**PRO-FORMA APPLICATION LETTER FOR ENROLMENT IN PEZA’s 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, 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:

1. **Designated Alternate Signatory:** (Name, Position, email address, contact nos.: (landline) and (cell)
2. **Preferred Value Added Solution Provider: InterCommerce Network Services, Inc.**
3. **Preferred Date of eIPS Activation:**
4. **A copy of our Enrollment Form with the VASP is enclosed.**
5. **Authorized Broker/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 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*** importables to be submitted to your office from time to time, for inclusion in our List of Importable/s (LOI) in the PEZA eIPS.



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature over Printed Name of President/CEO**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of PEZA-Registered Enterprise**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**

**ENDORSEMENT / CERTIFICATION OF LIST OF IMPORTABLES**

**OF ELSEs/EFE-WLs/EEE-WDs**

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DIRECTOR GENERAL LILIA B. DE LIMA**

**Philippine Economic Zone Authority**

PEZA Bldg., Roxas Boulevard corner San Luis Street

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 President/CEO**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of PEZA-registered Enterprise**