEs with the export threshold required under R.A. No. 11534 or the CREATE Act, as amended by R.A. No. 12066 or the CREATE MORE Act.

As provided under Section 295 (D) of the CREATE MORE Act, an RBE that fails to meet the seventy percent (70%) export sales threshold in the immediately preceding year shall be disqualified from availing of duty exemption on importation, VAT exemption on importation and VAT zero-rating on local purchases in the immediately succeeding year.

To facilitate the orderly and timely issuance of the VAT zero-rating certificates, the RBEs are hereby enjoined to comply with the following procedure:

A. Checklist of requirements:

1. Duly accomplished application form (**ANNEX A - ERD.2.F.006**);
2. Copy of Payment Confirmation for the filing fee;
3. Notarized Certification stating that at least 70% of the leasable/saleable area or demand for power/volume for water are dedicated to export enterprises for the following RBEs;
 - i. **Developers/Operators and Ecozone Facilities Enterprises** – that 70% of the leasable/saleable areas for 2024 were dedicated to export enterprises (**ANNEX B - ERD.2.F.009**); and
 - ii. **Ecozone Utilities Enterprises** – that 70% of demand for power or 70% of volume for water for 2024 were supplied to export enterprises; (**ANNEX C - ERD.2.F.011**);

There is no need for **Export Enterprises** *i.e.*, manufacturing and IT enterprises, and **Ecozone Logistics Service Enterprises (ELSEs)** to submit a notarized certification as their export performance can be validated in the Ecozone Monthly Performance Report (EZMPR).

However, **ELSEs** must have **100%** of its revenue derived from transactions with PEZA registered export enterprises, BOI, CDC, SBMA registered export enterprises and, direct export for clients abroad. Under PEZA Board Resolution No. 97-366 "*Guidelines for Registration and Operations of Ecozone Facilities Enterprises Engaging in Warehouse Operations*", ELSEs are prohibited from engaging in local sales.

B. Procedure:

1. The RBE shall send through e-mail the duly accomplished application form to the Incentives Management Division (IMD) at imdapps@peza.gov.ph, and the Office of the Director General at odg@peza.gov.ph, together with the documentary requirements for pre-screening.
2. The IMD shall issue the Order of Payment through the PEZA Electronic Payment and Collection System (EPCS) (<http://epay.peza.gov.ph/PEZA/>).
3. The RBE shall pay the filing fee through the PEZA EPCS using the Online Order of Payment Number issued through the EPCS system. A Payment Confirmation will be sent to the RBE for successful payment transaction.
4. The IMD shall evaluate the application for Certificate of VAT Zero-Rating and check for the following:
 - i. Export Performance Ratio for the preceding calendar year based on the submission of the RBEs in the EZMPR or notarized certification; and
 - ii. Outstanding penalties and other financial obligations with other PEZA units, *e.g.*, Support Services Department (SuSD) and Office of the Building Officials (OBO);
5. For compliant RBEs, the IMD shall send through email the system generated and electronically/digitally signed Certificate of VAT zero-rating (PDF copy) to the email address of the RBEs' responsible officer and copy furnished the Zone Administrator/Manager/OIC. The VAT zero-rating certificate issued by PEZA bears a Quick Response Code (QRC) which upon scanning will be directed to the PEZA VAT certificate verification portal where the issued VAT zero-rating certification will be displayed. Accordingly, PEZA does not issue certified true copies of the VAT zero-rating certificates as their authenticity can be verified by scanning the QRC.

While PEZA simplified the procedure by removing the ESD clearance, we urge all RBEs to regularly submit their reportorial requirements as this is part of the terms and conditions of registration with PEZA.

This order amends PEZA Memorandum Order No. 2023-014 on the Guidelines and Procedures on the Issuance of Certificate of VAT Zero-Rating insofar as the procedure for the issuance of the certificate of VAT zero-rating is concerned.

For your information and guidance.


VSS:RVSS/jbe/gdt/rtp
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APPLICATION FOR VAT ZERO RATING CERTIFICATION

**THE DIRECTOR GENERAL
PEZA**

On behalf of _____, located at
the _____ [Name of Registered Export Enterprise (REE)]
with PEZA Certificate
(Ecozone/ITPark/Building including city or municipality¹)
of Registration No. _____ dated _____ as
amended on _____, may I respectfully request for the issuance of a VAT Zero Rating
certification for the year/s _____.

Please check (√) type of certification requested	Particulars
	New (if-newly registered or never requested/been issued a certification)
	Renewal (with Certification issued for previous year/s)
	Updated (amendment of previously issued certification to reflect changes in the Certificate of Registration, e.g., name, location, and to include new/additional activity/project, location)

I understand that the requested certification will be issued only if REE: (1) is compliant with the standard reportorial requirements, including TIMTA Reports, approved start of commercial operations, validation/confirmation of entitlement to Income Tax Holiday (ITH) and other conditions stipulated in the Registration and/or Supplemental Agreements which are due at the time of filing of this request; and, (2) has no outstanding penalties and other financial obligations with PEZA

Thank you.

Very truly yours,

Signature of **Responsible Official*** over Printed Name Position/Designation Date

Tel. No./s: _____ E-mail address _____

Reminders:

1. Please completely fill out the form. Please indicate all PEZA-registered locations (please use extra sheet if necessary)
2. ***Request should be signed by responsible official of the enterprise** (CEO, President, Vice President or General Manager or equivalent, as appearing in the Ecozone Monthly Performance Report).
3. Request should be e-mailed to Incentives Management Division at imdapps@peza.gov.ph, copy furnish the Office of the Director General at odg@peza.gov.ph, together with the required documentary requirements mentioned in PEZA MO No. 2023-014 dated 03 November 2023 for the revised guidelines/procedures for the issuance of Certificate of VAT zero-rating.
4. **Certification/s shall be e-mailed to the responsible official of the enterprise by the Zone Administrator/Zone Manager/Officer-in-Charge of the ecozone location of the enterprise.**

Please see PEZA Memorandum Order No. 2023-014 dated 03 November 2023 for the revised guidelines/procedures on the issuance of VAT zero-rating Certification

REPUBLIC OF THE PHILIPPINES
(_____) ss.

CERTIFICATION
(Developer / Operator / Facilities Enterprise)

I, _____, of legal age, with address at _____ after having been sworn to in accordance with law, depose and state that:

1. I am the **(state the position)** of **(state the name of the company)** located at **(state registered address)**.
2. **(state the name of company)** is a PEZA-Registered Business Enterprise (RBE) as an **(Ecozone Developer/Operator / Ecozone Facilities Enterprise)**;
3. Under PEZA MC No. 2023-033 dated 12 May 2023, the "*Development and Operation of Economic Zones; and Industrial Parks and Buildings for Exporters*" are recognized as one of the "*Activities in Support of Exporters*", pursuant to BOI MC 2022-003 dated 01 June 2022, amending the Specific Guidelines of Activities in Support of Exports under the 2020 Investment Priorities Plan;
4. The said BOI MC affirms the entitlement of qualified developers/operators of industrial parks and buildings, facilities and utilities enterprises to VAT zero-rating incentives on their local purchases which are directly attributable to the registered project/activity;
5. Our company has a total leasable/saleable area of _____ sq. m., where _____ sq. m. is occupied by PEZA-registered enterprises, and _____ sq. m. is occupied by non-PEZA enterprises. The total available area for lease/sale is _____ sq.m;
6. I hereby certify that _____% of the company's total leasable/saleable area for 2024 are dedicated to PEZA-registered enterprises;
7. This certification is executed to attest to the truth of the foregoing and in support of the application for the issuance of the VAT zero-rating certificate.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ at _____.

Affiant

SUBSCRIBED AND SWORN TO before me this _____
at _____, affiant exhibiting to me his Identification Card No. issued in _____ and valid until _____.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 202____.

REPUBLIC OF THE PHILIPPINES
(_____) ss.

**CERTIFICATION
(Utilities Enterprise)**

I, _____, of legal age, with address at _____ after having been sworn to in accordance with law, depose and state that:

1. I am the **(state the position)** of **(state the name of the company)** located at **(state registered address)**.
2. **(state the name of company)** is a PEZA-Registered Business Enterprise (RBE) as an Ecozone Utilities Enterprise;
3. Under PEZA MC No. 2023-033 dated 12 May 2023, the "*Development and Operation of Economic Zones; and Industrial Parks and Buildings for Exporters*" are recognized as one of the "*Activities in Support of Exporters*" which covers enterprises that provide infrastructure to the economic zones such as paved roads, power system, water supply, drainage system, sewerage treatment facilities, pollution control systems, communication facilities, and other infrastructure/facilities needed for the operations of exporters located therein, pursuant to BOI MC 2022-003 dated 01 June 2022, amending the Specific Guidelines of Activities in Support of Exports under the 2020 Investment Priorities Plan;
4. The said MC affirms the entitlement of qualified developers/operators of industrial parks and buildings, facilities and utilities enterprises to VAT zero-rating incentives on their local purchases which are directly and exclusively used for the registered project;
5. Our company's total demand for power/volume for water is distributed as follows: _____ kWh/m³ is supplied to PEZA-registered enterprises, and _____ kWh/m³ is supplied to non-PEZA enterprises;
6. I hereby certify that _____% of the company's total demand for power/volume for water for 2024 are dedicated to PEZA-registered enterprises;
6. This certification is executed to attest to the truth of the foregoing and in support of the application for the issuance of the VAT zero-rating certificate.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____
at _____.

Affiant

SUBSCRIBED AND SWORN TO before me this _____
at _____, affiant exhibiting to me his Identification Card No. _____ issued
in _____ on _____.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20_____.