A. Board of Investments (BOI)

Requirements

1. SEC Certificate (Articles of Incorporation/Partnership and By-Laws); DTI Registration (Sole Proprietorship)

2. Audited Financial Statement and Income Tax Return (past three years)

3. Board Resolution to authorized company representative

4. Accomplished Application Form 501 and Project Report

Registration Procedure

1. File BOI Form 501 with supporting documents and filing fee

2. Evaluation of Application and Preparation of Evaluation Report (incl. Publication of Notice of Filing of Application, plant visit)

3. Presentation to the BOI Management Committee

4. BOI Governing Board Confirmation

5. Letter advice to Applicant of Board Action

6. If Approved, send letter of approval including pre-registration requirements

7. Applicant complies with the pre-registration requirements

8. Preparation and issuance of Certificate of Registration upon payment by applicant of Registration Fee


Processing Time: Ten (10) to twenty (20) working days

Where to Register: Project Evaluation and Registration
Department Board of Investments
385 Sen. Gil Puyat Ave. Makati City
Tel. No. (632) 895-6617 Fax No. (632) 895-3997
Website: www.boi.gov.ph

B. Regional Board of Investments – ARMM

Requirements

1. Duly signed and notarized application form

2. Letter of Intent
3. Project Study/Simplified Project Report

4. Copy of the SEC Certificate of Registration and articles of Incorporation/Partnership and By-Laws

5. Board Resolution authorizing the officer to transact, execute, and sign in behalf of the applicant firm

6. For existing firms, latest AFS and ITR for the past 3 years or for the period the applicant has been in operation if less than 3 years

7. Other documents that may be required by the specific activity in the IPP

8. For new corporations: Sworn Statement of Assets & Liabilities of Major Stockholders

9. Request for advance authority to import capital requirement

Registration Procedure

The following are to be submitted for the issuance of Certificate of Registration:

1. Board Resolution accepting RBOI-ARMM Terms and Conditions

2. Board of Directors’ Sworn Statement Affirming all commitments made by the firm

3. Certificate of non-arrearages (under oath) – that applicant is not in arrears in the payment of outstanding obligations, loans to the government or any government instrumentality

4. Publisher’s Affidavit: Attesting to the publication of the “Notice of the Filing of Application”

5. Official Receipt for payment of registration fee

Processing Time Ten (10) to Twenty (20) working days

Where to Register Regional Board of Investments – ARMM ARMM Complex, Cotabato City Tel. No. (6364) 421-9202 Telefax No. (6364) 421-1591 Email: info@rboi-armm.org Website: www.rboi-armm.org

C. Philippine Economic Zone Authority (PEZA)

Registration for Export Enterprises/IT Enterprises

Requirements for Export Enterprises
1. Duly accomplished and notarized PEZA application form and anti-graft certificate (RA 3019).

2. Board Resolution authorizing the filing and designation of a representative.

3. Securities and Exchange Commission (SEC) Certificate of Registration, Articles of Incorporation and By Laws (if not available, submit draft of Articles of Incorporation)

4. Project brief.

Requirements for IT Enterprises

1. Application Form (notarized)

2. Corporate Profile (including that of parent company, if applicable) which should include:
   - Brief company history
   - Existing or proposed business activities and projects
   - List of affiliated companies registered with PEZA
   - List of affiliated companies registered with the Board of Investments (BOI) and copies of the Certificates of Registration with Terms and Conditions and annual reports submitted, if applicable
   - Principal officers and bio-data
   - Audited Financial Statements (for the last 3 years for existing companies)

3. Certificate of Registration with SEC and updated Articles of Incorporation

4. Board Resolution authorizing the filing of application with PEZA and designating the representative(s) authorized to transact registration with PEZA

5. Project Brief (i.e., Information on Market, Technical, Financial and Management aspects of the project to be registered)

Procedure

1. Submission of accomplished application form.

2. Evaluation and recommendation for approval to the PEZA Board.

3. PEZA Board approval.

4. Issuance of the PEZA Board Resolution of approval.

5. Submission of pre-registration requirements.

6. Preparation of the Registration Agreement.

7. Signing of the Registration Agreement and Issuance of Registration Agreement.
Registration for Ecozone Developers

Requirements

1. Duly accomplished and notarized PEZA application form and anti-graft certificate (RA 3019).

2. Board Resolution authorizing the filing of the application with PEZA and designation of representative(s) authorized to transact registration with PEZA.

3. Securities and Exchange Commission (SEC) Registration including Articles of Incorporation and By Laws.

4. Audited financial statements for the last three (3) years, if applicable.

5. Project description (development plan and timetable);

6. Site development plan.

7. Vicinity map indicating various land uses and important landmarks within a kilometer-radius of the proposed economic zone.

8. Proof of land ownership or any document confirming the applicant’s authority to use the land subject of the proposed economic zone.

9. Endorsement of the Sangguniang Bayan/Panlungsod of the proposed economic zone.

10. DAR conversion clearance/exemption certificate or HLURB Zoning Certification, whichever is applicable.

11. Certification from the Department of Agriculture (DA) that the proposed area is not covered by Administrative Order No. 20 and that such land has ceased to be economically feasible.

12. Verified Survey Returns and technical description of the proposed economic zone area.


14. Natural Water Resources Board (NWRB) Certification that the identified source of water shall not cause supply problem for the adjacent communities.

15. Other documents as may be prescribed by the PEZA Board.

Procedure

1. Submission of accomplished application form and documentary requirements.

2. Evaluation and recommendation for approval to the PEZA Board.

3. PEZA Board approval.

4. Issuance of the PEZA Board Resolution of approval.
5. Submission of documentary requirements for Presidential Proclamation of the Economic Zone as Special Economic Zone.

6. Certificate of Complete Staff Work from Local Government, DAR, HULRB and DENR.

7. Endorsement by PEZA of Proclamation documents to the DTI Secretary for his endorsement to the Office of the President of the Philippines.

8. Issuance of the Proclamation by the President of the Philippines.

9. Preparation of the Registration Agreement.

10. Signing of the Registration Agreement and Issuance of Certificate of Registration.

**Processing Time**

PEZA Board meets at least twice a month. Applications received within a day before the scheduled PEZA Board meeting will be presented in the Board meeting.

One (1) month to secure the Presidential Proclamation for Special Economic Zone Developers provided completed documents are submitted.

**Where To Register**

**Philippine Economic Zone Authority**  
Roxas Boulevard corner San Luis St., Pasay City  
Tel.Nos. (632) 551-3454/551-3438/551-3436  
Email: info@peza.gov.ph  
Website: www.peza.gov.ph

**D. Subic Bay Metropolitan Authority (SBMA)**

**Requirements**

1. Duly Accomplished SBF Application Form  
2. Letter of Intent/Business Proposal  
3. Business Proposal  
4. Audited Financial Statement  
5. Company Information/Brochures  
6. Client/Supplier List  
7. Financial projections  
8. SEC Certificate (Articles of Incorporation and By-Laws)/DTI Registration (Sole Proprietorship)  
9. Certification of deposits and credit standing
Procedure
1. Submission of Letter of Intent and Application for Registration
2. Evaluation
3. Presentation to SBMA Chairman and Board
4. Board Approval
5. Registration requirements completion
6. Issuance of Certificate of Registration

Processing Time
Three (3) weeks to one (1) month

Where to Register

Locator Registration and Licensing Department
Bldg. 225, Investment Center, Dewey Avenue Subic Bay Freeport Zone
Tel. Nos. (6347) 252-7262 (252-SBMA) (6347) 252-4004
Website: www.sbma.com

E. Clark Development Corporation

Requirements
1. Letter of intent accompanied by Project Evaluation Form
2. Letter of Endorsement of Lessee (Sub-lessee)
3. Signed and Notarized Sub-lease Agreement
4. Board Resolution of duly authorized representative / signatory
5. Certified true copy of Business Registration (Securities and Exchange Commission Papers, License to transact Business in the Philippines, DTI Registration) exclusively to handle Clark Operations
6. Resume of stock holders & Key Management Officers
7. Proof of Financial Capability (any or all of the following):
   - Latest audited financial Statements of applicant firm (or parent/management company if applicable) stomped “Received” by the Bureau of Internal Revenue
   - Latest income tax return of applicant firm (or parent/management company if applicable)
- Bank certification of deposits or approved loan or credit line; if equity financing is less than total project cost

8. Proposed site development plan (with perspective drawings) and Construction timetable/financial schedule

9. Production Process Flow Chart, if applicable (Copy of Systems/Schematic Diagram/Basic Network configurations)

10. Company brochures, if any

11. Environmental Impact Statement (for environmentally-critical projects or those to be located in environmentally critical areas)

12. Formalities (licenses, permits, etc..) with National Telecommunications Commission (NTC) and franchises from Congress, if applicable

Registration Procedure

1. Investor submits Letter of Intent and Required Documentation detailing Company Profile, Project Features, and Project Requirements

2. CDC identifies potential project site/s and submits Terms of Contract for review of Investor

3. If proposal and Terms of Contract is approved, a Lease Agreement is signed and a Certification of Registration is issued

Processing Time

Two (2) to Three (3) Weeks

Where to Register

Marketing Department
Clark Development Corporation
Bldg. 2127, C. P. Garcia corner E. Quirino Avenues
Clark Freeport Zone, Pampanga
Tel. Nos. (6345) 599-2043, 599-3035, 599-9000 local 652
Website: www.clark.com.ph

F. Cagayan Economic Zone Authority (CEZA)

Requirements

1. Completed Application Form (CSEZFP Form 99-1)

2. Fee for processing amounting to US$200 or its equivalent in Php

3. Project Feasibility Study

4. Copies of relevant documentation of legal status of business enterprise (articles of incorporation and by-laws/partnership agreement/SEC license to do business)
5. Name and address of legal agent if not a corporation or the business organization established in the Philippines

6. If there is foreign ownership, proof of inward remittance and/or investment or other proof of financial capacity acceptable to CEZA

7. Evidence of intended physical location of enterprise within the Cagayan Special Economic Zone and Freeport (CSEZFP) (i.e., Certificate of Title)

8. If part of a larger business enterprise doing business outside the CSEZFP, evidence or restructuring which excludes from the operations of the CSEZFP enterprise all business operations taking outside the CSEZFP

9. List of assets and other properties comprising the investment to be made

10. Application Forms for Work Permits for any expatriate personnel

11. List of references that may be contacted to verify the information included in the application, including a commercial bank and/or financial institutions and independent auditor

12. Certificate under oath that the CSEZFP Enterprise applicant will comply with the Masterplan as maybe adopted and amended from time to time

13. Undertaking that applicant shall not at all times conduct any unlawful activities

**Procedure**

1. Submission of completed application form to OSAC

2. Payment of US$200 processing fee

3. OSAC checks completeness of documents

4. Upon completion of submitted documents, OSAC issues receipt of complete documents

5. Validation of submitted documents

6. OSAC Review and Recommendation to Administrator and Chief Executive Officer

7. Administrator and CEO’s approval or denial of application

8. If approved, OSAC issues Provisional Certificate of Registration valid for 30-90 days

9. Upon completion of other documents that may be required, CEZA issues the CSEZFP Enterprise Certificate of Registration

**Processing Time**

Thirty (30) working days

**Where to Register**
G. Zamboanga Economic Zone Authority (ZEZA)

**Single Proprietorship**

Requirements

1. Evidence of intended physical location of the enterprise within the Zamboanga Freeport (e.g. Commitment letter or other similar documents) and the manner by which the location was secured (whether it was secured directly from the AUTHORITY or from a licensed facilities operator)

2. Detailed list of assets comprising the investment to be made

3. Company Profile

4. Track Record

5. Business Plan

*for Foreign Investors: Proof of inward foreign remittance and investment

**Partnership/Corporation**

Requirements

1. Articles of Incorporation

2. Partnership Agreement

3. SEC Registration

4. Evidence of restructuring if previously part of a larger business elsewhere in the Philippines

5. Proof of inward foreign remittance and investment

6. Evidence of intended physical location of the enterprise within the Zamboanga Freeport

7. Detailed list of assets comprising the investment to be made
8. Company Profile
   ▪ Track Record
   ▪ Business Plan

Procedure
1. Submission of Application to Marketing and Enterprise Development Department (MEDD)
2. Evaluation of proposal
3. Submission of Evaluation Report to the Board for deliberation
4. Board Deliberation/Approval
5. Notification of Proponent’s Approval Application upon release of Board resolution
6. Issuance of Certificate of Registration and Tax Exemption upon Board Approval of said proposal
7. Signing of lease agreement (End of registration process)
8. Application and Issuance of Building Permit
9. Issuance of Certificate of Occupancy and Permit to Operate (Start of Commercial operation)

Processing Time
One (1) Month

Where to Register

Zamboanga Freeport Authority
San Ramon, Zamboanga City 7000
Tel. Nos. (6362) 992-2012, 992-0409, 992-2435, 992-3284
Fax Nos. (6362) 993-0209, 992-3224
E-mail: ecozone@zambofreeport.com
Website: www.zambofreeport.com.ph

H. PHIVIDEC Industrial Authority

Requirements for Manufacturing Firms

1. Letter of Intent containing the following:
   • Company Name
   • Name of the Project
   • Description of the Project
   • Project Cost
• Area Required (Minimum and Maximum)
• Power Requirement
• Water Requirement
• Employment
• Time Table

2. Duly Accomplished Application Form

3. Feasibility or Project Study /Business Proposal (If Applicable)

4. Company Profile/Brochure

5. Development Plan & Proposed Activities for two (2) years period

6. Process Description and Process Flow

7. Certificate of Registration of Business Name

8. SEC Registration & Articles of Incorporation

9. Income Tax Returns for the last 3 yrs (if applicable)

10. Audited Financial Statement for the last 3 yrs (if applicable)

11. List of Directors & Principal Stockholders with Biodata

12. Duly Accomplished Deed of Undertaking (PIA to provide Pro Forma Forms)

13. Duly Accomplished Anti-Graft Certificate (PIA to provide Pro Forma Forms)

14. Secretary's Certificate / Board Resolution authorizing the filing of application and
designation of representatives(s)

15. Other Permits/Clearances required from other government agencies

Requirements for Service Enterprise

1. Letter of Intent containing the following:
   • Company Name
   • Name of the Project
   • Description of the Project
   • Capitalization
   • Employment/Manpower
• Time Table
• Duly Accomplished Application Form

2. Feasibility or Project Study /Business Proposal
3. Service Description and Process Flow
4. SEC Registration & Articles of Incorporation DTI Registration (Sole Proprietorship)
5. Certificate of SSS Remittance (When applicable)
6. Income Tax Returns for the last 3 yrs (if applicable)
7. Audited Financial Statement for the last 3 yrs (if applicable)
8. List of Directors & Principal Stockholders with Biodata
9. Duly Accomplished Deed of Undertaking (PIA to provide Pro Forma Forms)
10. Duly Accomplished Anti-Graft Certificate (PIA to provide Pro Forma Forms)
11. Secretary's Certificate / Board Resolution authorizing the filing of application and designation of representatives(s)
12. Pro Forma Permit Agreement for Service Firm
13. Fees and Charges
14. Other Permits/Clearances required from other government agencies

Procedure
1. Discussion of plans with PIA Authorities (Business Development Division, or Policy Planning and Business Development Division, and/or Corporate Planning and Business Development Department)
2. Submission of Letter of Intent with Project Brief
3. Submission of Application Form together with the requested documents
4. PIA Evaluation
5. Submission of Application for PIA Board Approval
6. Issuance of Board Resolution
7. Signing of registration agreement and lease contract
8. Issuance of Certificates
9. Completion of Other Requirements
10. Start of commercial operation
Processing Time
Ten (10) working days

Where to Register

PHIVIDEC Industrial Authority
PHIVIDEC Industrial Estate
Misamis Oriental Mindanao Container Terminal Complex
Administration Building Tagoloan, Misamis Oriental, Mindanao
Tel. Nos. (6388) 567-0315/890-1108; 890-1110 or (638822) 740-245/740-369;
Fax Nos. (6388) 567-0194 or (08822) 740-177
Email: pia_mo@phividecauthority.com.ph
Website: www.phividecauthority.com.ph

PIA Makati Business and Liaison Office
3/F, DAO1 Bldg, 189 Salcedo St., Legaspi Village, Makati City
Tel Nos. (632) 817-5330 / 750-67887
Fax. No. (632) 818-1338

I. Aurora Special Economic Zone Authority

Requirements

1. Letter of Intent

2. Documents of legal status
   • SEC Registration
   • Articles of Incorporation
   • Partnership Agreement
   • Board Resolution of authorized representative
   • Other similar documents

3. Identification documents of investors
   • For foreigners, photocopy of valid passport
   • For locals, photocopy of valid identification cards

4. Evidence of intended physical location
   • Certificate of Title, Lease Agreement, Deed of Sale and similar documents

5. Proof of Financial Capacity
   • Financial Statements for the last three (3) years
   • Bank Certificates of deposits/credit line
6. If part of a larger enterprise doing business outside the APECO, evidence of restructuring which excludes the operations of its ASEZA enterprise from business operations outside of ASEZA

7. List of assets comprising the investment to be made

8. Certificate of Compliance to Master Plan of ASEZA

9. Such other documents that ASEZA may require (Other permits and licenses, letters of reference)

**Procedure**

1. Investor submits accomplished Letter of Intent, Company Profile, Board Resolution, Project Evaluation Form

2. ASEZA evaluates the company & the project

3. Submission of documents and other requirements (SEC Registration, Articles of Incorporation, etc)

4. ASEZA evaluates and validates the requirements

5. ASEZA quotes investor of the terms and fees for the proposed project

6. Investor conforms with terms and payment of fees

7. Project proposal approval

8. Issuance of ASEZA Certificate of Registration to Investor

**Where to Register**

**Aurora Special Economic Zone Authority (Makati Office)**
2nd Floor SSS Bldg. Ayala Avenue, Makati City
Tel. Nos. (632) 813-4381 or (84) (0928) 520-2205
Fax No. (632) 813-3674

**J. Bases Conversion and Development Authority (RA 7227 and its amendatory law, RA 9400)**

**Poro Point Freeport Zone (PPFZ)**

**Requirements**

1. Letter of Intent/ full Business Proposal

2. Specific Nature of the Proposed Business (Scope of Operation)

3. Total Amount of Investment (in US dollars or Philippine Peso)

4. Employment Generation for the first three years of operation

5. Financial Projections for the first five years of operation
7. Articles of Incorporation and by-laws
8. Bank Certification of Deposits and Credit Standing
9. Lease Contract with Poro Point Management Corporation (PPMC) or with existing Poro Point Freeport Zone Locator (i.e. PPIC, Thunderbird Pilipinas Hotels and Resorts, Inc.)

Registration Procedure

1. Investor submits Letter of Intent and Required Documents
2. PPMC identifies site(s) and provides investor Terms of Contract
3. If proposal is approved, Lease Agreement is signed and Certificate of Registration is issued

Processing Time
One (1) to three (3) days

Where to Register

Poro Point Freeport Zone
Gov. Joaquin Ortega Ave. (Formerly Pennsylvania Ave.)
San Fernando City 2500, La Union
Tel. No. (6372) 242-4016
Fax No. (6372) 242-0683
E-mail: ppmc@sflu.com
Website: www.poropointfreeport.com

K. John Hay Special Economic Zone

Requirements

1. Letter of intent with Company Profile, Preliminary Project Data, Environmental Checklist, and Board Resolution of authorization for Company representative
2. Certified true copy of SEC registration and Articles of Incorporation and By-Laws
3. Latest audited financial statements of applicant firm (or parent/management company, if applicable)
4. Latest income tax return of applicant firm (or parent/management company, if applicable)
5. Bank Certification of approved loan or credit line if equity financing is less than total project cost
6. Proposed site development plan
7. Production Process Flow chart, if applicable
8. Profile of Chief Executive Officer

9. Company brochures, if any

10. Environmental Statement (for environmentally-critical projects or those to be located in environmentally critical areas)

Procedure

For Registration Applications prior to RA 9400

1. Applicants secure an application form and checklist from JHMC and submit accomplished form and requirements to JHMC. Applicants are issued a JHSEZ Registration Form upon payment of the processing fee. Payment is non-refundable if application is declined.

2. The OSAC reviews and verifies all the documents submitted by the prospective locator.

3. The Application is approved upon favorable recommendation of JHMC and subsequent approval of the JHMC Board.

4. The Certificate of Registration is issued upon favorable recommendation of JHMC of the Official Receipt representing payment of Registration Fee and Permit to Operate

Conditions for Registration

1. The enterprise should be a business entity organized or located locally, or in any foreign country

2. The enterprise must have a representative or agent who is a legal resident of the JHSEZ.

3. If affiliated with an existing enterprise in the Philippines outside of the JHSEZ, the Enterprise must establish a separate organization to conduct business exclusively within the JHSEZ which shall be a separate taxable entity.

Issuance of Certificate of Registration

1. By its mandate, the JHMC issues the Certificate of Registration to all qualified JHSEZ Enterprise.

2. JHMC issues the said certificate within sixty (60) days after receipt of the completed application and all required supporting documents.

3. The certificate issued is valid for three (3) years and for as long as the enterprise is qualified to continue its business operations within the JHSEZ under the terms and conditions for which the original certificate was issued.

For Registration Applications after RA9400

Applications for registration after the effectivity of RA 9400 will be endorsed to the office of the Philippine Economic Zone Authority (PEZA) in Baguio City.
**Processing Time**
Within thirty working (30) days following the receipt of the completed application and all required supporting documents.* The same standard is used for Accreditation Certificates, Permit-to-Operate and Developmental permits. Thirty (30) days upon receipt of complete and correct requirements.

**Where to Register**

**John Hay Management Corporation**
John Hay Special Economic Zone Camp
John Hay, Baguio City 2600
Tel. No. (6374) 446-8797
Fax. No. (6374) 446-5823
Website: [www.jhmc.com.ph](http://www.jhmc.com.ph)

**JHMC Extension Office**
148 G/F ATC Center, Katipunan Rd., Brgy. St. Ignatius
White Plains, Quezon City
Tel. No. (632) 710-2531

**Bases Conversion and Development Authority**
BCDA Corporate Center 2nd Floor, Bonifacio Technology Center, 31st Street,
Crescent Park West, Bonifacio Global City, Taguig Metro Manila 1634
Tel. No. (632) 816-6666
Fax No. (632) 816-0996
Email: [bcda@bcda.gov.ph](mailto:bcda@bcda.gov.ph)