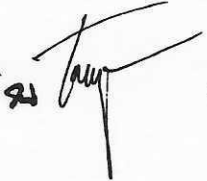




Republic of the Philippines  
**PHILIPPINE ECONOMIC ZONE AUTHORITY**

MEMORANDUM CIRCULAR NO. 2025-021

**TO** : ALL NEW ECOZONE ENTERPRISE APPLICANTS  
ALL PEZA-REGISTERED BUSINESS ENTERPRISE (RBEs)  
ALL PEZA ZONE ADMINISTRATORS / ZONE MANAGERS

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

**DATE** : 08 April 2025

**SUBJECT** : LAUNCH OF THE BUSINESS ENTERPRISE MANAGEMENT SYSTEM  
(BERMS) - PHASE 1 MODULE UNDER PEZA - THE ONE PORTAL  
SYSTEM (PTOPS)

### I. Introduction and Overview

In line with the continuing efforts of PEZA to simplify and re-engineer its processes, improve the ease of doing business, and ensure compliance and awareness of new and existing requirements and compliance under R.A. 7916, as amended (The PEZA Law), R.A. No. 11534 or the CREATE Act, as amended by R.A. No. 12066 or the CREATE MORE Act, the Authority introduces the **PEZA – The One Portal System (PTOPS)**, the central database platform of PEZA.

The PTOPS has three (3) modules: **(1) Business Enterprise Registration Management System (BERMS)**; **(2) Permits Management System (PMS)**; and **(3) Logistics Management System (LMS)**. The PTOPS aims to improve user experience and efficient data collection by developing a centralized database platform for PEZA that will automate, digitize, and streamline all PEZA operations from enterprise registration, renewal, issuance of electronic Letters of Authority, a centralized permits management system, and a logistics management system. The PTOPS is a user-friendly system with a common, yet interactive layout. The application showcases an easy-to-navigate interface design and an Information Hover feature that displays brief descriptions of specific labels or data fields to help guide its user.

PEZA hereby launches the BERMS, the first phase of the PTOPS to improve the registration application of ecozone enterprises. Currently, the PEZA is utilizing in-house systems, namely, the Electronic Application and Registration System (eARS) which handles the online registration of Ecozone Developers and ecozone enterprises; and the Company Profile Information System (CPIS) which is responsible for the recording and storage of information of all Registered Business Enterprises (RBEs).

**BERMS** is a web-based application and is the new online platform for Ecozone Enterprises, Ecozone Developers and, Service Enterprises to register with PEZA. The new system facilitates the issuance of electronic certificates and processes online payments. For PEZA, the system will enable its users to perform reviews, approvals, and disapprovals with remarks as to the reason for any action made by the PEZA officer/s respective of their user roles and functions. Similarly, the system dashboard allows users to track transaction milestones, monitor all approved requests and pending submissions, query information, and generate reports online while upholding the highest standards of data security.

## II. Scope of the BERMS

### Business Enterprise Applicants:

The project shall cover applications from the following Business Enterprises:

ECOZONE ENTERPRISES	ECOZONE DEVELOPERS	SERVICE ENTERPRISES
Export Logistics Service Facilities Information Technology (IT) Utilities Domestic Market Tourism Agro-Industrial Medical Tourism	Manufacturing Economic Zone Agro-Industrial Ecozone Information Technology Park Information Technology Center Tourism Ecozone Medical Tourism Park Medical Tourism Center Retirement Ecozone Park Retirement Ecozone Center	Air Freight Forwarding Sea Freight Forwarding Security Agency Truck/Hauling Customs Brokerage

The Phase 1 rollout of PTOPS will include the following core modules:

#### a. Business Enterprise Registration Management System (BERMS)

- i. For the electronic registration of new and expansion projects of Ecozone Enterprises, Ecozone Developers, and Service Enterprises.
- ii. Includes digitized processing of Registration Agreements, Certificates of Registration, and Letters of Authority.

#### b. Electronic Certificate of Authority to Import (eCAI)

- i. Replaces the manual List of Importables (LOI) submission. eCAI is required under Section 5, Rule 18 of the Implementing Rules and Regulations (IRR) of R.A. No. 11534 or the CREATE Act.
- ii. Enables eligible RBEs to apply for project-specific importation authority through a fully digital platform integrated with the eIPS.

#### c. VAT Zero-Rating Certificate and Certificate of Entitlement to Tax Incentives (CETI)

- i. Enables submission, tracking, and approval of VAT zero-rating certificates and annual CETIs required under CREATE and its IRRs.
- ii. The system ensures alignment with BIR Revenue Regulations and IPA responsibilities.

## III. Forthcoming Memorandum Orders (MO)

To guide the implementation of each module, PEZA shall be issuing the following Memorandum Orders (MOs):

- **MO on BERMS:** Guidelines for account activation, application for registration, and amendment of Ecozone Enterprises, Ecozone Developers, and Service Enterprises.

- **MO on eCAI:** Procedures on filing of applications, required documentation, system-based evaluation, and issuance of eCAI certificates.
- **MO on VAT/CETI:** Digital filing, evaluation, and issuance of VAT zero-rating and CETI through PTOPS – in accordance with RA 12066 and applicable BIR regulations.

The above MOs shall include detailed operational procedures, system screenshots, and contact information for technical assistance.

#### **IV. Enrollment and Access**

All existing RBEs shall be migrated into the PTOPS from the existing in-house system of PEZA which is the Client Profile Registration System (CPIS). The migration of records is a vital activity in order to fully capture and re-use the existing records to secure several permits and certificates in PTOPS in order to remove manual encoding and data inaccuracy.

##### **GUIDELINES TO ACCOUNT ACTIVATION**

- All RBEs which have an existing account and access to the Ecozone Monthly Performance Report (EZMPR) will be receiving an email notification of initial registration to PTOPS.
- A detailed instruction on how to activate the account in PTOPS is available in the said email.
- The registered enterprise shall pay the activation fee amounting to ₱500.00 (this is a one-time payment per company). The payment shall be made through the current payment provider of PEZA which is MYEG.
- The Enterprise Registration Division (ERD), the Pre-Screener for Ecozone Enterprises and Ecozone Development Department (EDD), the Pre-Screener for Ecozone Developers, will have to review and approve the account activation application.
- Once the account activation application is approved, the user may now access their account in PTOPS.

The mandatory use of the PTOPS modules above shall take effect on **15 April 2025**.

For strict implementation and guidance.

rvss/ljf  
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