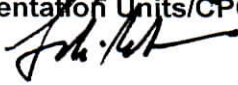




# Philippine Economic Zone Authority

MEMORANDUM ORDER NO. 2013- 001

TO : PEZA-Registered Ecozone Logistics Service Enterprises (ELSE)  
Zone Administrators/Managers/Officers-in-Charge  
Unit Heads of PEZA Customs Documentation Units/CPCO

FROM : Director General LILIA B. DE LIMA 

DATE : 08 February 2013

SUBJECT : Use of the PEZA Electronic Import Permit System (eIPS) by  
PEZA-Registered Ecozone Logistics Service Enterprises (ELSEs),  
Ecozone Facilities Enterprises engaged in Warehousing / Logistics  
Operations (EFE-WLs) and Ecozone Export Enterprises with  
separate Warehousing Division (EEE-WD)

Effective 15 February 2013, the use of the PEZA Electronic Import Permit System (e-IPS) for importations of PEZA-registered Ecozone Logistics Service Enterprises (ELSE), Ecozone Facilities Enterprises whose registered activities are warehousing/logistics operations (EFE-WL) and Ecozone Export Enterprise with separate Warehousing Division registration (EEE-WD), duly covered by Letters of Authority (LOA) issued by PEZA, is hereby allowed.

The use of the PEZA eIPS for all importations of ELSEs/EFE-WLs/EEE-WDs shall be mandatory effective March 1, 2013. No manual Import Permit applications from ELSEs/EFE-WLs/EEE-WDs shall thence be processed by PEZA.

Please be guided as follows:

## A. Enrolment in the PEZA eIPS

1. All ELSEs, EFE-WLs and EEE-WDs shall enrol/register in the PEZA eIPS through the following PEZA-accredited Value Added Service Providers (VASPs):
  - APOLLO TECHNOLOGIES INC. (Apollo) – Tel. Nos. : 8539434, 8548139, 8548142; email: [ed@apollo.com.ph](mailto:ed@apollo.com.ph)
  - E-KONEK PILIPINAS, INC. (E-Konek) - Tel. No. : 6593333  
email: [marketing@ekonek.com](mailto:marketing@ekonek.com) or [ekonek.help@ekonek.com](mailto:ekonek.help@ekonek.com);  
Download form from: <http://www.ekonek.com/web/content/downloads.html>
  - INTERCOMMERCE NETWORK SERVICES INC. (INS) – Tel. No. 8432792, 8438155;  
Register online at: <http://www.intercommerce.com.ph> or  
email: [manilacs@intercommerce.com.ph](mailto:manilacs@intercommerce.com.ph)

All are encouraged to enrol with more than one or all of the above PEZA-accredited VASPs.

2. Previously enrolled Ecozone Export Enterprise (EEE) with separate registration as ELSE for their Warehousing Division (WD) shall enrol separately for their Warehousing Division.
3. ELSEs/EFE-WLs/EEE-WDs with multiple ecozone locations shall enrol/register separately each ecozone location where the eIP application is to be made.

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4. Enrolment procedures shall be in accordance with the standard enrolment requirements and procedures provided in the following PEZA issuances which can be downloaded at: <http://www.peza.gov.ph> :
- (i) Memorandum Order (MO) No. 2009-007, dated 15 September 2009, re: "Full Implementation of the PEZA Electronic Import Permit System (eIPS) in All Economic Zones and IT Parks/Centers); and
  - (ii) MO No. 2009-002, dated 20 April 2009, re: "Mandatory Use of the PEZA Electronic Import Permit System (eIPS) by 15 May 2009 for All Importations, including Regulated Goods."
5. As provided in above-cited MOs, the eIPS enrolment requirements and procedures are as follows:

Requirements	Procedures
a. Pro-forma Application Letter with copy of the accomplished VASP enrolment form.	The original of the accomplished documents (hard copy) shall be submitted by the ELSEs/EFE-WLs/EEE-WDs to their respective PEZA Zone Administrator / Zone Manager / Zone Officer-in-Charge (ZA/ZM/ZOIC), and the soft copy of each shall be electronically transmitted to the official PEZA e-mail address of the ZA/ZM/ZOIC from the e-mail address of the President/CEO of the ELSE/EFE-WL/EEE-WD or his duly authorized Alternate Signatory. Enrolment of the ELSE/EFE-WL/EEE-WD in the eIPS shall take effect <u>ONLY</u> upon review and endorsement by the ZA/ZM/ZOIC of the above submissions to the VASPs, which shall be within 24 hours from receipt by the ZA/ZM/ZOIC of the complete / accomplished documents of the ELSE/EFE-WL/EEE-WD, in hard and soft copies.
b. Designation/Authorization by the President/CEO of the company's Alternate Signatory.	
c. List of Importables (LOI)	
d. Endorsement/Certification of the LOI signed by the President/CEO of the PEZA- registered enterprise or his duly authorized Alternate Signatory	

The above forms are herewith attached (Annexes A, B, C, D).

6. All items/goods to be included in the List of Importables (LOI) shall be limited to those that are covered by a valid Letter of Authority issued by the PEZA Director General or in the case of renewals thereof, a valid Letter of Authority issued by the ZA/ZM/ZOIC.

The List of Importables shall indicate the following information :

HS Code	Item Code	Item Description	LOA No.	LOA Valid until (mm/dd/yyyy)
8533.2900.000	MCRO3EZPJ476	Resistor	12-0130	01/25/2013
8504.5029.000	5	Coil	12-1032	10/12/2013

(add row/s as necessary)

The HS Code Tariff Classification shall be the 11 digit HS Code pursuant to the latest ASEAN Harmonized Tariff Nomenclature (AHTN). The HS Code of all items shall be provided by the licensed Customs Broker of the ELSE/EFE-WL/EEE-WD.



**B. Enrolment in the Bureau of Customs' (BOC) Client Profile Registration System (CPRS)**

All ELSEs/EFE-WLs/EEE-WDs shall also secure their **Customer Client Number (CCN)** by enrolling / renewing their registration in BOC's CPRS through the PEZA-accredited VASPs.

**C. Processing of eIP Applications**

1. All items initially submitted by ELSEs/EFE-WLs/EEE-WDs in their respective List of Importables (in the prescribed Excel format), as well as all subsequent additional item/s that may be submitted by the ELSE/EFE-WL/EEE-WD for inclusion in their respective List of Importables in the eIPS, shall be subject to validation and approval by the ZA/ZM/ZOIC, upon which the validated and approved items shall be included in the ELSE's/EFE-WL's/EEE-WD's List of Importables in the eIPS as "Regulated" Importables.
2. Prior to submission / uploading of any additional item/s for inclusion in the ELSEs/EFE-WLs/EEE-WDs' List of Importables, the ELSE/EFE-WL/EEE-WD shall submit to the ZA/ZM/ZOIC a copy of the valid LOA (original or renewal) corresponding to each of the items submitted / uploaded by the ELSE/EFE-WL/EEE-WD.
3. Only those item/s in the ELSE's/EFE-WL's/EEE-WD's approved LOI, and with the corresponding valid LOA/s, shall be eligible for eIP application lodgement. For items requiring prior clearance, permit or authorization from other government agencies and/or other specific authorization from PEZA, the ELSE/EFE-WL/EEE-WD shall submit to the ZA/ZM/ZOIC the said required clearance, permit or authorization prior to lodgement of its eIP allocation for said item/s. No eIP application shall be processed by the ZA/ZM/ZOIC for any item/s with expired LOA/s and/or in the absence of the required prior clearance, permit or authorization from other government agencies and/or other specific authorization from PEZA.
4. Any uploading of additional importable/s and / or eIP applications to be made by the ELSE/EFE-WL/EEE-WD beyond the regular office hours, including Saturday, Sunday and Holidays, shall require prior notice to the ZA/ZM/ZOIC.
5. The lodgement of eIP applications by an ELSE/EFE-WL/EEE-WD with multiple ecozone locations shall be made separately for each ecozone location where the items to be imported are to be delivered, and all supporting documents shall be consistent with the ecozone location indicated the eIP.

**D. Applicability of the previous PEZA issuances on the eIPS**

All provisions of the above-cited PEZA MO No. 2009-007, and MO No. 2009-002 and other PEZA issuances on the eIPS not inconsistent with any of the provisions of this Memorandum Order shall apply to the use of the eIPS by ELSEs/EFE-WLs/EEE-WDs.

ELSEs needing further clarification on the foregoing may direct their queries to their respective ZAs/ZMs/ZOICs (for queries on the List of Importables and submission/procedural requirements)-or their designated VASPs for specific Systems features.

For compliance.

*f...*  
hoa/vss *[Signature]*

Annex A

**PRO-FORMA APPLICATION LETTER FOR ENROLMENT in the PEZA-eIPS  
by ELSEs/EFE-WLs/EEE-WDs**

Date:

PEZA ZA/ZM/OIC  
Zone Location  
Zone Address

Dear ZA/ZM/Z-OIC \_\_\_\_\_:

This is to submit our application for registration in the PEZA Electronic Import Permit System (eIPS). The List of Importable (LOI) item/s, in printed and soft copies, duly certified by myself or by my duly Designated Alternate Signatory, in accordance with the prescribed format is hereby endorsed for your review.

We further submit the following information/documents required for registration in the eIPS:

- A. **Designated Alternate Signatory:** (Name, Position, email address, contact nos.: (landline) and (cell))
- B. **Preferred Value Added Solution Provider:**
- C. **Preferred Date of eIPS Activation:**
- D. **A copy of our Enrolment Form with the VASP is enclosed.**
- E. **Authorized Brokers/Forwarders:**  
*(Enterprise may authorize more than one broker; indicate the validity date of Broker's accreditation with PEZA; for each authorized broker staff -- indicate name, position, contact numbers (landline and cellphone) and email address)*

We confirm that we have read the guidelines for the PEZA eIPS under various PEZA Memorandum Orders and other issuances pertaining to PEZA eIPS and I acknowledge that our company shall be accountable for the designation of authorized users on our behalf, the List of Importables, monitoring of eIP applications until delivery of the import shipment at our ecozone facility and compliance with clearances required by other government agencies.

I further declare that goods imported through the eIPS shall be used only for our PEZA-registered activities.

Very truly yours,

\_\_\_\_\_  
Signature over Printed Name of the President/CEO)

\_\_\_\_\_  
Name of PEZA-registered Enterprise

**DESIGNATION OF ALTERNATE SIGNATORY**  
**for ELSE's/EFE-WL's/EEE-WD's TRANSACTIONS IN THE PEZA-eIPS**

I hereby designate and authorize Mr/Ms (Full Name), (Position), a bonafide employee of our company, whose specimen signature and initials appear below, to certify in behalf of our company and in my absence, the **REGULATED** importable/s to be submitted to your office from time to time, for inclusion in our List of Importable/s (LOI) in the PEZA eIPS.

NAME	SIGNATURE	INITIAL

\_\_\_\_\_  
Signature over Printed Name of the President/CEO

\_\_\_\_\_  
Name of PEZA-registered Enterprise

\_\_\_\_\_  
Date

**FORMAT OF LIST OF IMPORTABLES FOR ELSEs/EFE-WLs/EEE-WDs**

PEZA Registered Enterprise: \_\_\_\_\_  
Zone Location.: \_\_\_\_\_  
Certificate of Registration No: \_\_\_\_\_  
Date of Registration Certificate : \_\_\_\_\_

HS Code	Item Code	Item Description	LOA No.	LOA Valid until (mm/dd/yyyy)

(add rows as necessary)

Required data (in MS Excel format):

1. Description of each item to be indicated in the LOI/IP, with supporting valid LOA and clearance from other government agencies and/or specific authorization from PEZA, as applicable.
2. HS Code (11 digit code pursuant to the latest ASEAN Harmonized Tariff Nomenclature (AHTN))

Submitted and Certified by: \_\_\_\_\_  
(Signature Over Printed Name)

Position \_\_\_\_\_

Required Broker's Certification:

This is to certify that I have indicated the appropriate HS Code Tariff Classification corresponding to each of the listed above pursuant to the latest AHTN.

Printed Name of Broker and Signature: \_\_\_\_\_  
Broker's License and Validity Date: \_\_\_\_\_  
Name of Brokerage Firm, if applicable: \_\_\_\_\_  
Broker's/Brokerage Firm's PEZA Letter of Approval / Accreditation No. \_\_\_\_\_  
Date of Validity of PEZA Letter of Approval / Accreditation: \_\_\_\_\_  
Date Signed: \_\_\_\_\_





**ENDORSEMENT/CERTIFICATION OF THE LIST OF IMPORTABLES  
OF ELSEs/EFE-WLs/EEE-WDs**

Date

**DIRECTOR GENERAL LILIA B. DE LIMA**  
**Philippine Economic Zone Authority**  
PEZA Bldg., Roxas Blvd. cor. San Luis St.  
Pasay City

ATTENTION: Zone Administrator/Manager/Zone OIC \_\_\_\_\_

Dear Director General de Lima:

I hereby certify that the items in the attached List of Importables (LOI) are covered by a valid Letter/s of Authority (LOA) issued by PEZA and are to be used in our PEZA registered activities. I acknowledge, on behalf of the company I represent, responsibility for ensuring that only the importables in the attached list shall be imported by our company in the eIPS.

I (and my designated and authorized representative/alternate signatory, if applicable) am/are aware that I/we shall likewise be accountable, on behalf of our company, for all additional items with corresponding valid LOA, including the corresponding HS Codes thereof, subsequently submitted to your office for inclusion in the database of our company's List of Importables in the PEZA eIPS.

Very truly yours,

\_\_\_\_\_  
Signature over Printed Name of the President/CEO

\_\_\_\_\_  
Name of PEZA-registered Enterprise

*..*