



Philippine Economic Zone Authority

MEMORANDUM ORDER NO. 2011-011 *edf*

TO: PEZA-Accredited Customs Broker/ Forwarders
Economic Zone Export-Producers and IT Enterprises
PEZA Finance Group and Cashier
ZONE Administrators, Managers, OICs & Collection Officers
PEZA-MIS Department Head and Personnel

FROM: Director General LILIA B. DE LIMA *Lilia B. De Lima*

DATE: 29 December 2011

SUBJECT: Guidelines in Availment of PEZA's E-Payment Facilities

Effective 01 February 2012, ecozone locators or their authorized brokers/ forwarders who want to avail of the Authority's e-payment facilities for their import and export shipments may establish electronic pre-payment accounts (PPA) for each separate system to be used for paying the PEZA processing fees, subject to the following procedures and conditions:

1. A broker/ forwarder may establish a PPA with any or all PEZA-accredited Value-Added Solutions Providers (VASPs) by submitting, among others, the following information:
 - Unique Account Name
 - 2 E-mail addresses where system generated e-mail messages will be sent to
2. Initial deposits in the PPA, with a minimum amount of P20,000.00, whether paid in cash or check, shall be made only at the PEZA Cashier at the PEZA Head Office, Roxas Boulevard corner San Luis Street, Pasay City. Check payments will be subject to the usual clearing before being credited to the PPA.
3. Payment during Saturday will be made only at the zones.
4. A fund replenishment alert message will be sent to the 2 e-mail addresses designated by the broker/forwarder when the minimum account balance equivalent to 30% of initial deposit is reached.
5. If the PPA balance falls below Php2,000, the account would be automatically blocked, so the broker/ forwarder can no longer avail the systems until deposits/ replenishments are made.
6. Replenishments to the PPA paid in cash or check subject to usual clearing period can be made with the Cashier at the PEZA Head Office or with the Cashier/Collecting Officer at the economic zones.
7. A broker/ forwarder shall be issued a PEZA Official Receipt for every deposit and the amount deposited shall be encoded in the Pre-Payment System of the VASP (where the broker established the PPA).
8. Any request for refund of unused balance due to its termination of operations will be requested in writing to Finance Group, thru MIS. MIS shall furnish the necessary ledgers showing the status of the account for closure.

For strict compliance of all concerned.

PEZA - DTS



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