




Republic of the Philippines
Philippine Economic Zone Authority

MEMORANDUM CIRCULAR NO. 2022-070

TO : **ALL REGISTERED BUSINESS ENTERPRISES (RBEs) IN THE IT-BPM SECTOR, ZONE ADMINISTRATORS/ZONE MANAGERS/OFFICERS-IN-CHARGE**

FROM :  Digitally signed by
Pangsa Tereso Ordas
TERESO O. PANGSA
Officer-in-Charge of the Authority and
Deputy Director General for Policy and Planning

DATE : **24 October 2022**

SUBJECT : **SUPPLEMENTAL GUIDELINES ON THE REGISTRATION WITH THE BOI OF EXISTING RBEs IN THE IT-BPM SECTOR UNDER DTI MC NO. 22-19**

The PEZA hereby issues the following supplemental guidelines for the efficient processing of registration with BOI:

1. Kindly use the revised Annex A – Request to Register with BOI Form which can be downloaded from the PEZA website under **Resources - Downloads - Request to Register with BOI Form**. The highest ranking official of the RBE shall sign the certification of Annex A and the same need not be notarized.
2. The link also contains the instructions on how to accomplish the application form and the 2019 Philippine Standard Industry Classification Code (PSIC) that are applicable to the RBEs in the IT-BPM industry. You may select from among the PSIC the one applicable to the registered project/activity.

Should you need further assistance, kindly call our Enterprise Registration Division (ERD) at 8551-3451 Local 412, 413, 417, 418 and 419. Our Enterprise Service Officers (ESOs) will answer any questions in relation to the application process.

3. While the RBEs have until 31 December 2022 within which to transfer their registration to BOI, the deadline of submitting the application forms to PEZA is on or before **16 December 2022**. To qualify for registration, PEZA must be able to endorse all applications for registration to BOI on or before 31 December 2022.

The earlier deadline is to ensure that PEZA will have sufficient time to review the applications before we endorse it to BOI. **We encourage all RBEs to submit as early as possible their application forms to PEZA.**

4. All application forms (Annex A) including the attachments identified under PEZA MC No. 2022-067 shall be submitted through email at itbpm.transfer@peza.gov.ph. In addition to the PDF copy of Annex A, kindly include also the soft copy of Annex A in your submissions.

Please indicate the following in the subject:

SUBJECT: (Name of the RBE) – Request to Register with BOI

We wish to reiterate the need for complete submission of scanned Registration and Supplemental Agreements because BOI will issue its Certificate of Registration (COR) on a per project/activity basis, not per enterprise.

The email address itbpm.transfer@peza.gov.ph will no longer be accessible after 16 December 2022.

5. For those who already submitted their applications to the ODG, kindly re-submit the applications in compliance with procedure no. 4. We will not accept hard copies of the applications and attachments.
6. PEZA shall furnish the RBEs with its endorsement to BOI through email. Once the RBEs receive the email from PEZA, the RBEs may now pay the applicable fee to BOI. **The date indicated in the Official Receipt (OR) shall be the date of the effectivity of registration with BOI.**
7. Upon the issuance of BOI COR, kindly furnish PEZA a copy of the same for annotation also in the PEZA COR. Kindly send a copy of the BOI COR to our Office of the Board Secretary at obs@peza.gov.ph.
8. Within thirty (30) days from the issuance of the BOI COR, covered RBEs shall submit to PEZA the following:
 - a. List of **all** equipment and/or other assets containing the following information: i) those brought out of the IT Centers/Park and those that remain in the registered facility of the RBE; ii) quantity; iii) year of acquisition, iv) acquisition costs; and, v) book value. Please use the attached template/format.
 - b. Total number of employees and number of employees under the WFH Arrangement.
9. For monitoring purposes, RBEs which register with BOI are still required to submit their monthly reports to PEZA in the Information Technology Sector – Report Compliance System (ITS-RCS).

For your information and guidance.


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