



Republic of the Philippines
Philippine Economic Zone Authority

MEMORANDUM CIRCULAR NO. 2023-038

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

FROM : TERESO O. PANGA
Director General

DATE : 24 July 2023

SUBJECT : PAYMENT OF APPLICABLE FEES AS A PRE-REQUISITE FOR
ANY APPLICATION FILED WITH PEZA

Pursuant to the Implementing Rules and Regulations of R.A. No. 11032 or The Ease of Doing Business and Efficient Government Service Delivery wherein access to government services are subject to payment of transaction costs/fees, the payment of fees shall now be required as part of the application process in PEZA.

Effective **01 August 2023**, the Official Receipt (O.R.) or Acknowledgement Receipt (AR) confirming the payment of applicable fees under PEZA MC No. 2000-01 dated 14 November 2000, entitled "*Newly Approved Rates and Administrative Fees and Charges*" shall be included as a **mandatory documentary requirement** in the filing of applications/requests for all services of PEZA, **EXCEPT** for the permits under the National Building Code of the Philippines (NBCP) issued by the Office of the Building Official (OBOs) in the Head Office and economic zones. For these permits, there is a need for prior inspection by the OBOs before an assessment can be issued to the registered business enterprises. **Without the O.R. or AR, the application shall be considered incomplete and PEZA cannot give due course to such applications.**

All are also reminded of the memorandum dated 20 June 2023 on the mandatory implementation of the Electronic Payment and Collection System (EPCS) in the PEZA Head Office, Special Economic Zones, Cavite Economic Zone, Mactan Economic Zone (MEZ) and Baguio City Economic Zone (BCEZ), also on **01 August 2023**. The mandatory implementation of the EPCS is pursuant to the directive of the President for digitalization of all government processes which include payments, company and business registrations, issuance of permits and licenses, loan applications, and revenue collection.

For your information and guidance.

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