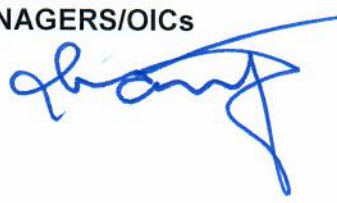




# PHILIPPINE ECONOMIC ZONE AUTHORITY

MEMORANDUM CIRCULAR NO. 2021- 013

FOR : ECONOMIC ZONE DEVELOPERS/ENTERPRISES  
ECONOMIC ZONE ADMINISTRATORS/MANAGERS/OICs

FROM : BGEN CHARITO B. PLAZA MNSA, PhD  
DIRECTOR GENERAL 

DATE : 18 February 2021

SUBJECT : ADVISORY ON ISSUANCE OF PEZA TRAVEL PASS FOR  
DEPARTING 47(a)(2) VISA HOLDERS EFFECTIVE 01 MARCH 2021

Per IATF Resolution No. 99-A dated 11 February 2021, all departing foreign nationals, who are issued visas pursuant to the Philippine Immigration Act of 1940, as amended, and other special laws governing the visa-issuing agencies, **including the DOJ-issued 47(a)(2) visa for the foreign nationals of PEZA-registered enterprises**, are required to present a Travel Pass to the immigration counters as part of the documentary requirements upon their departure, **effective 01 March 2021**.

Following the same, PEZA will process and issue a PEZA Travel Pass for our PEZA-registered enterprises' foreign nationals-47(a)(2) visa holders who are about to leave the Philippines, subject to the following guidelines:

A. **Documentary Requirements:**

1. Company's letter-request, duly signed by its highest responsible official, stating completely the following details:
  - a. Name, Nationality and Position to the company of the foreign national;
  - b. Name and Nationality of the dependents, if applicable;
  - c. Visa validity period;
  - d. Departure date and time;
  - e. Reason for departure;
  - f. Contact details and valid email address of the foreign national and/or the company's authorized representative; and
  - g. Statement of commitment that in case of return to the Philippines, the foreign national/s and/or the PEZA-registered enterprise will notify PEZA about the arrival of their foreign national/s, and their respective dependent/s if any, within three (3) days from arrival/entry to the Philippines.

Said letter-request must be addressed to:

**BGEN. CHARITO B. PLAZA MNSA, PhD**  
DIRECTOR GENERAL  
**PHILIPPINE ECONOMIC ZONE AUTHORITY**  
10<sup>th</sup> floor, DoubleDragon Center West Building  
DD Meridian Park, Macapagal Avenue, Pasay City

2. Attachments:
  - a. clear copy of the Passport's biopage and page reflecting the valid/existing 47a2 visa; and
  - b. clear copy of travel/ticket itinerary, highlighting the departure date and time.

**B. Steps:**

1. The letter-request with the abovementioned attachments must be emailed to [odgcbp@peza.gov.ph](mailto:odgcbp@peza.gov.ph), with indication in the email subject panel: "**Request for PEZA TRAVEL PASS / (Company Name) / (Departure Date)**".
2. All requests for PEZA Travel Pass must be emailed/submitted to PEZA **at least seven (7) working days before the intended departure date** of the foreign national/s. PEZA, through the PEZA-FNU, will only evaluate and process those requests with complete information/requirements and submitted to the abovementioned email address.
3. A duly signed and issued PEZA Travel Pass shall be **for single use and valid only for thirty (30) days from date of its issuance**. The PEZA Travel Pass must be presented to the immigration counters upon departure.

In case of any complaint/grievance of a foreign national who is not allowed to depart from the Philippines due to lack of a duly issued Travel Pass may coordinate their concerns to PEZA through the PEZA-FNU at email address [fnu@peza.gov.ph](mailto:fnu@peza.gov.ph) or at contact details 8551-34-51 locals 111/112 or 8551-34-27.

4. The PEZA Travel Pass is only one of the requirements for departure. The Bureau of Immigration will still subject the foreign nationals to further immigration procedures and protocols.

Upon return to the Philippines, if any, we enjoin PEZA-registered companies to inform PEZA about the arrival of their foreign national/s, and their respective dependent/s if any, within three (3) days from entry to the Philippines, by sending electronic copies of the foreign national's passport biopage, visa sticker and latest Philippine Immigration arrival stamp to the Foreign Nationals Unit (PEZA-FNU) email address at [fnu@peza.gov.ph](mailto:fnu@peza.gov.ph), for monitoring purposes. Failure to report shall affect future processing of similar requests.

This Memorandum takes effect immediately.

For the information and guidance of all concerned.

PEZA - DTS



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