

Republic of the Philippines
PHILIPPINES ECONOMIC ZONE AUTHORITY (PEZA)
OFFICE OF THE DDGO – SERVICE REGISTRATION UNIT (SRU)

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ERD.4.I.001
 Rev. 02, 24 November 2023

**STANDARD APPLICATION REQUIREMENTS For Companies Engaged in CUSTOMS BROKERAGE (CB), FREIGHT FORWARDING (FF)
 TRUCKING/HAULING SERVICES (T/H), SECURITY AGENCY (SA), and PERMIT TO LOCATE (PTL)**

NO.	DOCUMENTS	NEW APPLICATION					RENEWAL				
		CB	FF	TH	SA	PTL	CB	FF	TH	SA	PTL
1.	Letter addressed to the Director General						✓	✓	✓	✓	✓
2.	Duly accomplished Notarized Application Form (1 Original Copy) Downloadable in PEZA website (www.peza.gov.ph)	✓	✓	✓	✓	✓					
3.	Copy of Latest Income Tax Returns (ITR)	✓	✓	✓	✓	✓					
4.	Business Registration a) Corporation and Partnership – Certificate of Registration from Security and Exchange Commission (SEC), Articles of Incorporation and Latest GIS b) Single Proprietorship – Department of Trade and Industry (DTI) Certificate of Registration c) Cooperative- Cooperative Development Authority Certificate of Registration		✓	✓	✓	✓					
5.	Business Permit / Mayor's Permit		✓	✓	✓	✓		✓	✓	✓	✓
6.	Official list of trucks duly signed by the company official			✓					✓		
7.	Copy of Land Transportation Franchising Regulatory Board (LTFRB) Franchise and/or Provisional Authority (PA)			✓					✓		
8.	Copy of truck's Land Transportation Office (LTO) Certificate of Registration (CR) and updated Official Receipt (OR)			✓					✓		
9.	Civil Aeronautics Board (CAB) Certificate of Registration (for Air Freight) (5yrs. and Annual)		✓					✓			
10.	Department of Trade and Industry – Fair Trade Enforcement Bureau (DTI-FTEB) Certificate of Accreditation (for Sea Freight)		✓					✓			
11.	Bureau of Customs (BOC) Certificate of Registration	✓					✓				
12.	Philippine National Police (PNP) Permit to Operate (PTO)				✓					✓	
13.	Department of Labor and Employment (DOLE) Department Order 174 (DO 174) License				✓					✓	
14.	Contract/ document confirming the authority to use the land or building					✓					✓
15.	Certificate of No Objection/ Endorsement from PEZA-registered developer/ operator of private economic zone					✓					✓
16.	Certificate of No Objection/ Favorable Endorsement from PEZA Zone Administrator/ Zone Manager/ Officer-in-Charge					✓					✓
17.	Copy of previous Certificate of Permit to Locate										✓
	PAYMENT										
	Filing/ Application Fee (Php3600.00)	✓	✓	✓	✓						
	Franchise Fee (Php6000.00)	✓	✓	✓	✓		✓	✓	✓	✓	
	Processing Fee (Php2400.00)					✓					✓

NOTE: ORIGINAL PERMITS AND LICENCES MUST BE PRESENTED TOGETHER WITH THE PHOTOCOPIES