Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

MEMORANDUM ORDER NO. 2026-003

TO : **ALL PEZA REGISTERED BUSINESS ENTERPRISES (RBEs)**
ALL ZONE ADMINISTRATORS / ZONE MANAGERS
ALL PEZA VALUE ADDED SERVICE PROVIDERS (VASPs)
ALL PEZA ACCREDITED CUSTOMS BROKERS / FREIGHT FORWARDERS
ALL BOC – EXPORT DIVISION

FROM : **TERESO O. PANGA**
Director General

DATE : **09 February 2026**

SUBJECT : **GUIDELINES FOR THE IMPLEMENTATION OF THE PEZA THE ONE PORTAL SYSTEM (PTOPS) PHASE 2 – PERMIT MANAGEMENT SYSTEM [I-AEDS – INTEGRATED AUTOMATED EXPORT DOCUMENTATION SYSTEM]**

Introduction and Overview

The implementation of the Export Documentation (ED) module under PTOPS is anchored on the mandate of PEZA to simplify and re-engineer processes to improve the ease of doing business.[1] This module integrates the Matrix of Exportables (MOE) and the Export Declaration (ED) process into a centralized database, ensuring that only goods and services resulting from an RBE's registered activities are granted the appropriate export clearances and tax incentives.[2] The system aims to provide a seamless interface with the Bureau of Customs (BOC) e2m system, reducing processing times and eliminating manual document handling at the zone gates.

All three (3) VASPs, Cargo Data Exchange Center Inc. (CDEC), InterCommerce Network Services (INS) and E-Konek Pilipinas, Inc. (E-Konek) have successfully integrated with PTOPS for the lodgment of Export Documentation (ED) as of 21 January 2026.

In view of this ED integration, PMS (ED module) is now operational and is ready for rollout to PEZA – RBEs with the following guidelines:

Matrix of Exportables (MOE)

The MOE is the fundamental digital registry that defines the scope of an RBE's authorized outbound shipments. Its role in the PTOPS framework is analogous to the e-CAI for imports; it serves as a pre-validated database that ensures all exported items are consistent with the RBE's registered activities.

Evolution of the MOE and List of Exportables

Historically, the list of exportable products was managed through semi-manual *"Lists of Exportables"* that were often attached to the Registration/Supplemental Agreements between PEZA and the RBE. As automation progressed, the need for a more structured digital database became apparent to prevent the unauthorized exportation of non-incentivized goods.

Memorandum Circular (MC) No. 2018-005 and the subsequent MC 2021-042 formalized the transition to an electronic MOE. These issuances required RBEs to provide detailed product descriptions and 11-digit HS Codes based on the ASEAN Harmonized Tariff Nomenclature (AHTN). The validation of these items against the RBE's agreements with PEZA ensured that the tax and duty exemptions granted to the enterprise were applied only to products directly resulting from their primary manufacturing or service activities.

Integration within PTOPS

This integration resolves the historical problem of RBEs having to submit separate lists to different VASPs. With the MOE centralized in PTOPS, all nominated VASPs draw from the same authoritative data source, ensuring consistency and reducing the risk of administrative errors during the lodgment process.

SECTION 1. SCOPE, COVERAGE AND DEFINITION OF TERMS.

A. Scope and Coverage. This guideline and procedure shall apply to all existing and newly registered projects or activities with PEZA.

B. Definition of Terms

I. **I-AEDS:** Refer to the PTOPS Integrated Automated Export Documentation System which shall supplant / take the place of the E-AEDS.

II. **Exportables:** Refer to goods, merchandise, or services directly resulting from a PEZA RBE's registered activity which are authorized for shipment to foreign markets.

III. **Matrix of Exportables (MOE):** The official digital record issued by PEZA that contains the list of all finished products, sub-assemblies, and services an RBE is authorized to export. It replaces all previous manual *"Lists of Exportables"* and is the mandatory prerequisite for all ED applications.

IV. **Export Declaration (ED):** The electronic document filed by the RBE or its authorized broker to secure clearance for the outbound shipment of exportables.

V. **Unregulated Exportables:** Items that do not require separate clearances or licenses from other regulatory agencies prior to export.

VI. **Regulated Exportables:** Items that require prior authorization or permits from agencies such as the Strategic Trade Management Office (STMO) for strategic goods, or the DENR for specific environmental materials.

VII. **Authority to Load (ATL):** The system-generated approval, represented by a unique barcode on the printed ED, which authorizes the carrier to load the cargo.

SECTION 2. PROCEDURES FOR ED APPLICATIONS

2.1 **Account Setup and Prerequisites:** Prior to filing any ED, the RBE must ensure that its account in PTOPS is activated and that its MOE has been uploaded, validated, and approved within the PTOPS module. Only items contained in the approved MOE shall be available for selection during the ED application process.

Starting 09 February 2026, all RBEs may now lodge their MOEs in their respective PTOPS dashboard. To ensure smooth transition, all MOEs shall be lodged in the PTOPS on or before 16 March 2026.

2.2 **Nomination of Stakeholders:** The RBE shall log in to its PTOPS account to nominate its preferred primary and back-up VASPs (CDEC, INS, or E-Konek). Furthermore, the RBE must nominate its accredited Customs Brokers / Freight Forwarders through the portal to allow them to lodge EDs on the enterprise's behalf.

2.3 **Lodgment and Validation:** ED applications shall be lodged through the nominated VASP platform. The system will automatically validate the descriptions and HS Codes of the items against the approved MOE.

- **Automatic Approval:** EDs consisting solely of unregulated exportables shall be automatically approved by the system upon successful validation and payment of the required IT fee.

- **Manual Approval:** EDs containing regulated exportables shall be routed to the respective Zone Manager or concerned specialized department for review and manual approval.

2.4 **Payment of Fees:** The existing schedule of PEZA processing fees and VASP service fees remains in effect. However, a PTOPS IT Fee of ₱50.00 shall be charged for every ED lodgment, payable through the RBE's PTOPS Prepaid Wallet.

SECTION 3. RESPONSIBILITY OF THE RBE, PEZA ZONE MANAGERS AND VASPs

3.1 It shall be the **responsibility of the RBE** to:

3.1.1 Ensure that the goods for exportation are covered/included in the RBE's approved MOE prior to the application of an ED. Only exportable items contained in the approved MOE shall be available for selection in the ED application.

3.1.2 Nominate their authorized Customs Brokers and preferred VASPs through their PTOPS account. Only nominated brokers shall be permitted to lodge EDs on behalf of the RBE.

3.1.3 Guarantee the accuracy of HS Codes, product descriptions, and declared values when lodging the ED. The RBE must also ensure the availability of permits or licenses for regulated exportables prior to submission.

3.1.4 Coordinate with their Zone Office and VASP in addressing any issues in the ED processing and tagging process.

3.1.5 Present the approved ED document at the zone gate and comply with PEZA gate procedures, including barcode scanning and tagging of status as *"RELEASED"* in PTOPS.

3.2 It shall be the **responsibility of the PEZA Zone Administrator / Zone Manager** to:

3.2.1 Review and approve ED applications containing regulated exportables, ensuring all necessary external permits or documentation are submitted.

3.2.2 Monitor the timely submission of EDs for all export shipments and ensure that export operations comply with the approved Matrix of Exportables.

3.2.3 Supervise gate procedures, including the verification of ATL barcodes, tagging of shipments as *"RELEASED,"* and the enforcement of the 30-minute inspection window for ED-approved shipments.

3.2.4 Provide support and guidance to RBEs regarding ED application issues and coordinate with PTOPS support as needed.

3.3. It shall be the responsibility of the PEZA Accredited VASP for PEZA e-Systems to ensure that the old manual "List of Exportables" shall not be utilized anymore for the application of EDs. Only exportable items duly approved by PEZA through the MOE shall be the only basis of items on the RBE's ED application.

3.3.1 Maintain full integration with PTOPS and ensure continuous system availability for ED lodgment.

3.3.2 Provide technical support and user training for RBEs and Customs Brokers / Freight Forwarders on ED submission procedures through their respective platforms.

3.3.3 Ensure that only items from the approved MOE are selectable for ED applications and prevent the use of outdated or legacy lists of exportables.

3.3.4 Disseminate up-to-date manuals, templates, and system advisories to their users to ensure compliance and minimize lodgment errors.

3.4. It shall be the responsibility of the PEZA - PTOPS Service Provider to ensure a smooth transition by providing trainings, seminars and/or orientations on how RBEs and Customs Brokers can properly request, maintain and manage their own PTOPS Prepaid Wallet.

3.4.1 Maintain full integration with VASPS and ensure continuous system availability for ED lodgment.

3.4.2 Provide technical support and user training for RBEs and Customs Brokers / Freight Forwarders on ED validations and tagging processes.

3.4.3 Ensure that only items from the approved MOE are transmitted by VASPs on their applications and prevent the use of outdated or legacy lists of exportables.

3.4.4 Disseminate up-to-date manuals, templates, and system advisories to their users to ensure compliance and minimize possible issues.

SECTION 4. OPERATIONAL PROVISIONS

a. **Validity of Approved ED:** An approved ED/ATL shall be valid for a period of twenty-four (24) hours from the time of system approval for the exit of the shipment from the economic zone gate.

b. **The 30-Minute Inspection Window:** Pursuant to existing agreements with the Bureau of Customs, no export shipment may be cleared for release from the zone within 30 minutes of the ED approval to allow PEZA/BOC officers to exercise the option for selective inspection based on risk parameters.

c. **Zone Exit and Digital Tagging:** Upon arrival at the zone gate, the PEZA Guard shall scan the barcode on the ATL. The guard shall verify that the shipment is not under a "Hold" order and tag the status as *"RELEASED"* in PTOPS.

d. Arrival at Port of Loading: Upon arrival at the port of loading, the Bureau of Customs – Export Division shall scan and verify the generated barcode in the printed ED/ATL and tag the shipment as "TRANSFERRED" to complete the digital chain of custody.

SECTION 5. IMPLEMENTATION OF PMS I-AEDS

5.1 Pilot Implementation. To ensure a smooth transition, a pilot implementation phase shall be conducted with selected RBEs and all accredited VASPs. Following the pilot period, the mandatory use of the PTOPS ED module shall be enforced, after which legacy VASP databases will be decommissioned for exportation purposes.

The Pilot Implementation of PMS (ED) shall commence on **16 February 2026**. This will be made available to RBEs which are willing to participate in the Pilot Implementation through close coordination with their VASPs. The PTOPS IT fee is **free of charge** until 15 March 2026.

5.2 Parallel Run (Stress Test Phase). From 16 March 2026 to 31 March 2026, the PTOPS IEADS shall be made available to **all PEZA RBEs**. During this period:

- RBEs **may choose** to lodge their Export Declarations (EDs) **either through the legacy eAEDS platform or the new PTOPS-integrated system**;
- This phase aims to **stress test the new system** and ensure user readiness prior to full enforcement;
- The PTOPS service shall remain **free of charge** during the entire parallel run;
- RBEs are **encouraged** to begin using the integrated ED module to build familiarity and facilitate smoother transition to mandatory implementation.

5.3 Full Implementation and Mandatory Use. Effective **01 April 2026**, all RBEs shall be required to **exclusively lodge Export Declarations through the PTOPS-integrated ED module**. The use of the legacy VASP export platforms for ED filing shall be **disallowed**, except in the event of officially declared fallback conditions.

Fallback Provision and Transition Support

To ensure uninterrupted export operations during system stabilization, PEZA authorizes the temporary fallback use of the legacy eAEDS platform in the following scenarios:

- **Fallback Period:** The legacy eAEDS system may remain available as a **contingency option for up to one (1) month after April 1**, subject to review by the PTOPS Committee based on system performance. PTOPS Committee will issue an advisory confirming the deactivation timeline of the legacy ED facility.

- **Fallback During System Downtime:** In the event of PTOPS unavailability for at least two (2) hours, RBEs may temporarily lodge EDs via the legacy eAEDS platform to avoid export delays and maintain business continuity.

Recognition of Documents: Both PTOPS- and legacy-generated EDs shall be honored by PEZA and the Bureau of Customs during the parallel run and any authorized fallback period.

System Restrictions: During fallback use, ED applications must use the pre-cutoff "List of Exportables" only. Mixing legacy and PTOPS MOE entries is prohibited within a single transaction.

Transition Rule: Once an RBE successfully files an ED through PTOPS, all subsequent ED transactions must be lodged using PTOPS only.

5.4 Assistance. The RBE may contact their PEZA Zone Manager / nominated VASPs on any concern pertaining to IP applications and the following PEZA Head Office personnel and PTOPS Customer Support:

Name	Email Address / Contact Information
Atty. Joan Michelle B. Mapanao	joan.mapanao@peza.gov.ph / (02) 8551-3451 local 414
Mr. Mark Kevin L. Samson	kevin.samson@peza.gov.ph / (02) 8551-3451 local 414
Ms. Loomer Mykah J. Fernandez	loomer.fernandez@peza.gov.ph / 0920-660-9601
PTOPS Customer Support Team	support@tradex.com.ph / (02) 893-78677 0919-079-3049 / 0919-093-7602 / 0919-085-4365 / 0998-560-3196

For implementation and guidance.

RVSS/ljf