BERMS

Ecozone Enterprise Application Process

User Manual for RBEs

Version Control

Name of Author	Information	Date
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Reviewed by:	Date
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Table of Contents

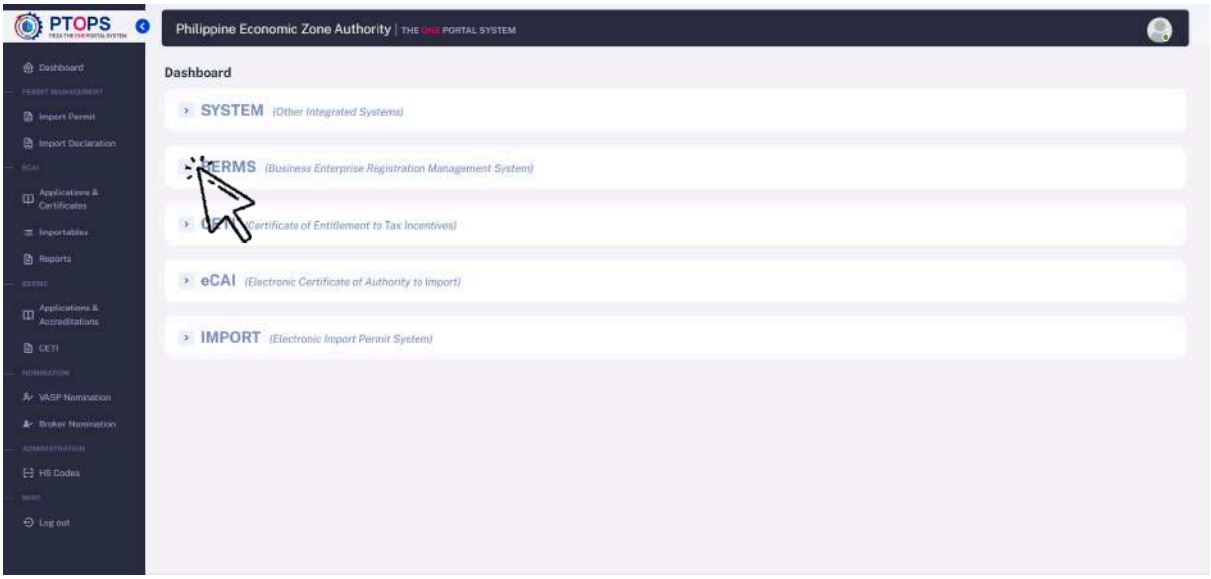
Version Control.....1
Manual Overview.....3
A. Application.....3
B. Viewing of Application(s) and Status.....19
C. Application Revision for “Incomplete Application” and “For Evaluation Revision” Status.....22
D. Payment of Application Fee.....24
E. Payment of Registration Fee (applicable only on New Ecozone Enterprise applications).....28
F. Registration Agreement Signing.....31
G. Viewing of Approved Application and Certificates.....31

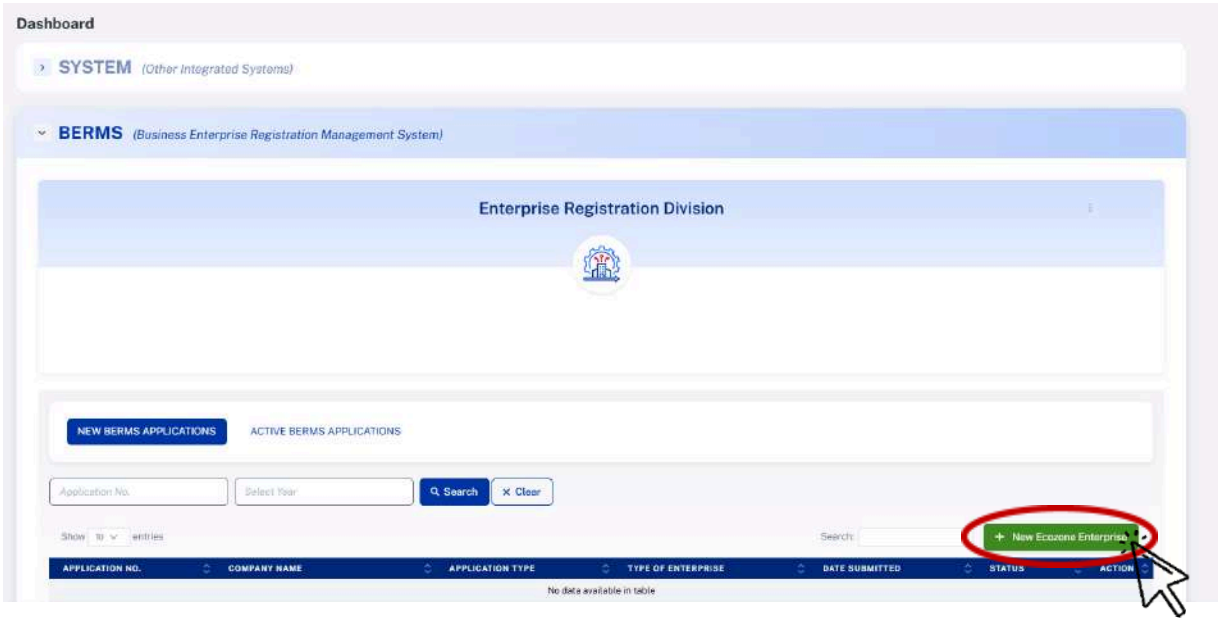
Manual Overview

This user manual is designed to guide users through the application process for **Ecozone Enterprises** using the **Business Enterprise Registration and Management System (BERMS)** on the **PEZA The One Portal System (PTOPS)** platform. It provides a step-by-step procedure to assist stakeholders in navigating each step.

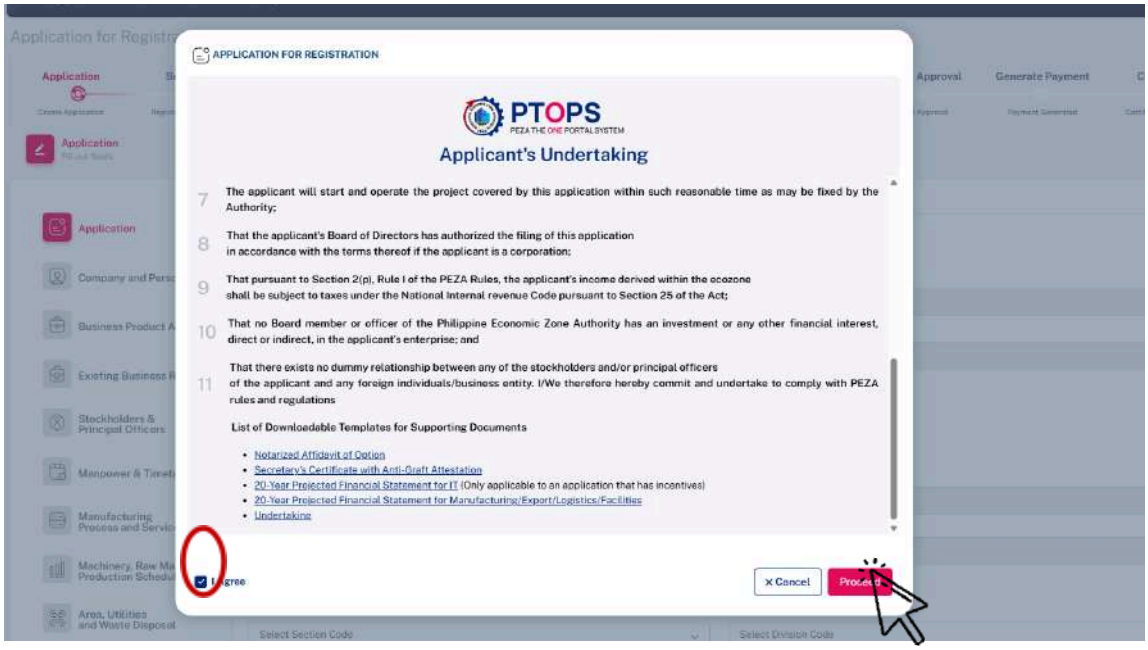
A. Application

1. After a successful log in to the **PTOPS** web application, click the BERMS drop down menu and click **"+New Ecozone Enterprise"**.



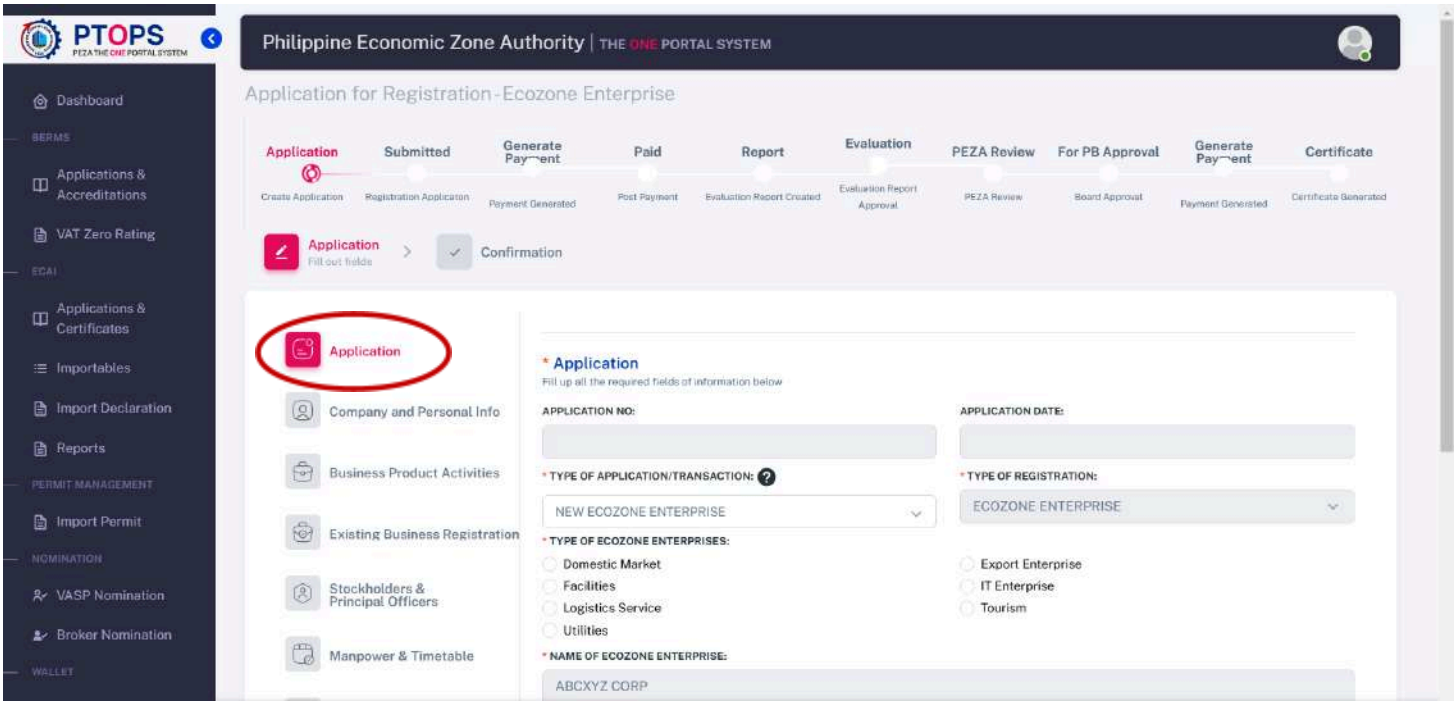


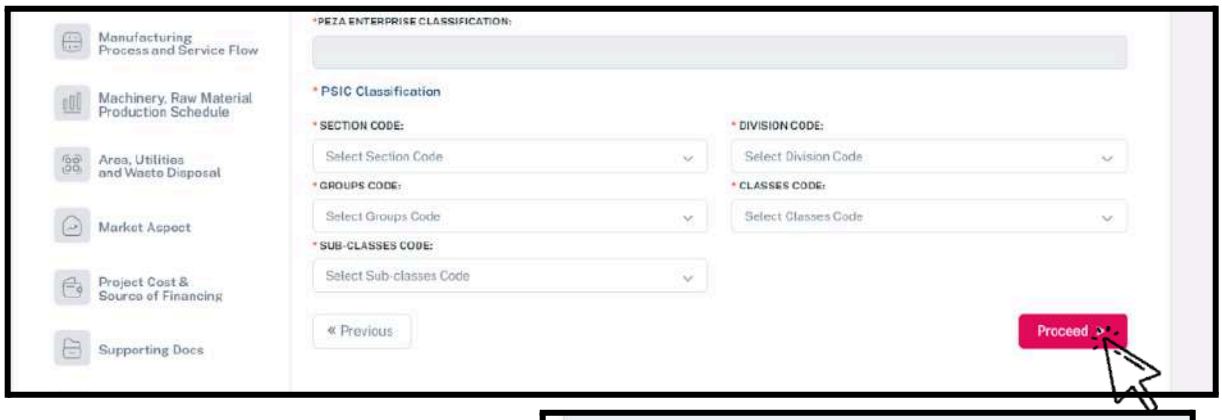
2. The Applicant's Undertaking will be displayed; after reviewing the information, scroll down to download the supported document templates if needed, tick the "**I Agree**" checkbox, and click **"Proceed"**.



3. Fill out all required fields in the application. Ensure that the information provided is accurate and complete before clicking "**Proceed**" to go to the next Side Menu Category.

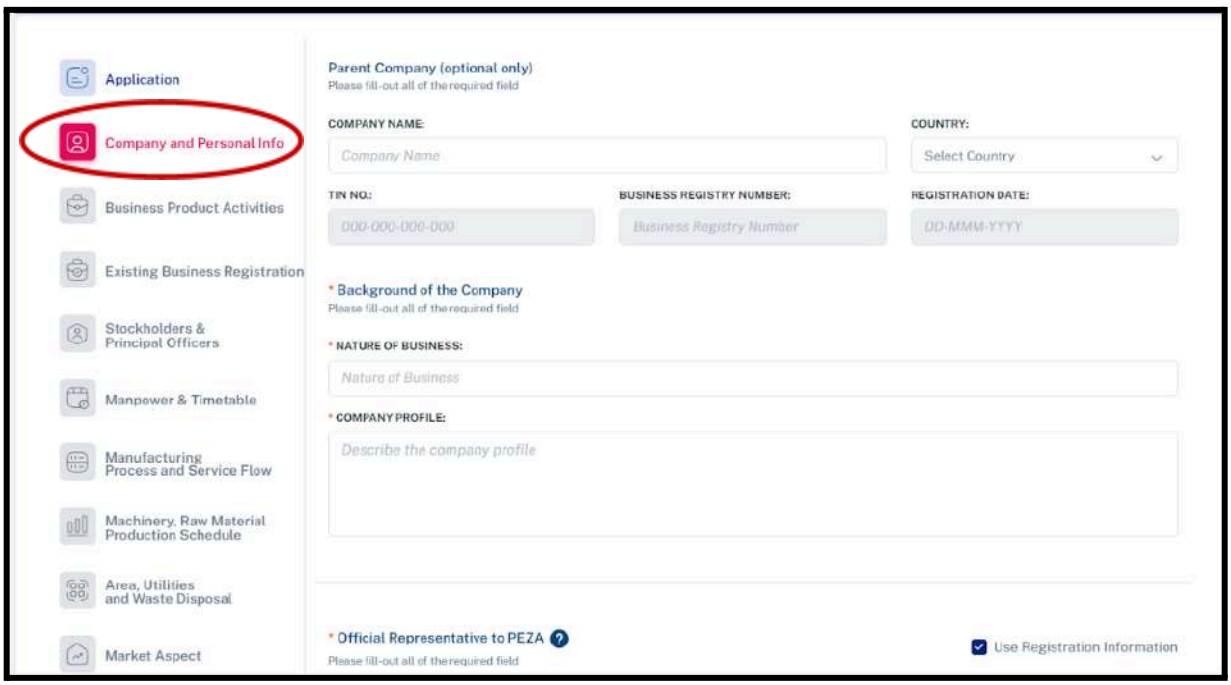
Side Menu Category: **Application**

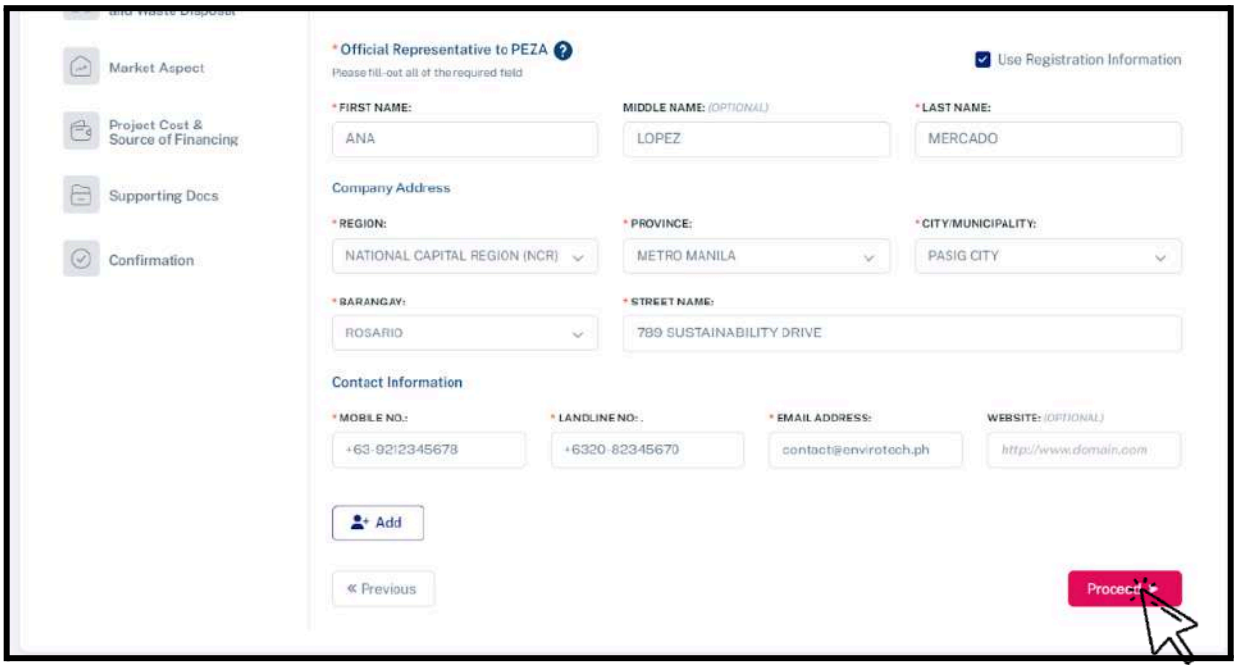




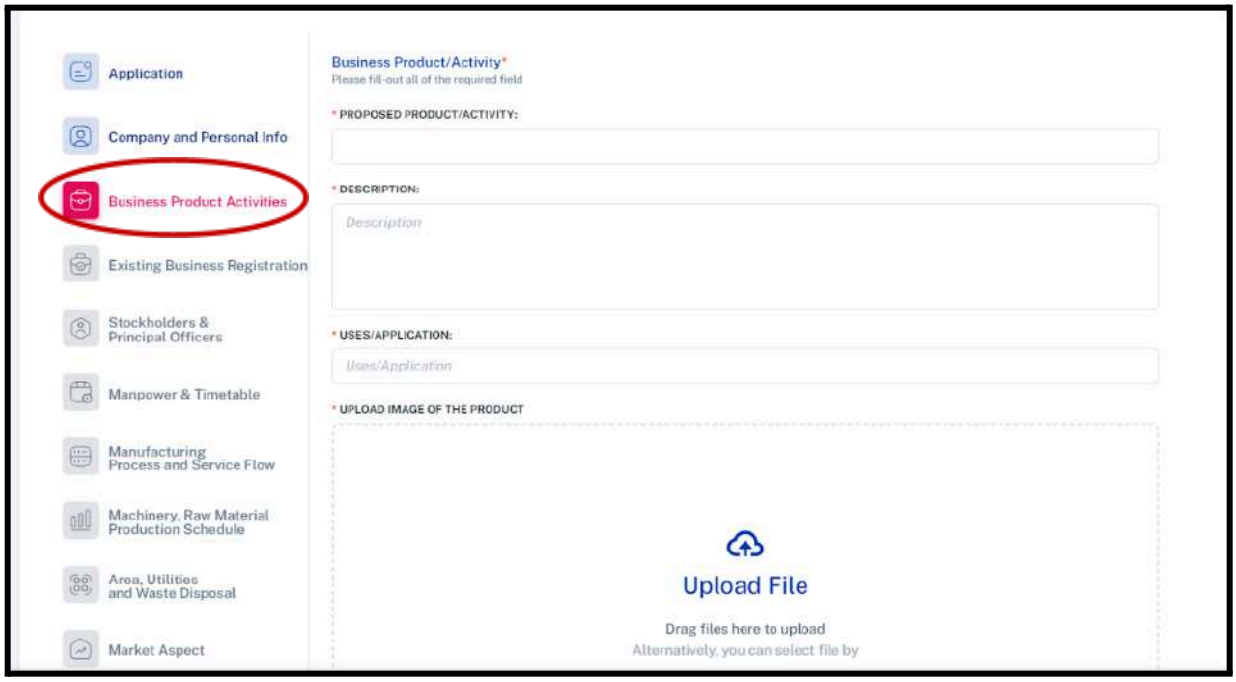
To change the **type of application or transaction**, click the dropdown menu and select the option you need to process.

Side Menu Category: **Company and Personal Info**

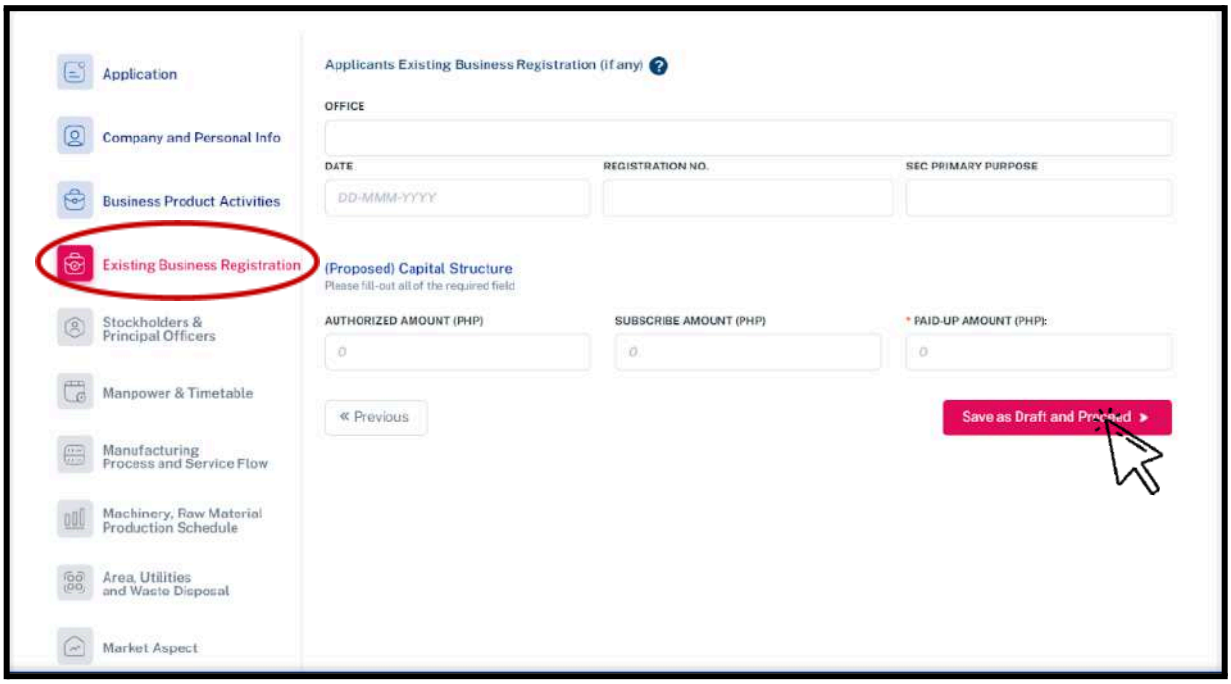




Side Menu Category: **Business Product Activities**

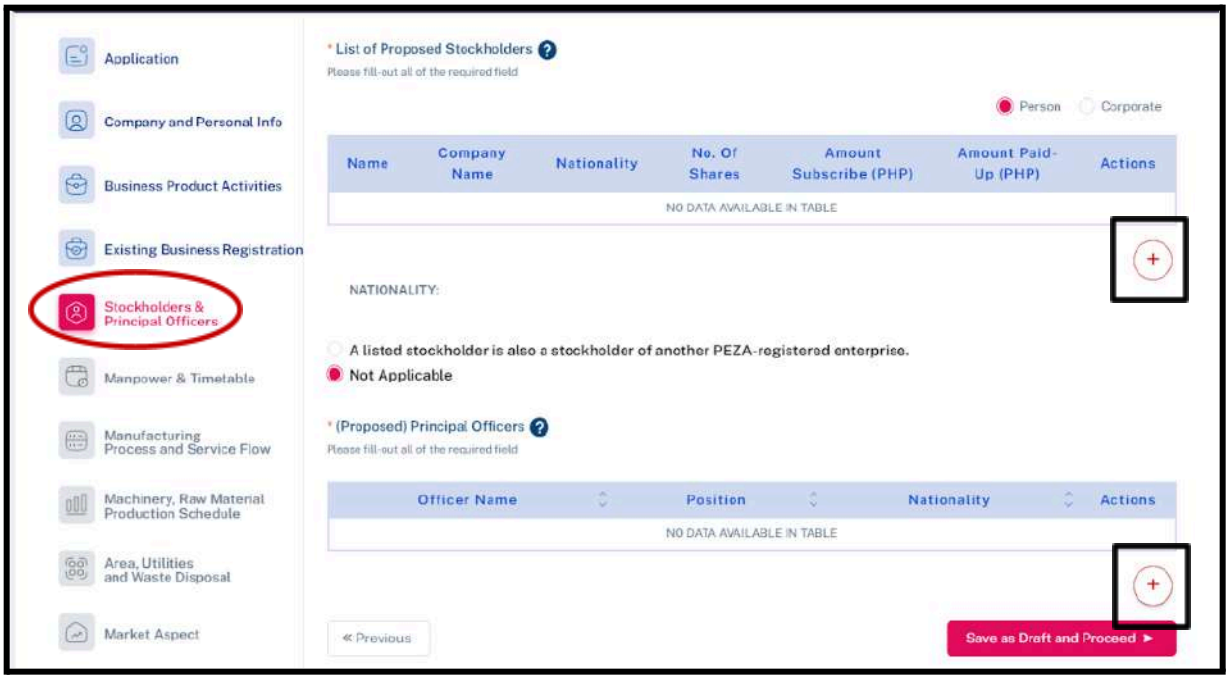


Side Menu Category: **Existing Business Registration**

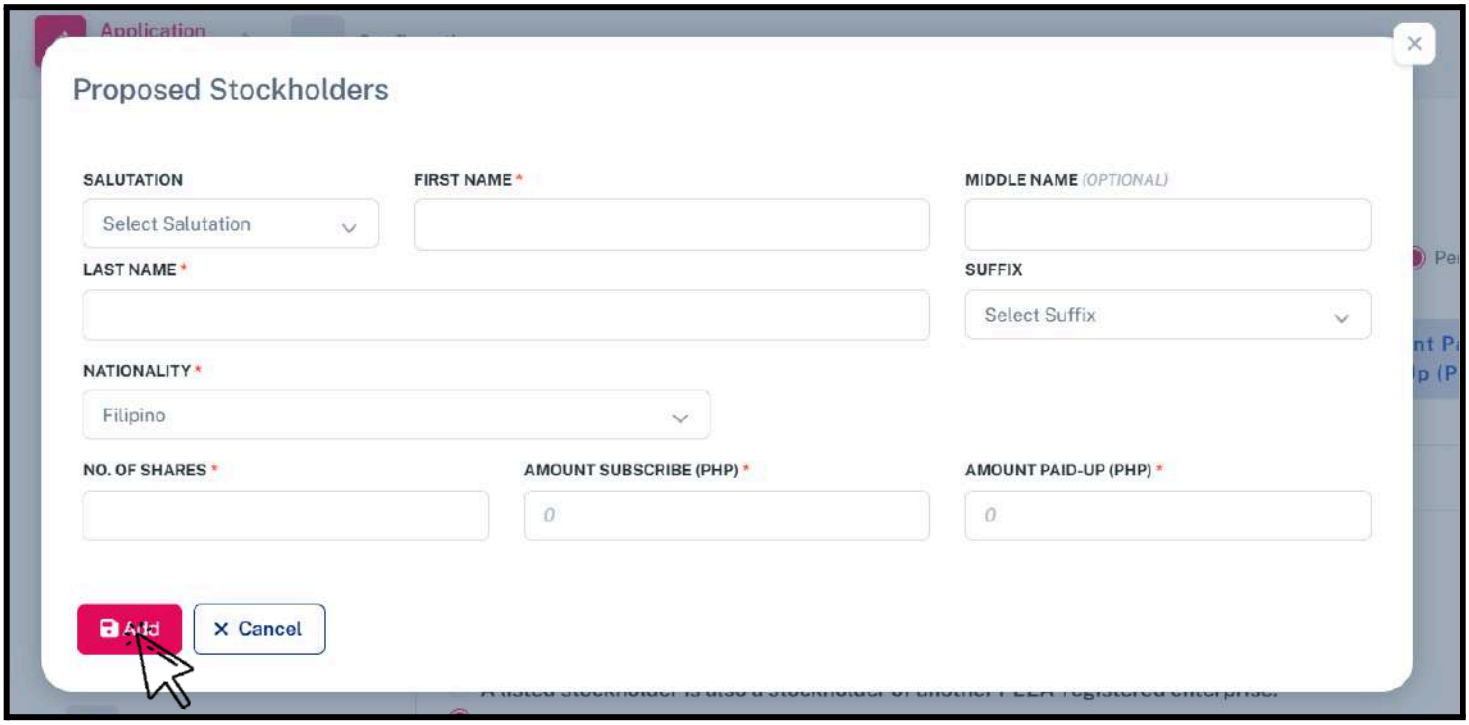


To save progress and continue, click the "**Save as Draft and Proceed**" button. This will ensure that information is stored while allowing the user to move on to the next Side Menu Category.

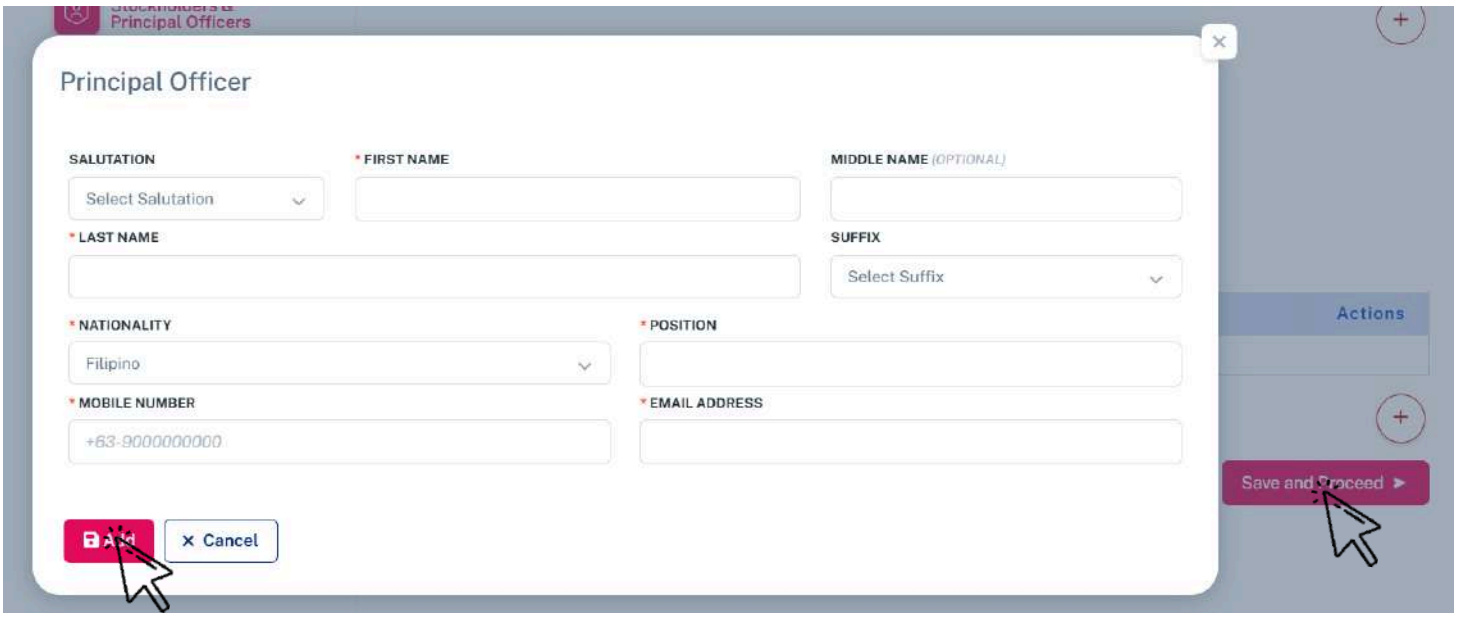
Side Menu Category: **Stockholders & Principal Officers**



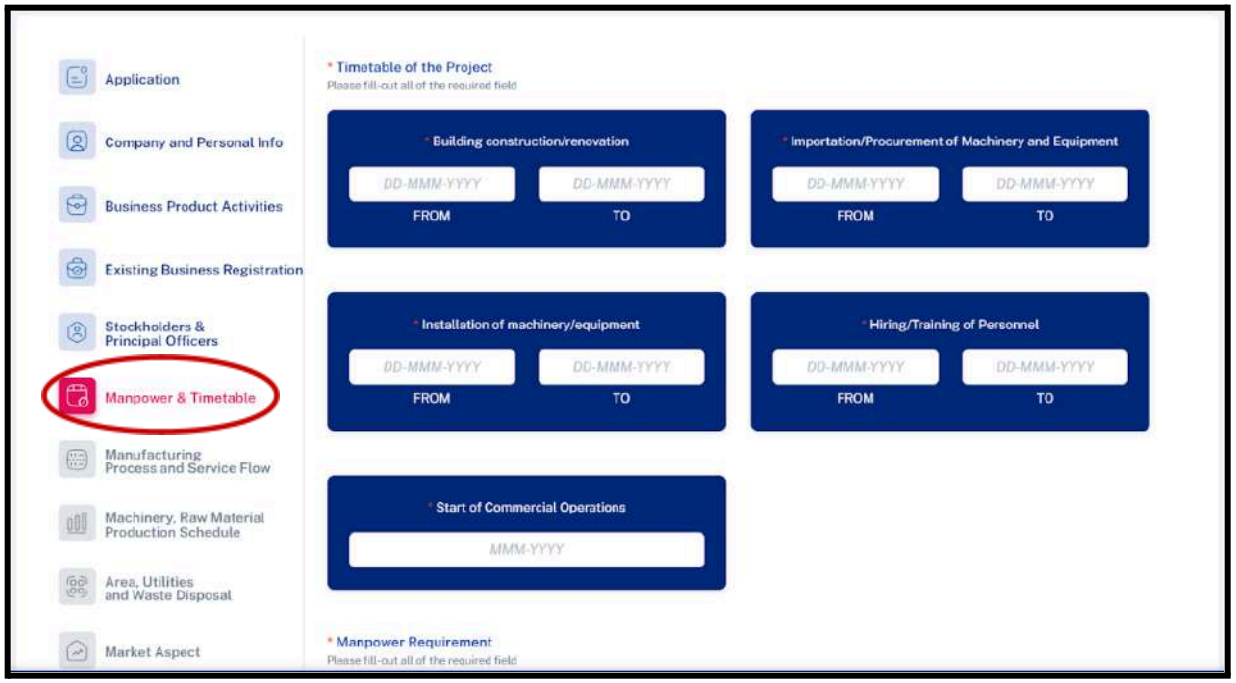
To include a new Proposed Stockholder, click the ⊕ button. Enter the necessary information, then click "**Add**".



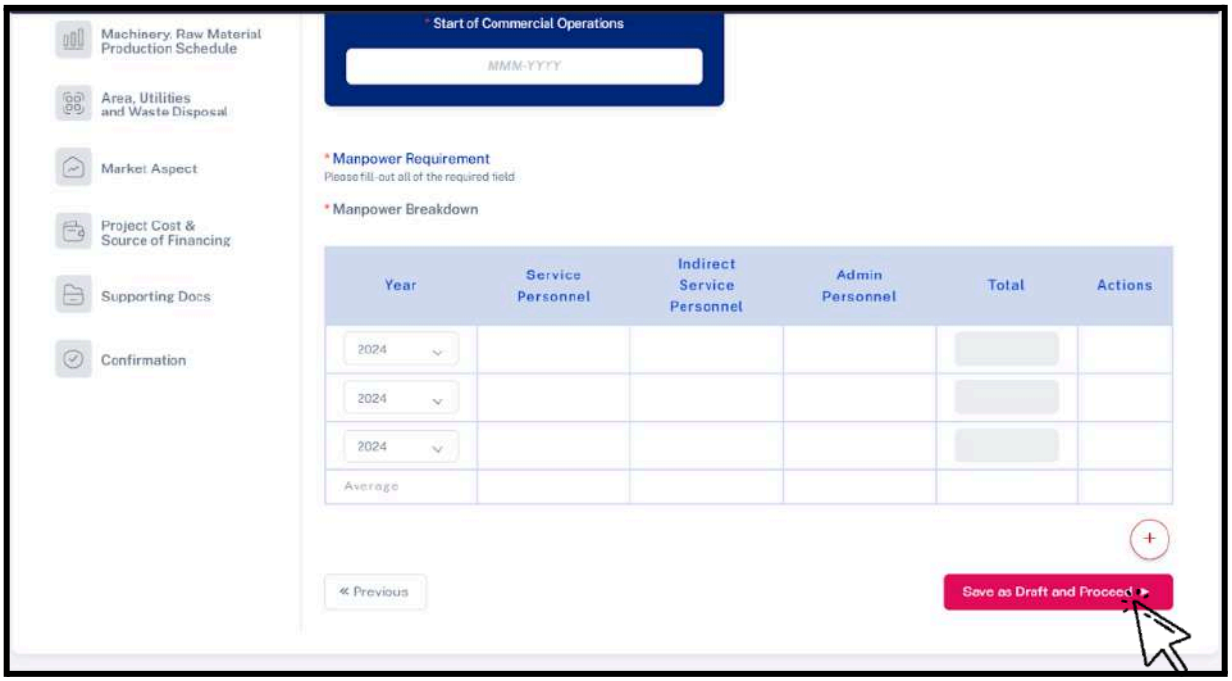
To include a new Principal Officer, click the ⊕ button. Enter the necessary information, then click "**Add**". Select "**Save as Draft and Proceed**" to continue to the next Side Menu Category.



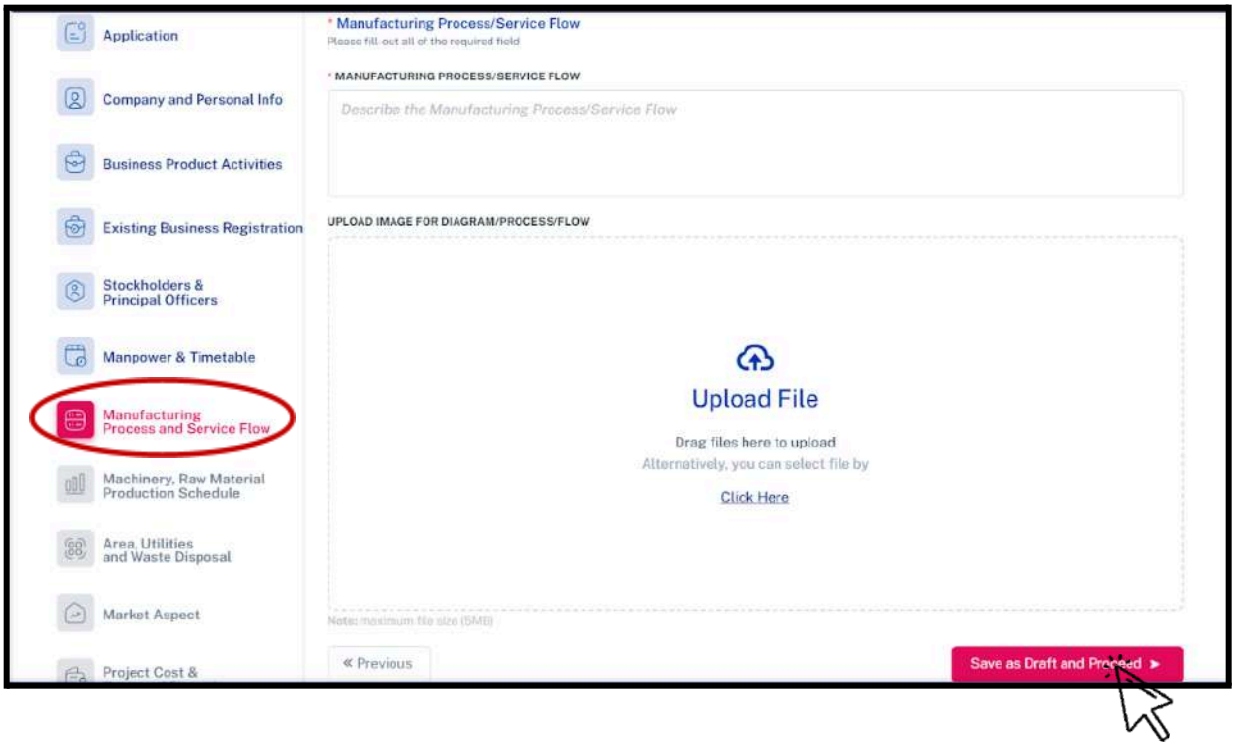
Side Menu Category: **Manpower & Timetable**



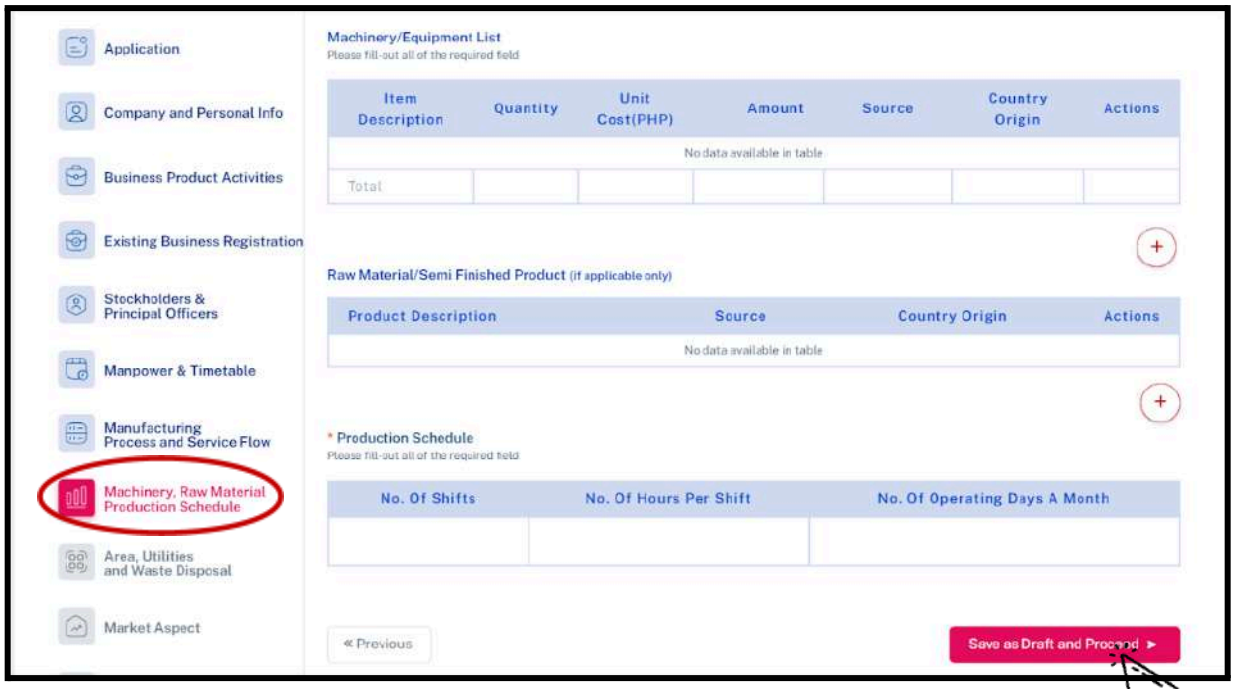
Continuation: Manpower & Timetable



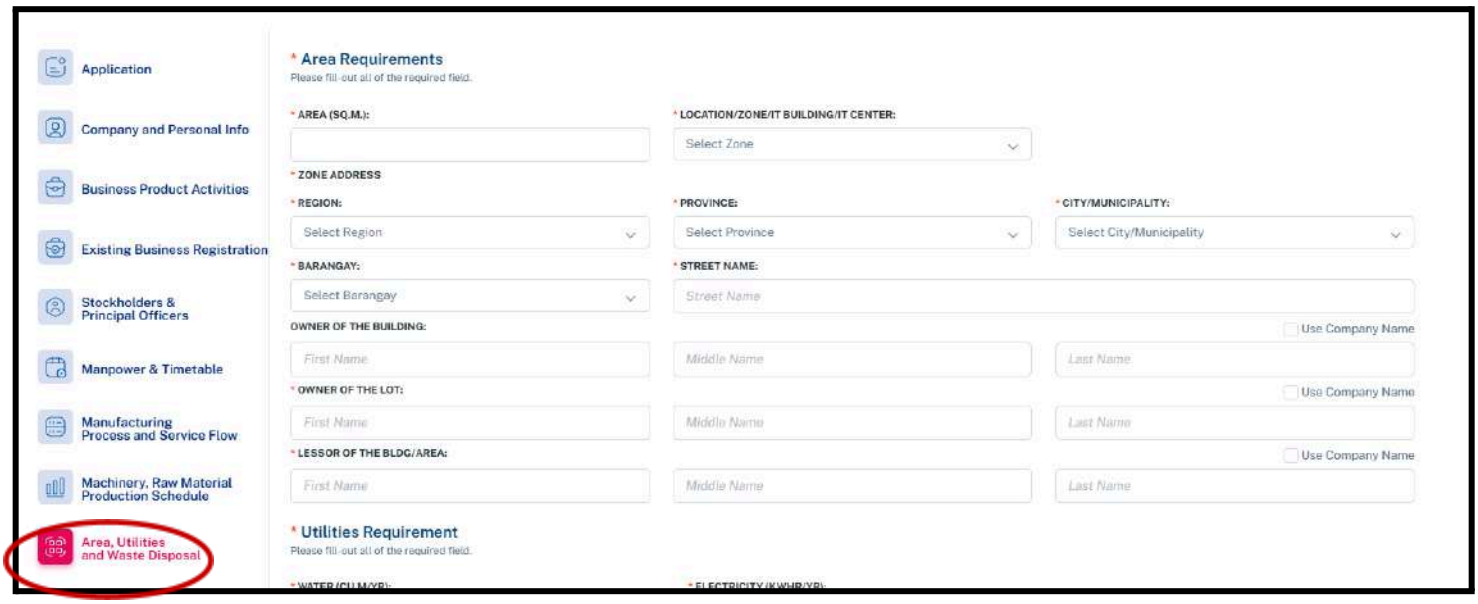
Side Menu Category: **Manufacturing Process and Service Flow**



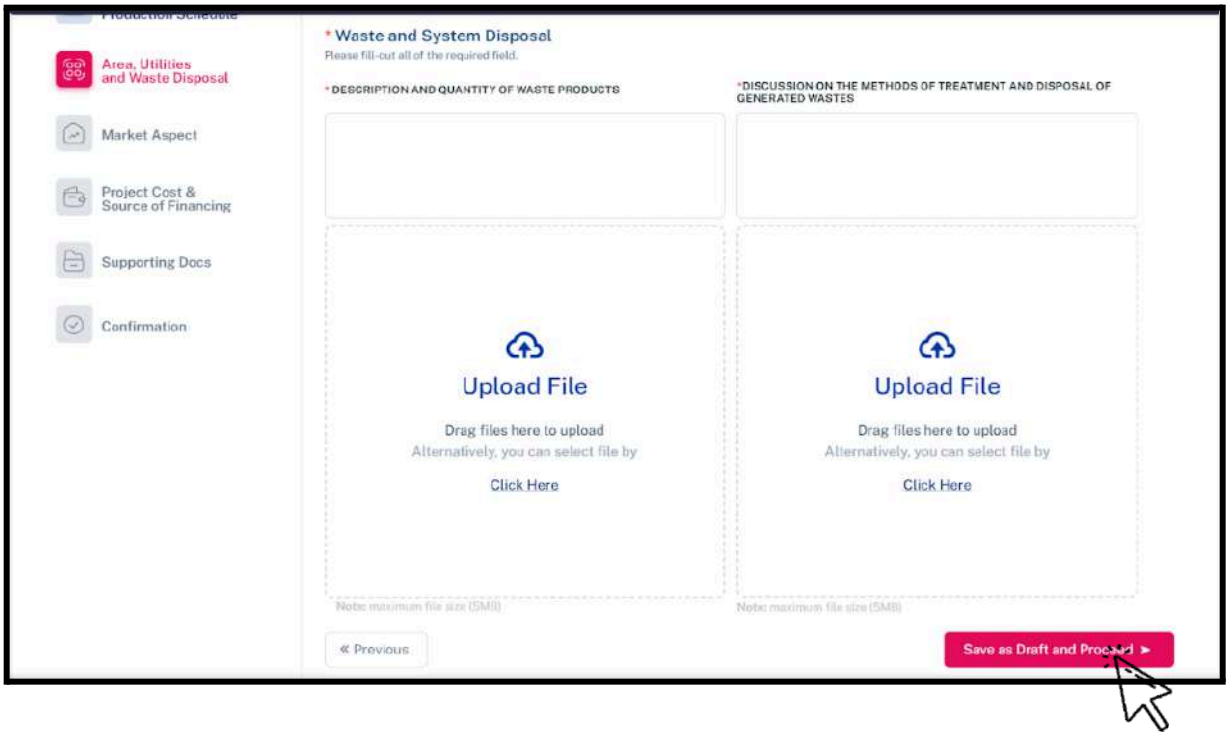
Side Menu Category: **Machinery, Raw Material Production Schedule**



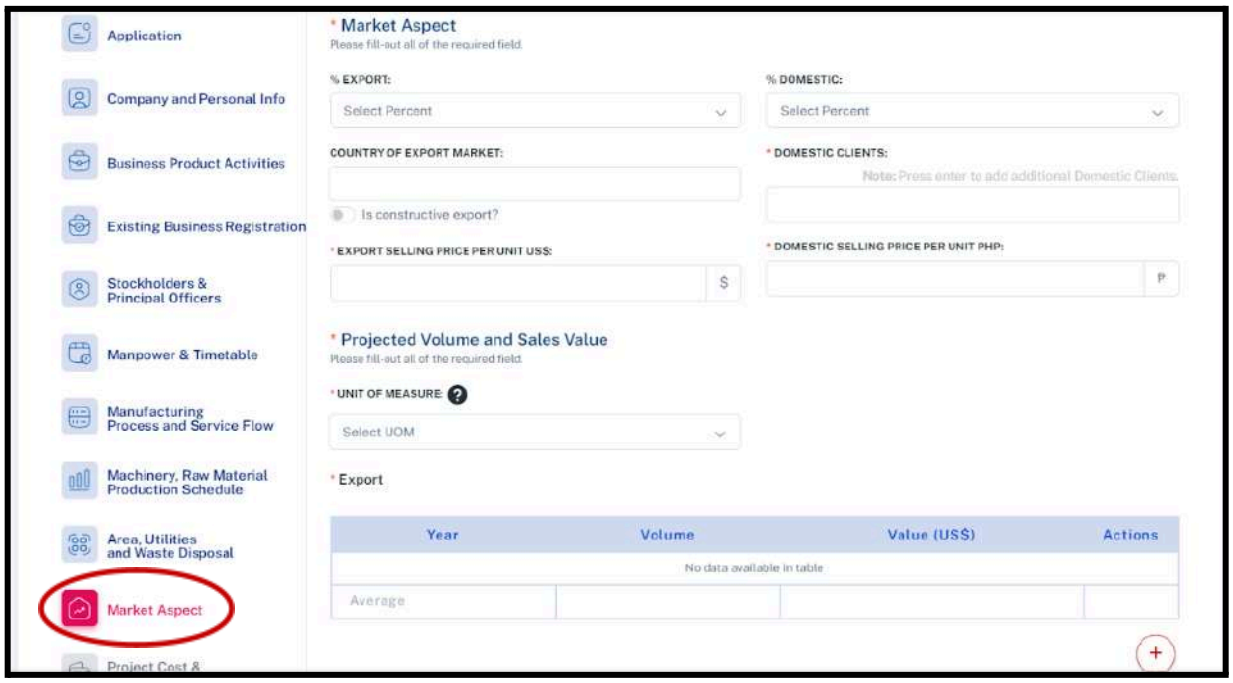
Side Menu Category: **Area, Utilities and Waste Disposal**



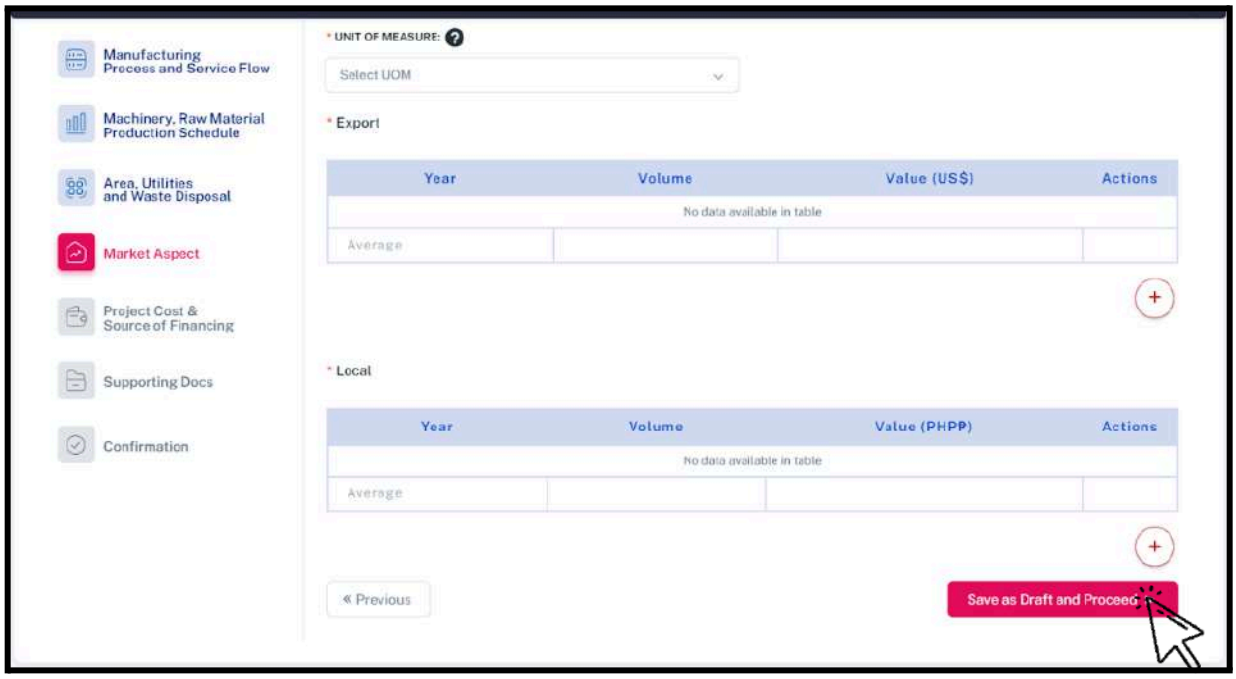
Continuation: Area, Utilities and Waste Disposal



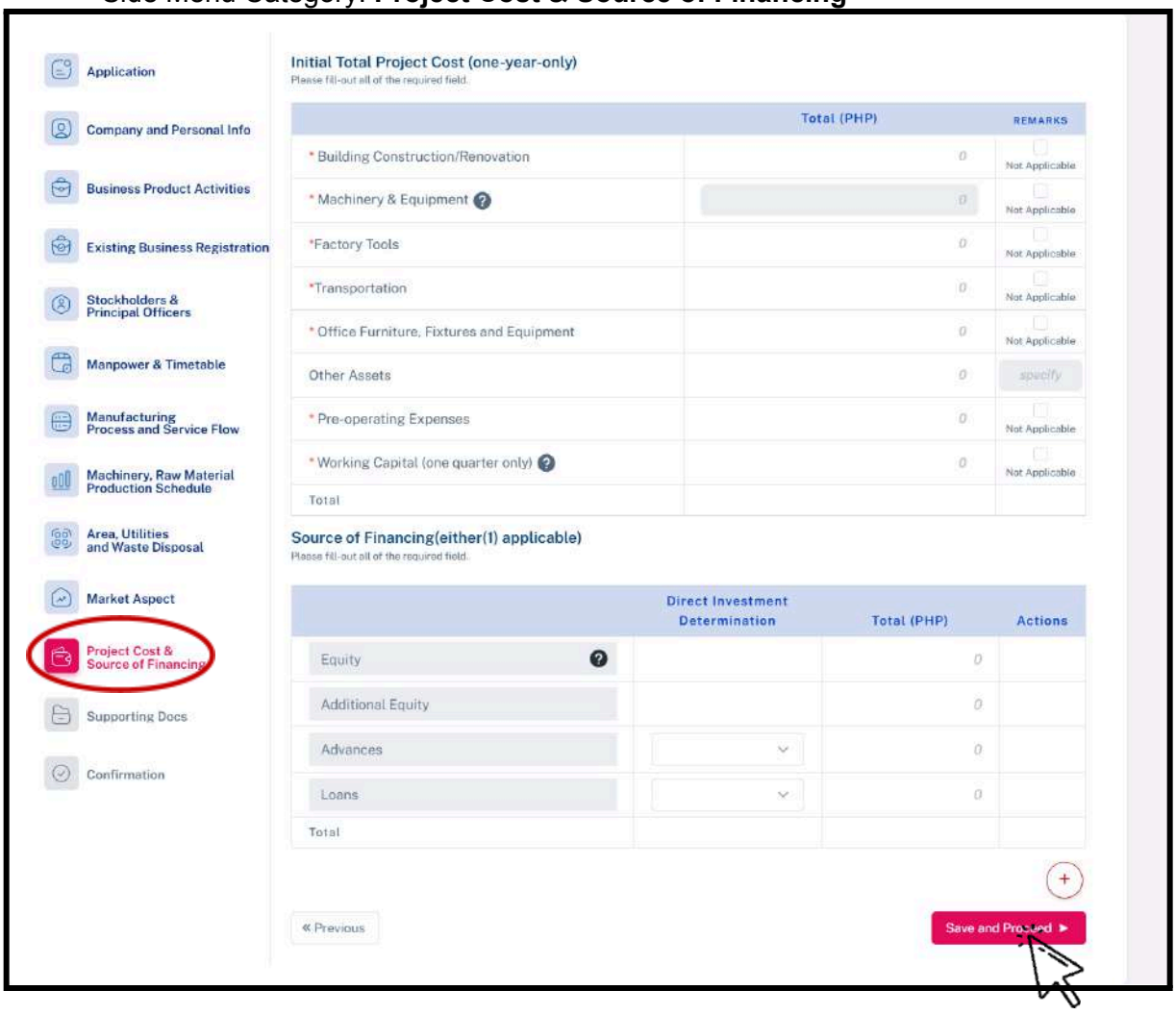
Side Menu Category: **Market Aspect**



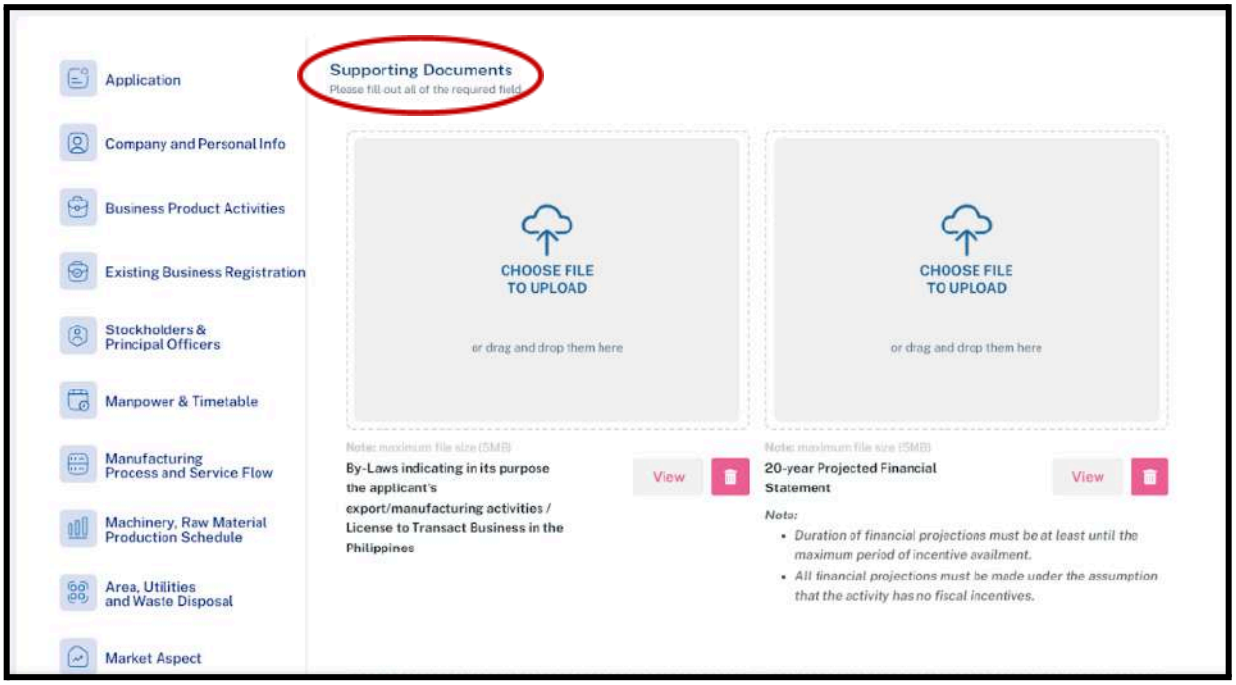
Continuation: Market Aspect



Side Menu Category: **Project Cost & Source of Financing**

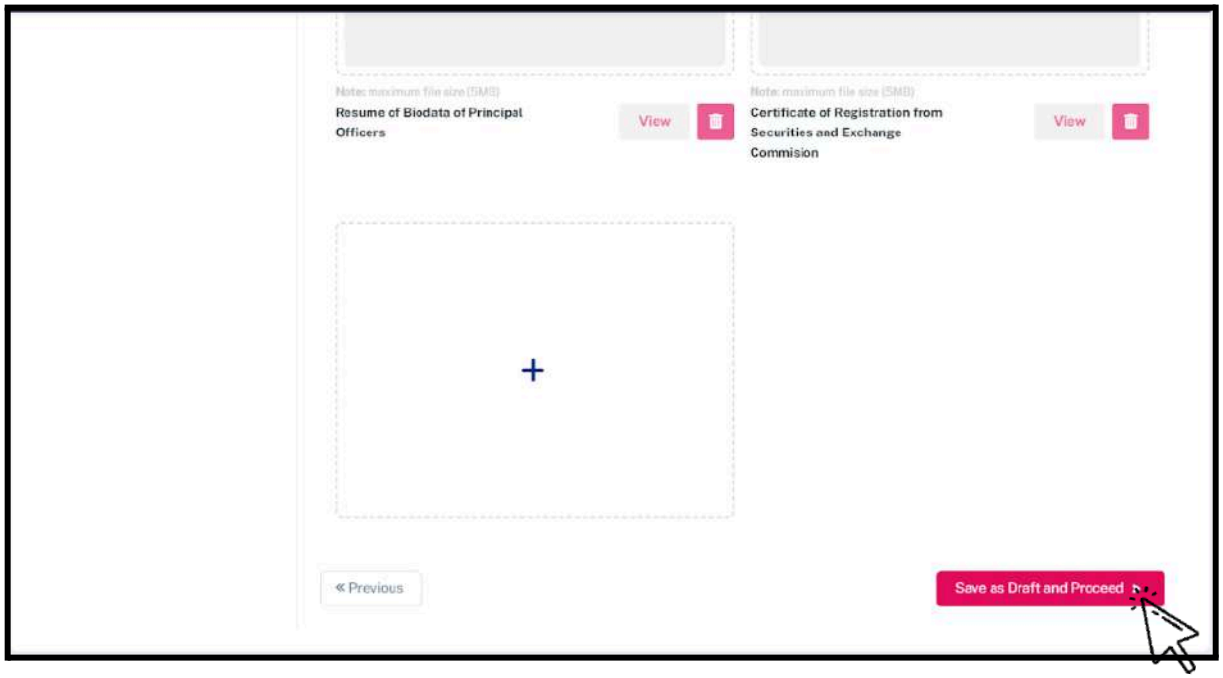


Side Menu Category: **Supporting Documents**



Continuation: Supporting Documents

Click the **Add** button to generate another field for uploading an additional supporting document.

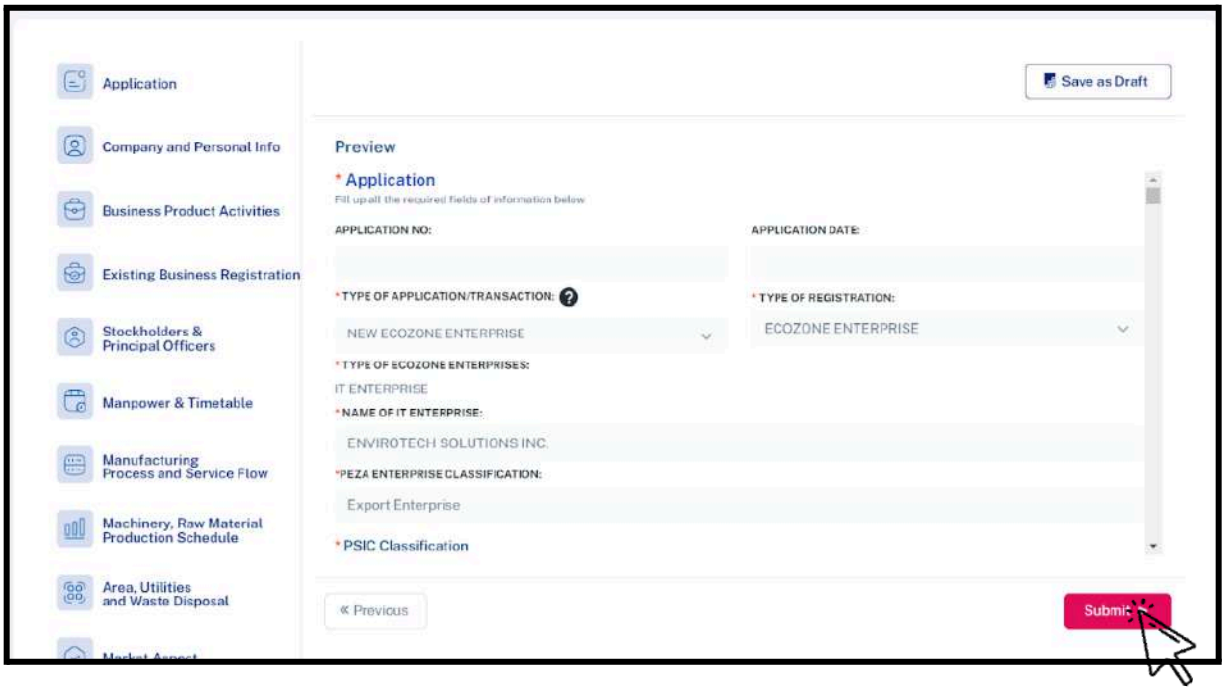


SUPPORTING DOCUMENTS: (IT Enterprise)

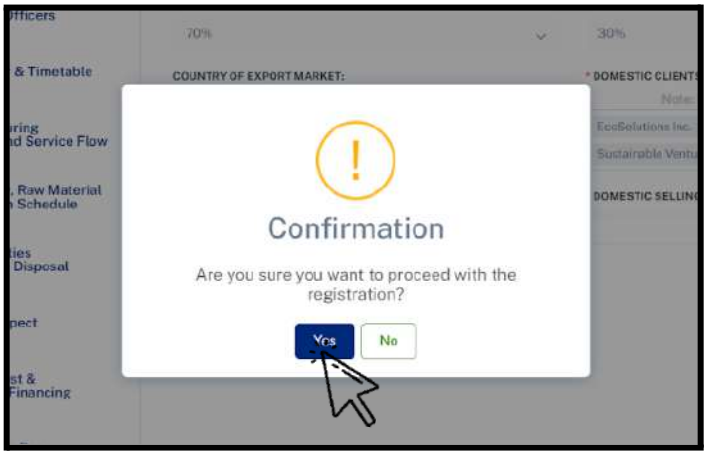
By-Laws indicating its purpose	***Notarized Applicant's undertaking***	***BIR Form 2303***
20-year projected Financial Statement	***Articles of Incorporation***	***Company Profile of Parent Company***
Notarized Secretary's Certificate	***Notarized Anti-Graft***	***Resume of Principal Officers***
Notarized Affidavit of Option	***General Information Sheet***	***SEC Certificate***

Supporting documents may vary based on the **type of registration and enterprise.*

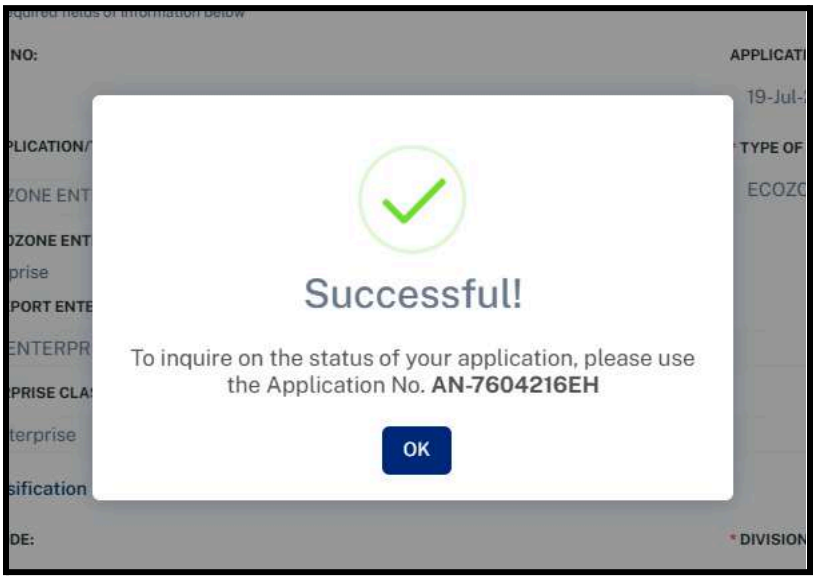
4. Review all details in the **Confirmation** Side Menu Category, then click "**Submit**" to complete the process. You may also click "**Save as Draft**" if you wish to complete the application later.



5. A prompt will appear to confirm the registration. Select **"Yes"** to proceed.



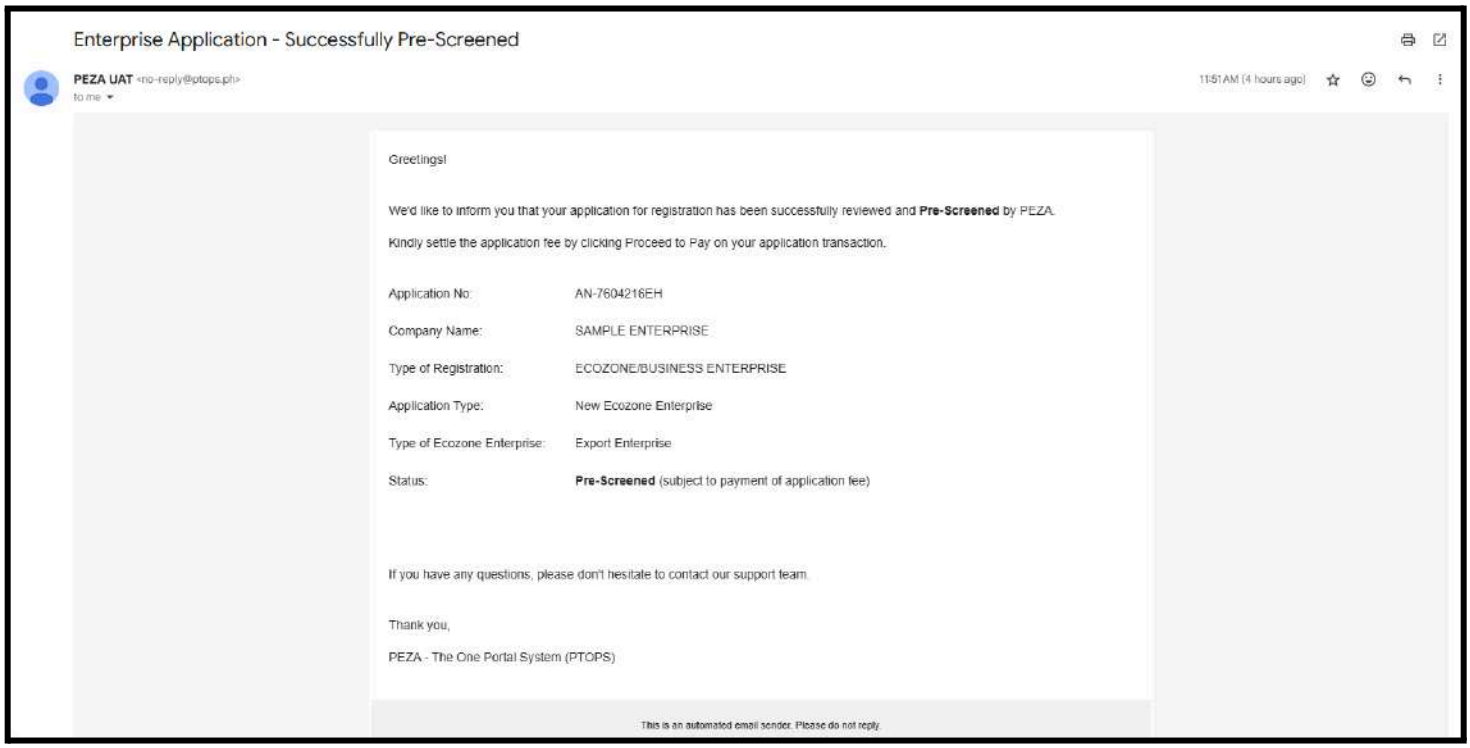
6. A QR code and Reference No. will be displayed upon successful registration. These may be used to inquire on the status of application.



NEW APPLICATION SUBMITTED!

Status: For Screening

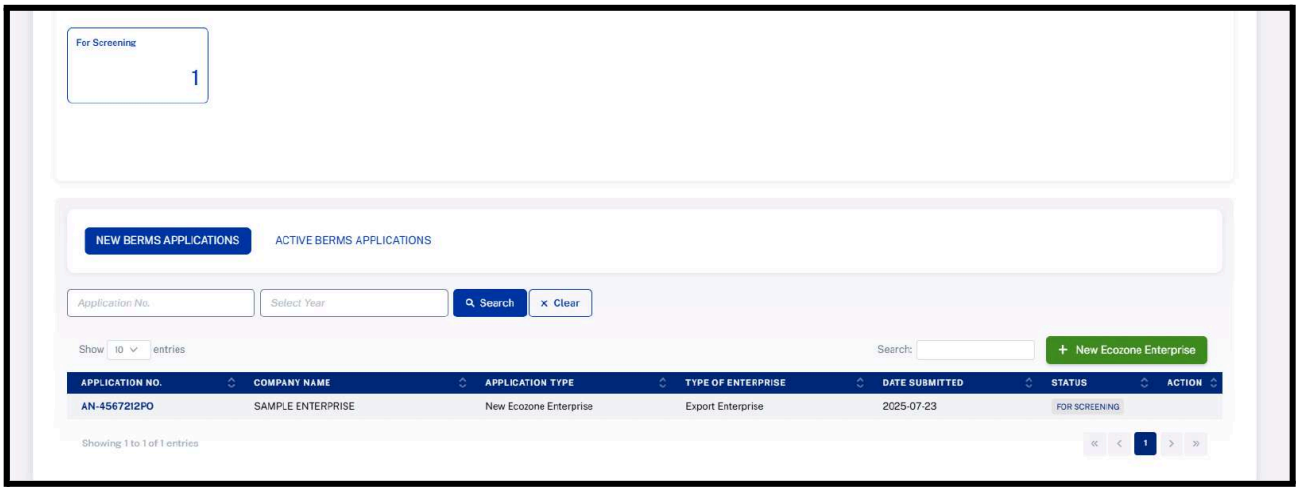
You will receive an email notification each time your application is approved or progresses to the next stage of the process.



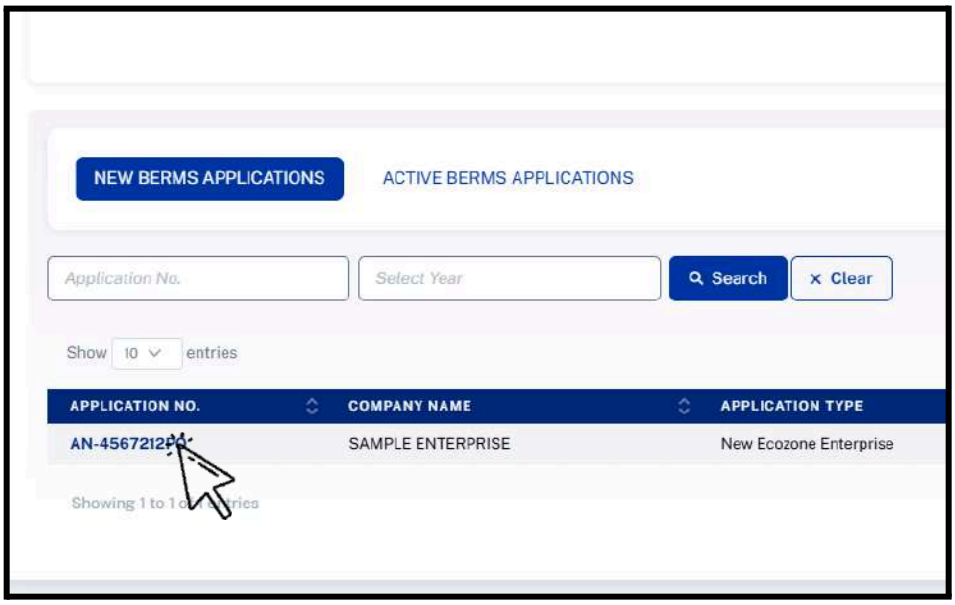
B. Viewing of Application(s) and Status

1. To view your application(s), check their status, and take action, you have two options:
    A. Through the **Dashboard**
        - Click the **BERMS** drop-down menu.

- Scroll down to locate the application table.

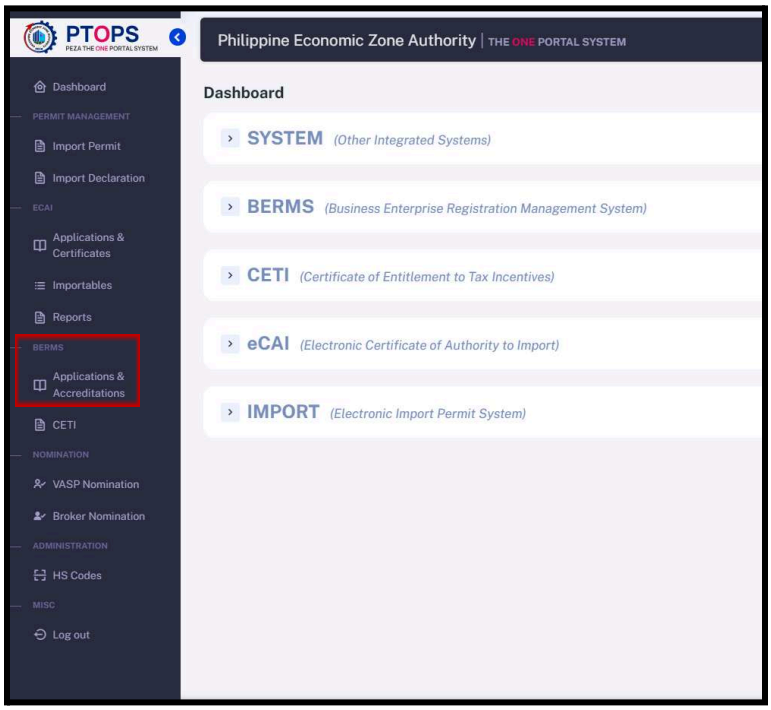


- Click the **application number** to open the application.

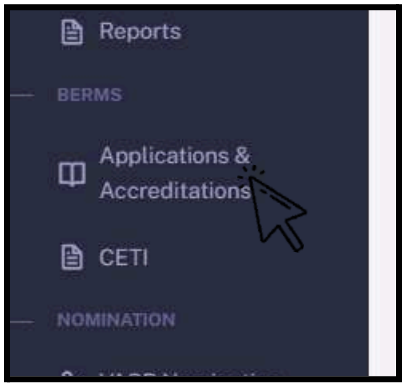


B. Through the **Side Menu**

- Locate the **BERMS** at the side menu.

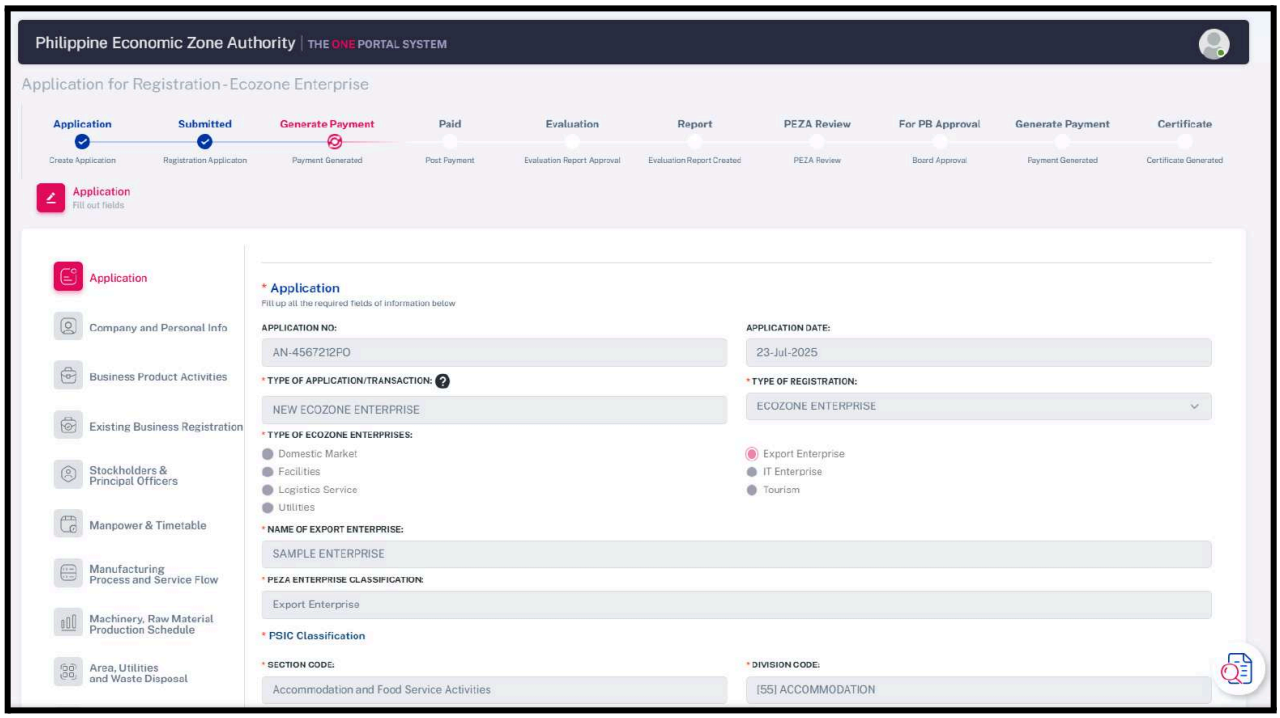


- Select "**Applications and Accreditations**."



- Click the **application number** to open the application.

Upon clicking the **application number**, you will be able to open your application and view all the submitted details.



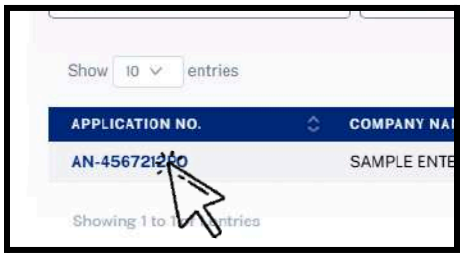
At the **top section** of the application, a **milestone tracker** will be displayed to help you monitor the progress of your application.

At the **bottom right corner**, you will find the "**Activity Summary**" button; clicking this will display the audit trail, and any remarks provided by PEZA.

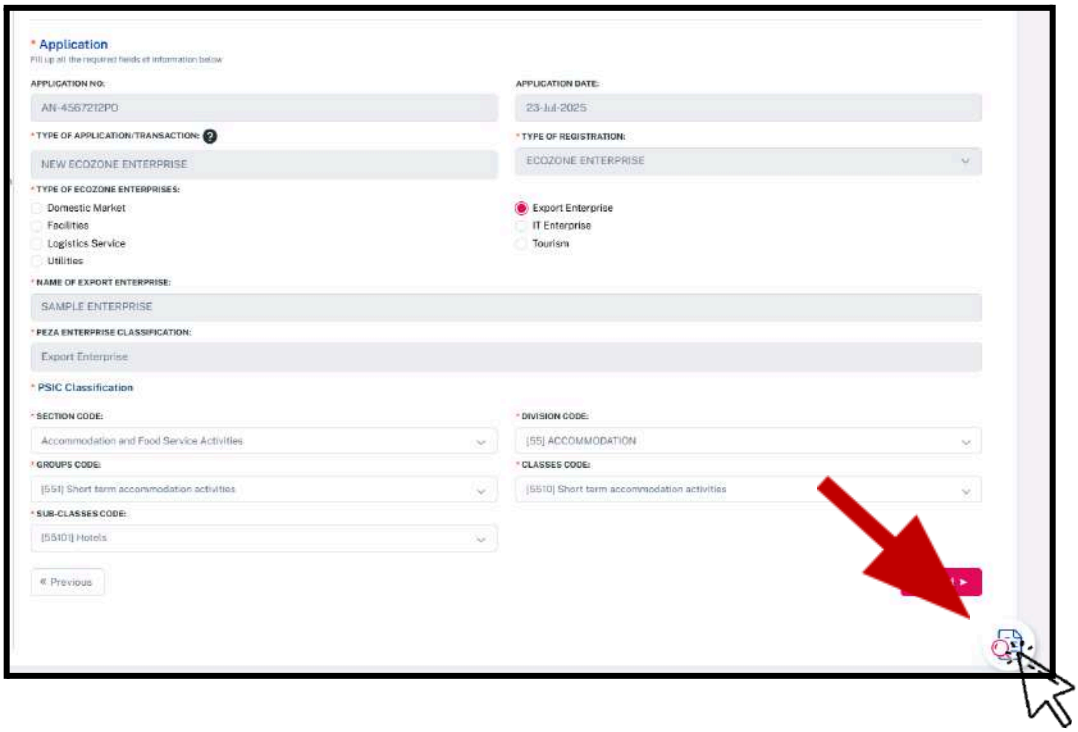
C. Application Revision for “Incomplete Application” and “For Evaluation Revision” Status

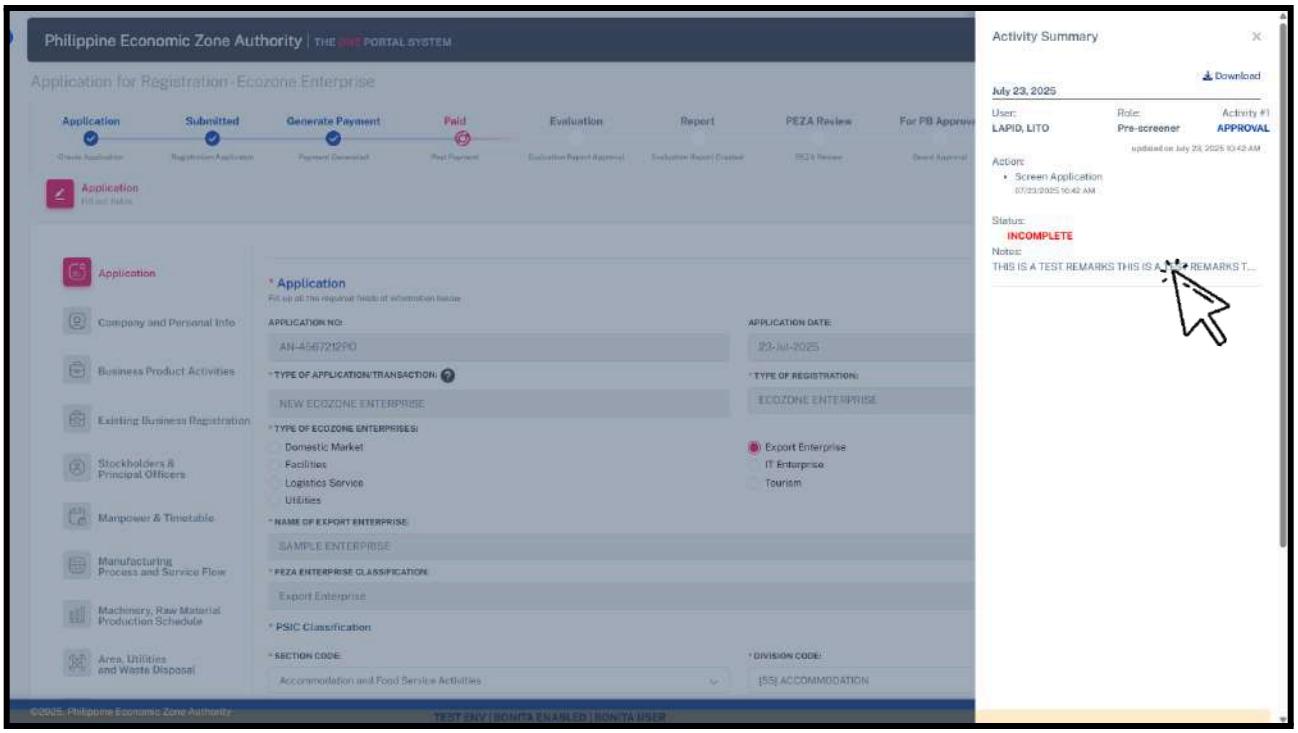
If your application status is **“Incomplete Application**” or “**For Evaluation Revision**”, it means that **PEZA has returned your application** for clarification or to address specific deficiencies

1. Open your application by navigating to your **application list** and clicking the **application number** with the corresponding status.

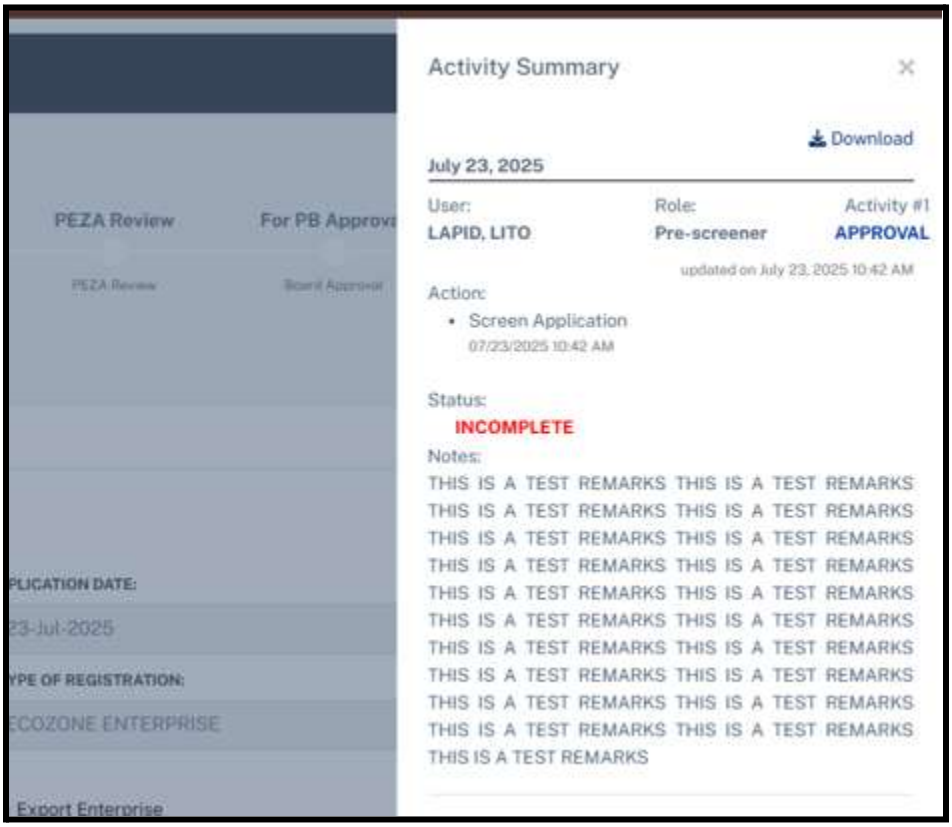


2. The fields in your application will now be editable.
   - Follow the remarks and instructions provided by PEZA.
   - To view these remarks, access the “Activity Summary” section of your application.





To expand and fully view the remarks, click directly on the **remark sentence**.

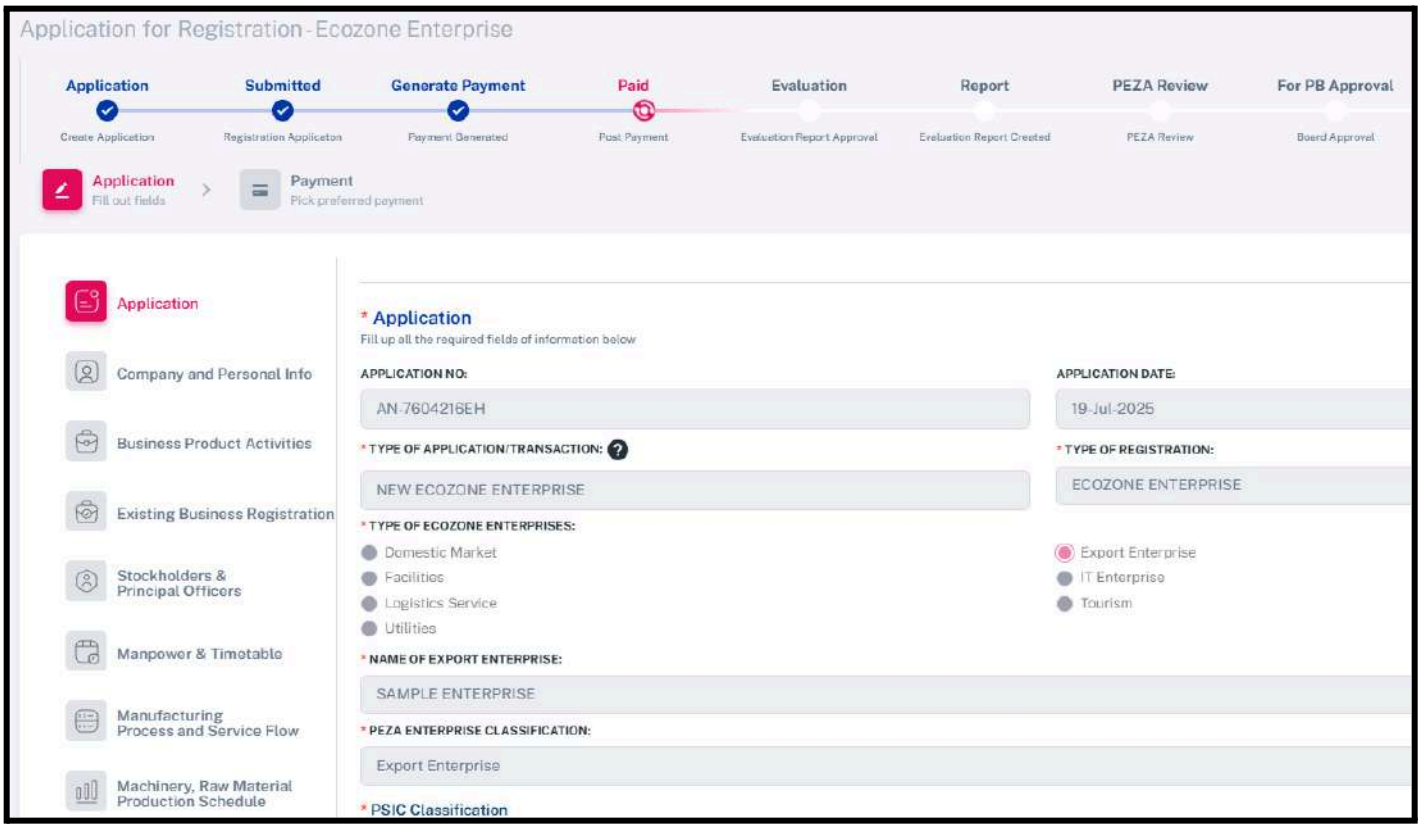


3. After completing the revisions you may now submit your application at the Confirmation side menu category.

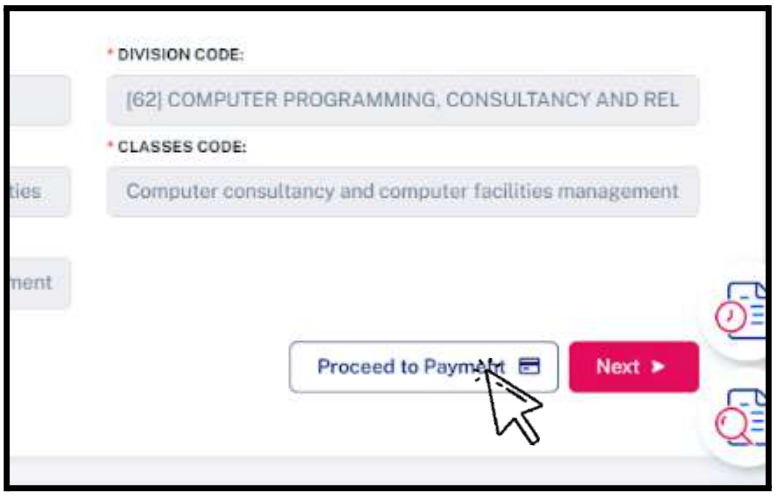
D. Payment of Application Fee

Once your application passes pre-screening, its status will change to "**FOR AF PAYMENT**."

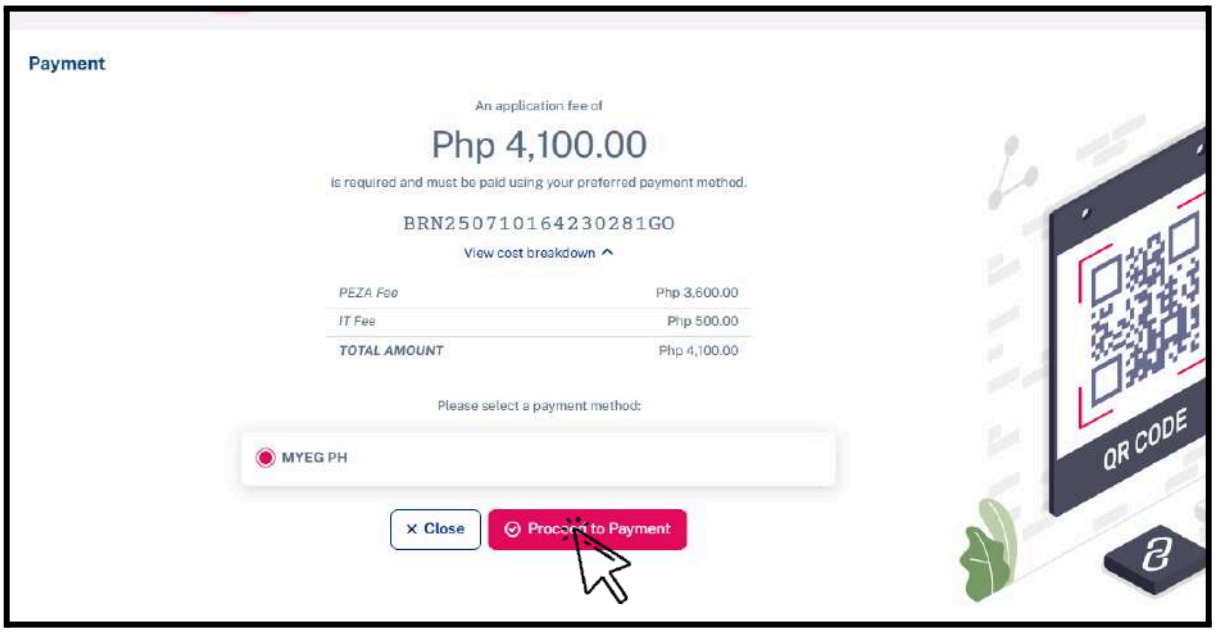
1. Open the application labeled with the "**FOR AF PAYMENT**" status.



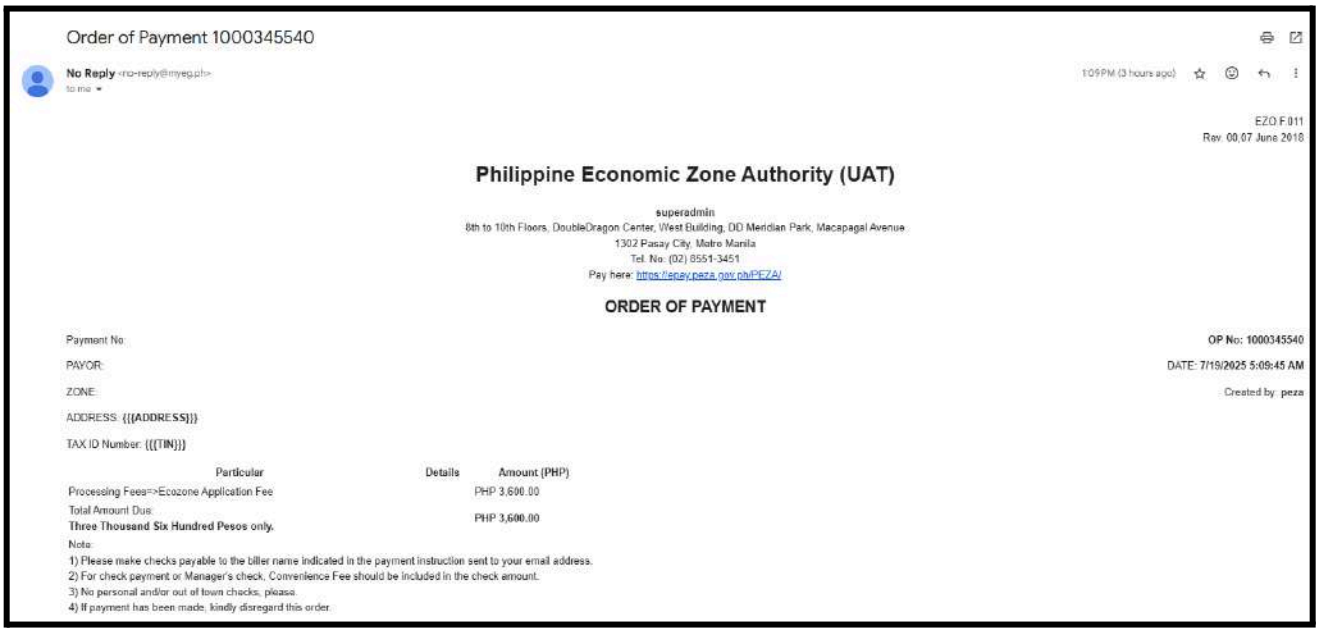
Scroll down to the bottom of the page and click the "**Proceed to Payment**" button, or click the Payment stepper to navigate to the payment page.



2. The amount to be paid, cost breakdown and the reference number will be displayed. Choose from the following payment method to be used: MYEG PH. Click **"Proceed to Payment"**, and note that a convenience fee will apply depending on the selected payment channel within the MYEG Gateway.



After being redirected to the MYEG Gateway, you will receive an OP number; please note that PTOPS transactions **do not** use the Electronic Payment and Collection System (EPCS).



Order of Payment 1000345540

No Reply <no-reply@myeg.ph>
to me

1:09 PM (3 hours ago)

EZO.F.011
Rev. 00.07 June 2018

Philippine Economic Zone Authority (UAT)

superadmin
8th to 10th Floors, DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue
1302 Pasay City, Metro Manila
Tel. No.: (02) 8551-3451
Pay here: https://epay.peza.gov.ph/PEZA/

ORDER OF PAYMENT

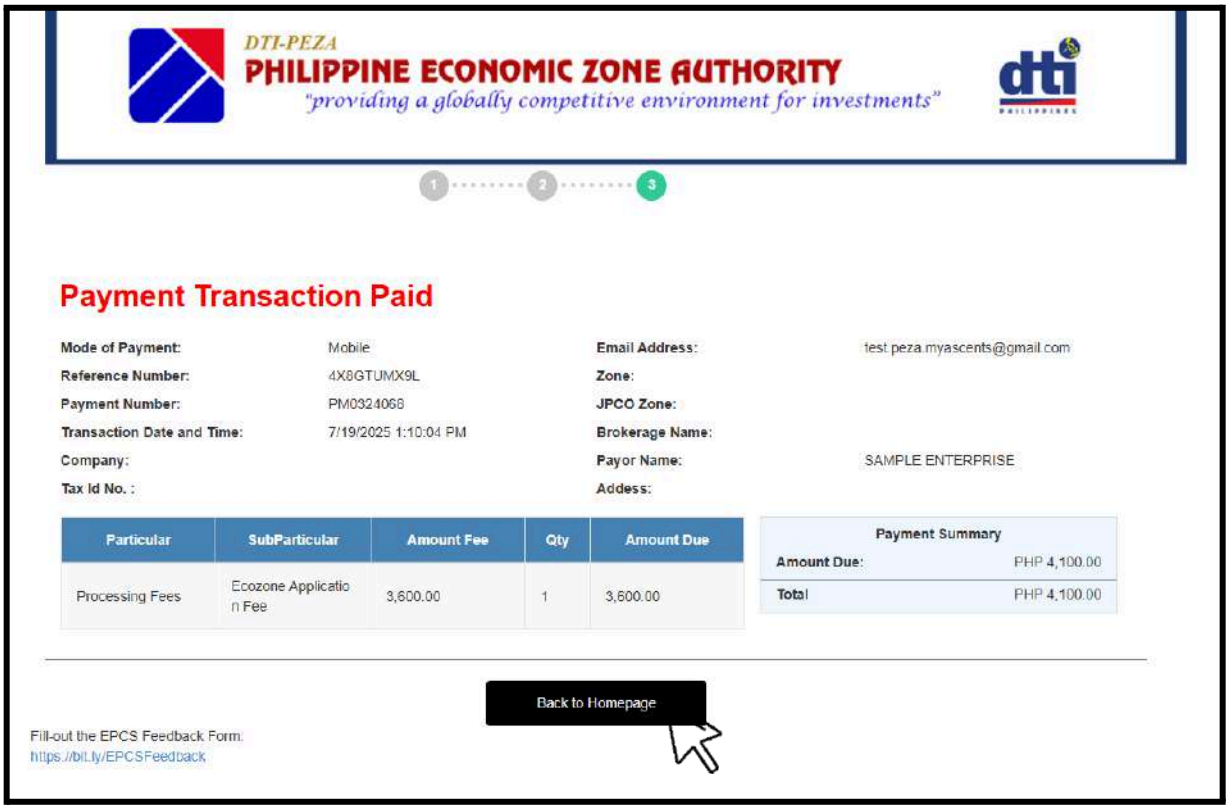
Payment No:
PAYOR:
ZONE:
ADDRESS: {{{ADDRESS}}}
TAX ID Number: {{{TIN}}}

OP No: 1000345540
DATE: 7/19/2025 5:09:45 AM
Created by: peza

Particular	Details	Amount (PHP)
Processing Fees=>Ecozone Application Fee		PHP 3,600.00
Total Amount Due: **Three Thousand Six Hundred Pesos only.**		PHP 3,600.00

Note:
1) Please make checks payable to the biller name indicated in the payment instruction sent to your email address.
2) For check payment or Manager's check, Convenience Fee should be included in the check amount.
3) No personal and/or out of town checks, please.
4) If payment has been made, kindly disregard this order.

3. A payment confirmation page will be displayed upon successful payment. The transaction details will be provided for reference.



DTI-PEZA
PHILIPPINE ECONOMIC ZONE AUTHORITY
"providing a globally competitive environment for investments"

1 — 2 — 3

Payment Transaction Paid

Mode of Payment:	Mobile	**Email Address:**	test.peza.myascents@gmail.com
Reference Number:	4X6GTUMX9L	**Zone:**	
Payment Number:	PM0324068	**JPCO Zone:**	
Transaction Date and Time:	7/19/2025 1:10:04 PM	**Brokerage Name:**	
Company:		**Payor Name:**	SAMPLE ENTERPRISE
Tax Id No. :		**Addess:**	

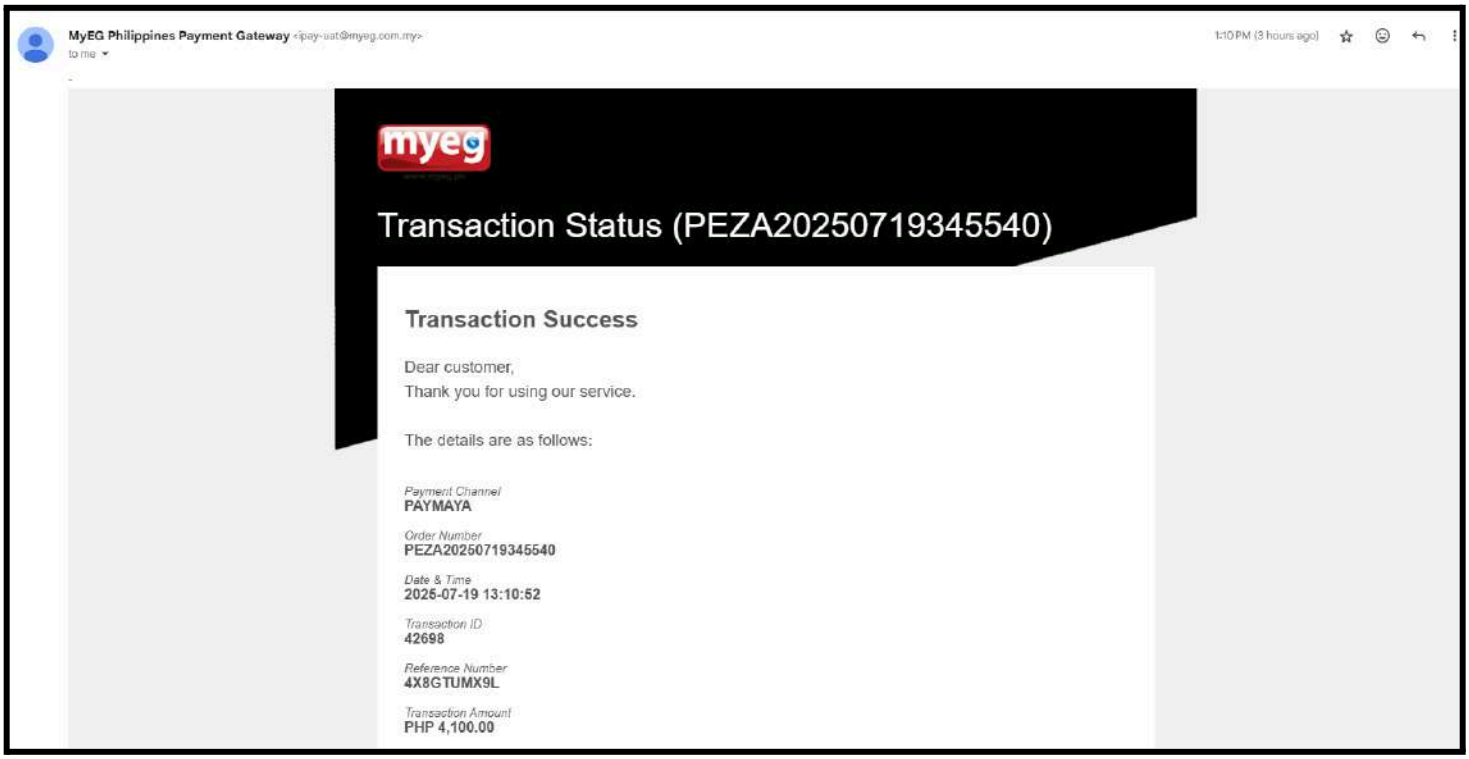
Particular	SubParticular	Amount Fee	Qty	Amount Due
Processing Fees	Ecozone Applicatio n Fee	3,600.00	1	3,600.00

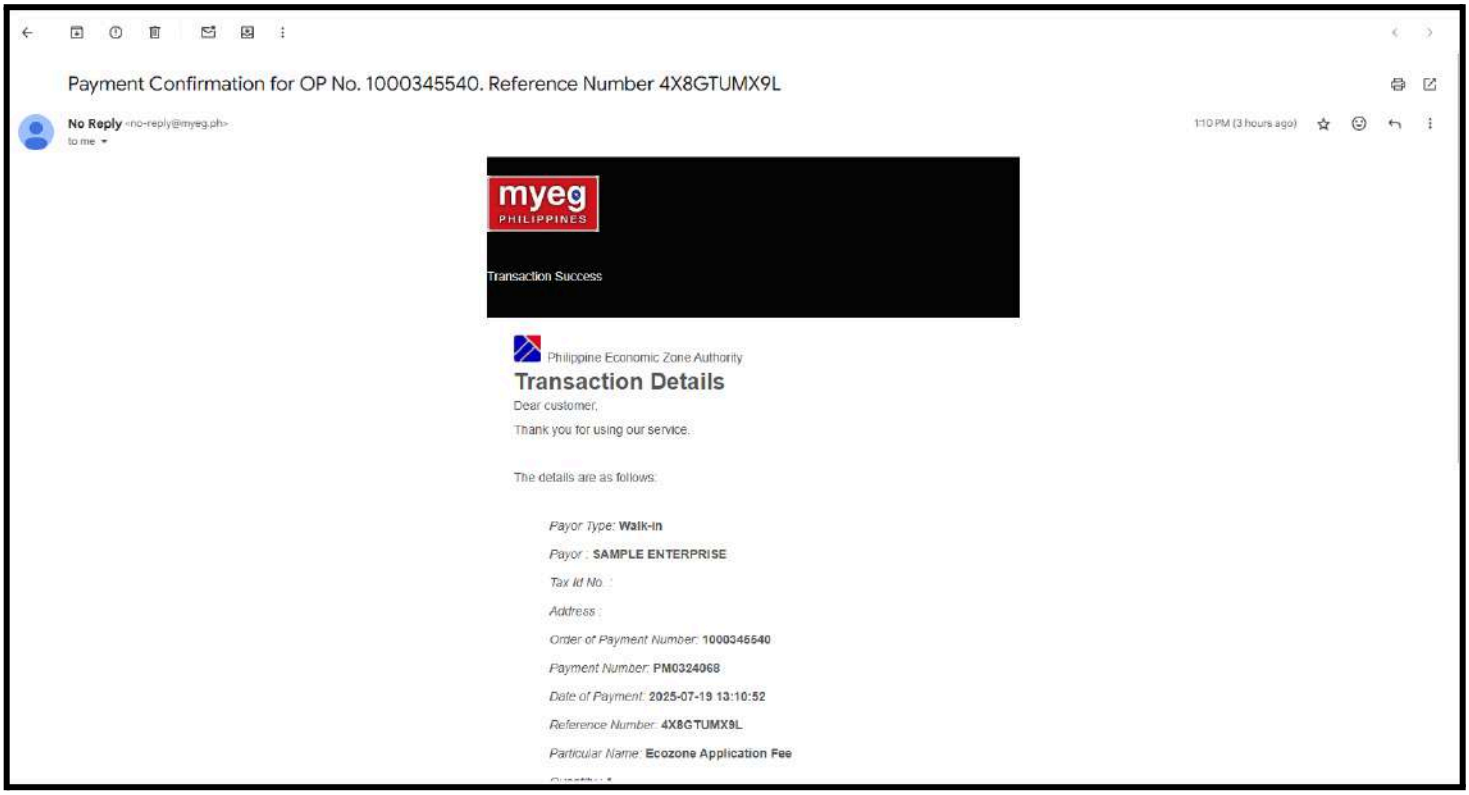
Payment Summary	
Amount Due:	PHP 4,100.00
Total	PHP 4,100.00

Back to Homepage

Fill-out the EPCS Feedback Form:
https://bit.ly/EPCSFeedback

You will receive a **Transaction Status** email and a **Payment Confirmation** email for after every successful payment.





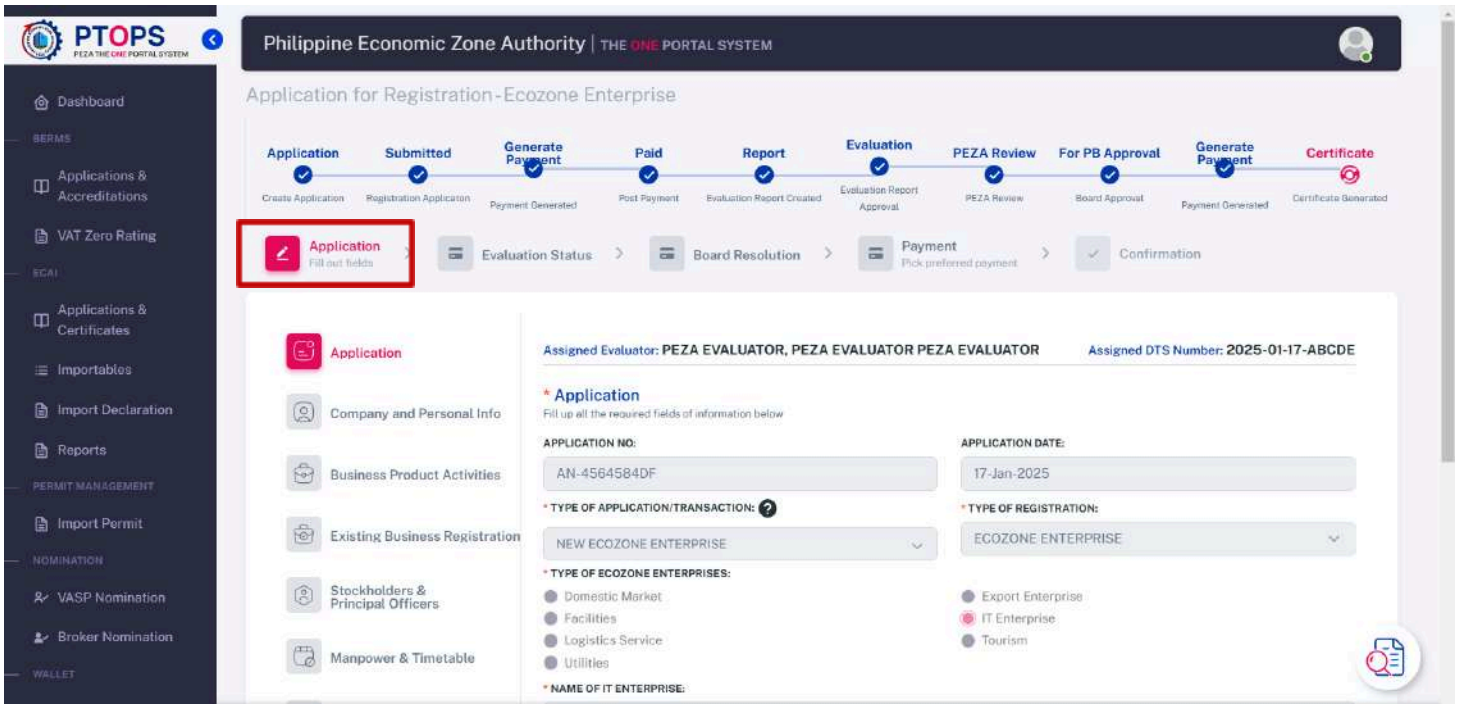
APPLICATION PAYMENT SETTLED!
Status: Awaiting Board Approval and Issuance of Board Resolution

E. Payment of Registration Fee (*applicable only on New Ecozone Enterprise applications*)
Upon successful PEZA Board Approval, its status will change to "**FOR RF PAYMENT**."

1. Open the application labeled with the **"FOR RF PAYMENT"** status.

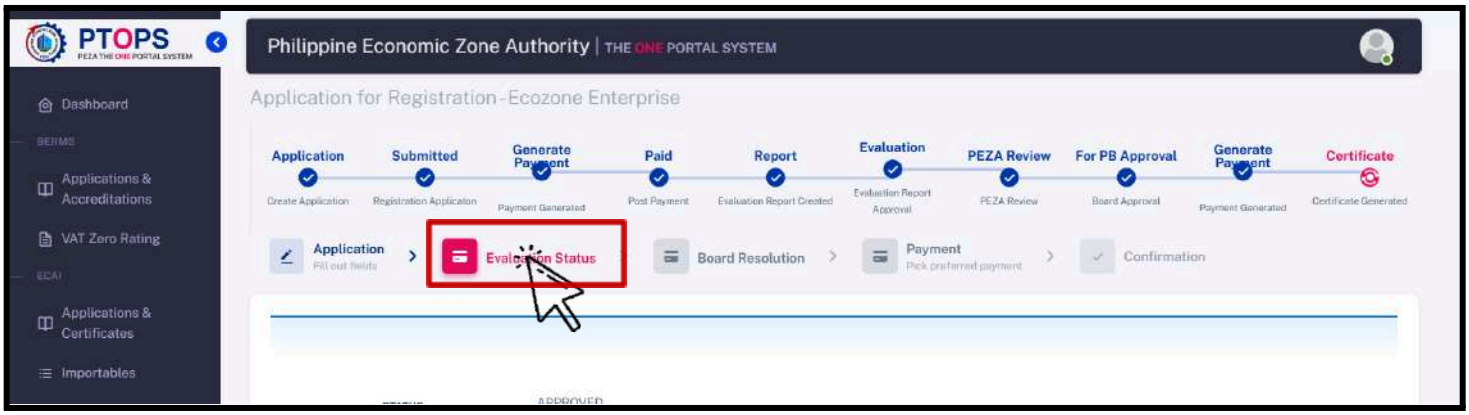
2. You can now view the results of your application. Click directly on the steppers to view their contents.

Stepper: Application



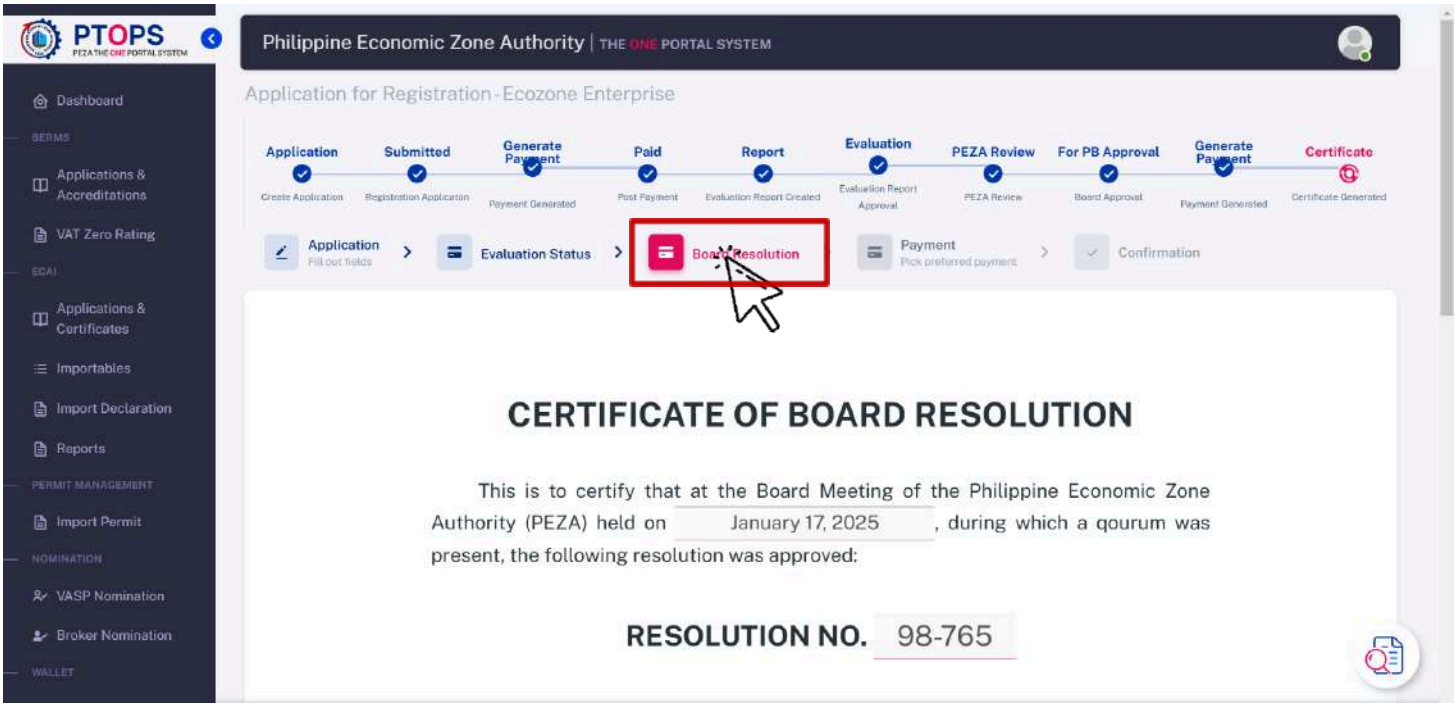
Stepper: Evaluation Status

Here, you can see if your application is Approved or Disapproved, along with any remarks if provided.

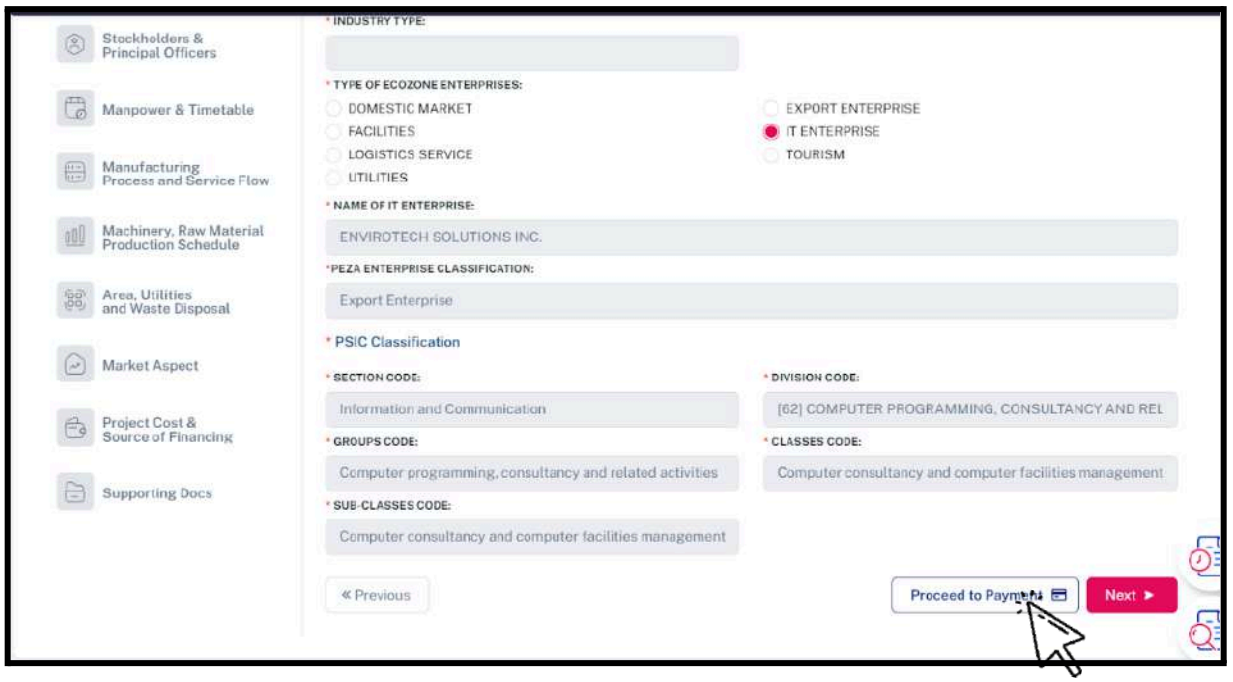


Stepper: Board Resolution

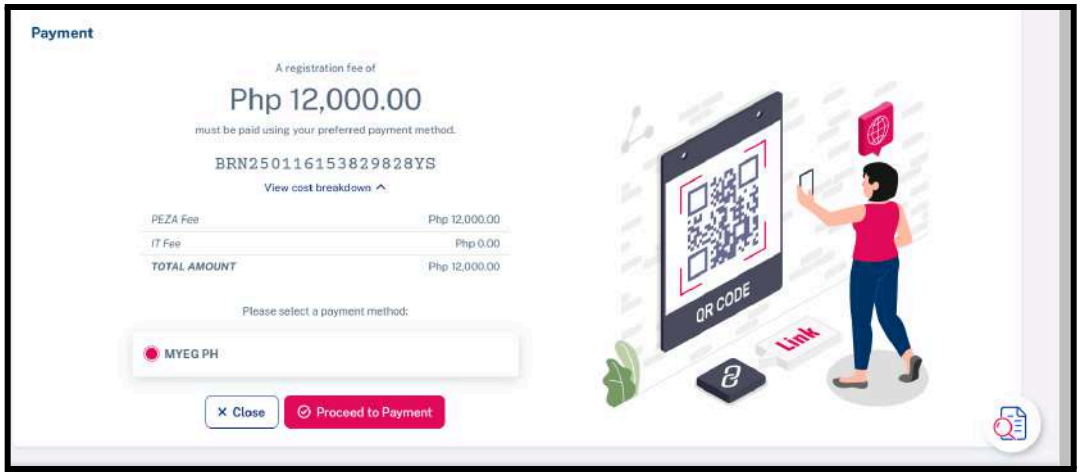
Here, you can access and view the issued Board Resolution.



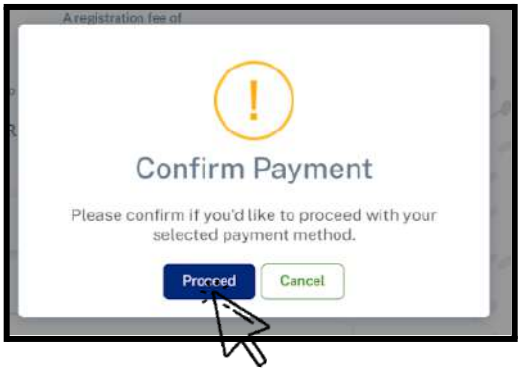
3. Once all data has been reviewed, click the Payment stepper to view the payment page, or return to the application, scroll down the page, and click "**Proceed to Payment**."



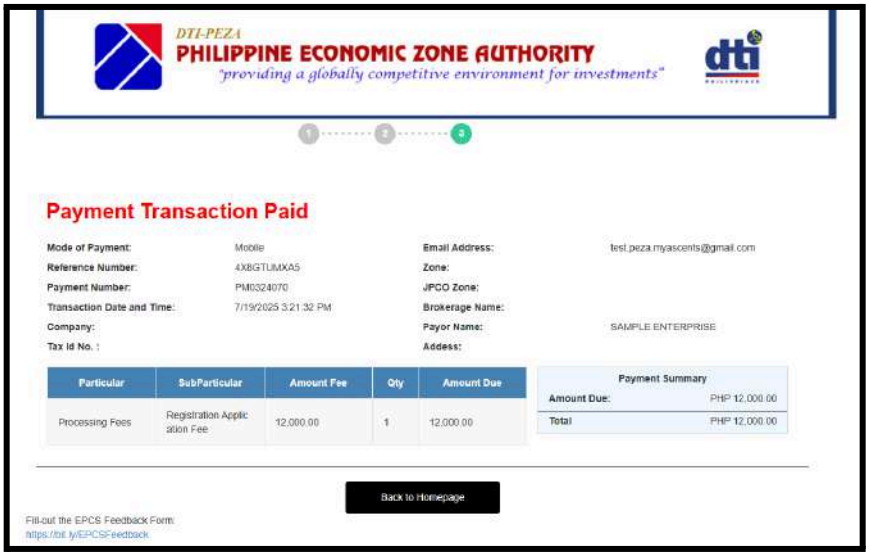
4. The amount to be paid, cost breakdown and the reference number will be displayed. Choose from the following payment method to be used: MYEG PH. Click **"Proceed to Payment"**, and note that a convenience fee will apply depending on the selected payment channel within the MYEG Gateway.



5. A prompt will appear to confirm payment with the selected payment method. Select **"Proceed"**.



6. A payment confirmation page will be displayed upon successful payment. The transaction details will be provided for reference.



Note: You will also receive the Order of Payment, Transaction Status, and Payment Confirmation emails.

REGISTRATION PAYMENT SETTLED!

STATUS: Awaiting Release of Registration Agreement for Signing[

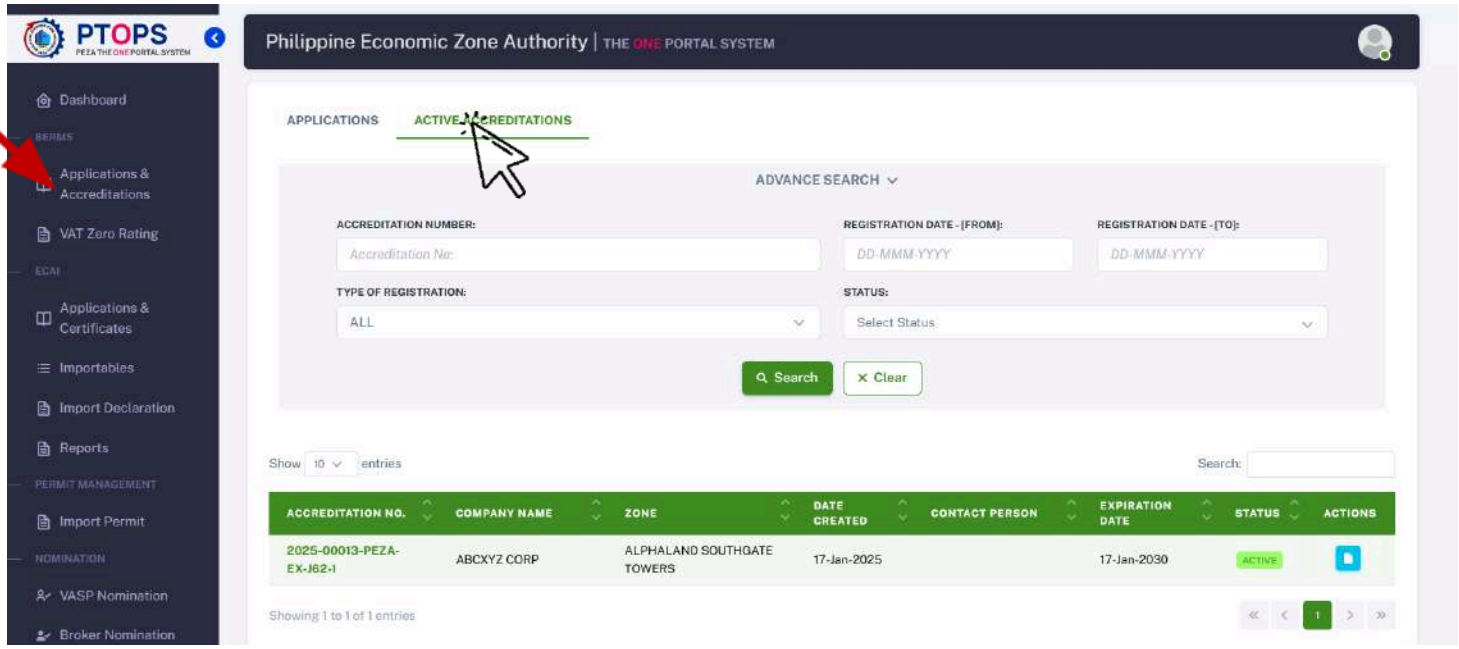
F. Registration Agreement Signing

1. After the Registration Payment (for a New Ecozone Enterprise) or the Issuance of the Board Resolution (for a New Project or Expansion of an Existing Enterprise), you will be notified by PEZA, and the signing and notarization will be conducted at the PEZA office.

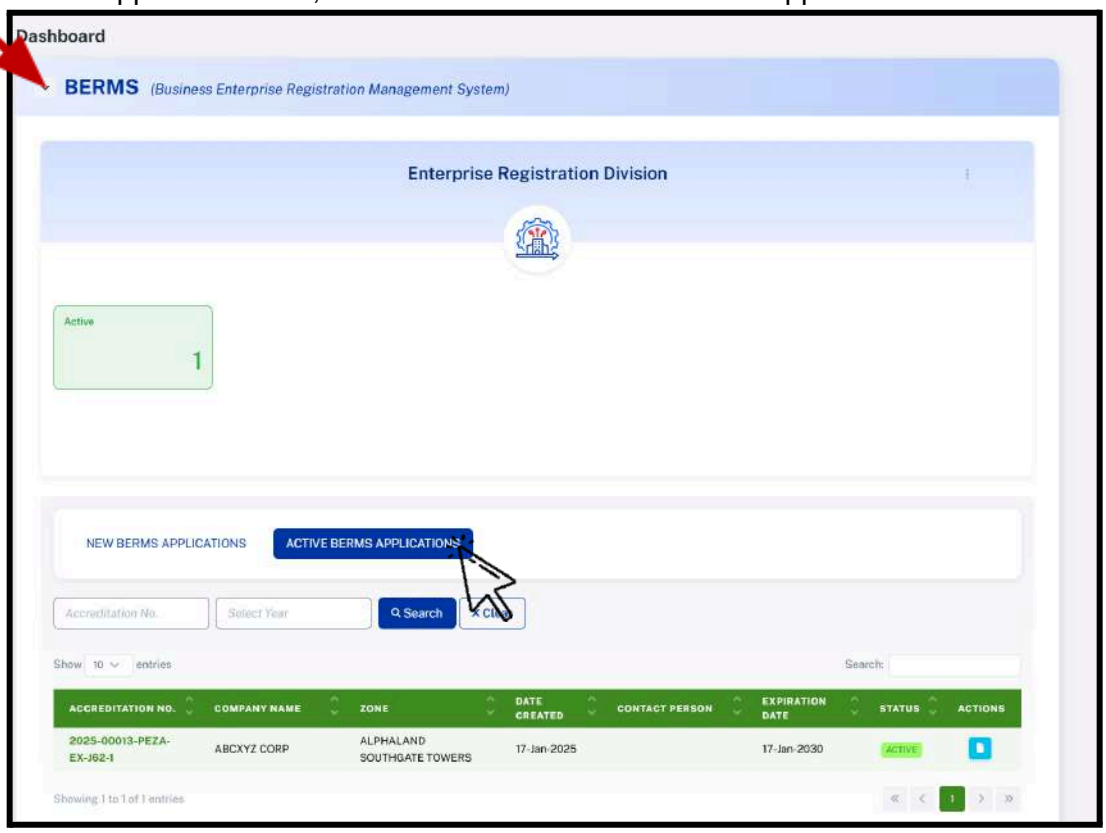
G. Viewing of Approved Application and Certificates

1. Upon approval, login to the **PTOPS** web application to check for the list of your active applications. To check your active accreditation, you have two options:
   A. Use the **Dashboard**
   B. Use the **Side Menu**

A. Under **BERMS**, go to "**Applications and Accreditations**" then select **"Active Accreditations**". All accreditations with Active status will be shown.

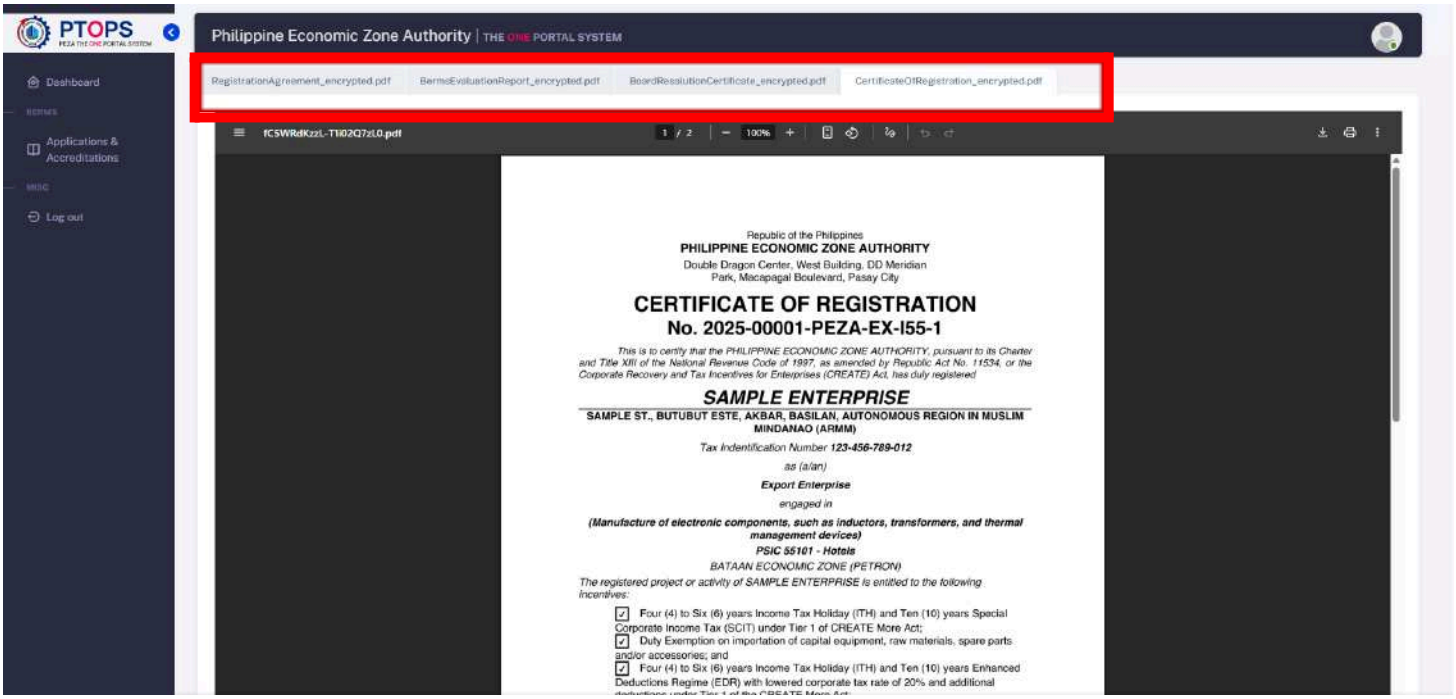


B. Click the BERMS dropdown menu, click the Active card, or scroll down to locate the application table, and then click the Active BERMS Applications.



2. You can click the **Accreditation No.** to view the application details, and the "**View Certificate**" button to access the issued certificates.

3. All issued certificates will be available for viewing. You can download the file or print the certificates directly.



APPLICATION PROCESS SUCCESSFUL!