**APPLICATION LETTER**

**FOR ENROLMENT IN PEZA’s eIPS**

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

***PEZA Zone Administrator / Manager / Officer-in-Charge***

*Zone Location*

*Zone Address*

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

This is to submit our application for registration in the PEZA electronic Import Permit System (eIPS). The list of importable items, in soft and hard copies, duly certified by myself or by my duly designated Nominee is enclosed and hereby endorsed for your review. The other details are as follows:

1. Responsible Officer/s: *(Name, position and contact numbers: email, telephone landline and telephone)*

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel. Nos. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Preferred Value Added Solution Provider: **InterCommerce Network Services, Inc.**
2. Preferred date of e-IPS activation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. A copy of our enrolment form with the VASP is enclosed
4. Authorized Brokers/Forwarders:

*(Locator 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 through email, telephone landline and cellphone)*

Broker : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Validity Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel. Nos. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Mode of payment for PEZA Import Permit Fees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(give details if cash advance payment or name of Bank for e-pay, please don't give Bank Account number)*

We confirm that we have read the guidelines for the e-IPS as per PEZA Memorandum Order (M. O.) No. 20-003, dated 11 September 2006, Memorandum Circular No. 2007-17, dated 31 August 2007, M.O. No. 2008-005, dated 16 December 2008, M.O. No. 2009-002, dated 15 April 2009 and other subsequent PEZA issuances on the eIPS, and that we are 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 project site and compliance with clearances required by other government agencies. We certify that goods imported through the e-IPS shall be used only for our PEZA-registered activities.

Thank you.

Very truly yours,

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

Signature over Printed Name of President/CEO

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

Name of PEZA-registered Enterprise

**ENDORSEMENT / CERTIFICATION OF**

**LIST OF IMPORTABLES**

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

**DIRECTOR GENERAL LILIA B. DE LIMA**

**Philippine Economic Zone Authority**

PEZA Bldg., Roxas Boulevard corner San Luis Street

Pasay City

Dear Director General de Lima:

I hereby certify that the items in the attached List/s of Importables, consisting of \_\_\_\_ pages for the List of Regulated Importables / \_\_\_\_\_ pages for the List of Unregulated Importables, are directly and actually needed in our company’s PEZA-registered activity/ies, and is / are in accordance with requirements and guidelines prescribed in PEZA Circulars and Issuances on the submission of Lists of Importables and implementation of PEZA’s electronic Import Permit System (eIPS).

I am aware that I (and my designated Nominee, if applicable) shall likewise be responsible, on behalf of the company I / we represent, for all additional List/s of Importables subsequently submitted by our company, including those importbales directly added electronically to the List upon approval by the ZA/ZM/OIC of an eIP application filed by the EEE/ITE for said new Importable/s.

This is to further advise PEZA that all soft copies of our List/s of Importables required to be sent to PEZA by e-mail shall be sent **only** from my e-mail address, as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, **or** from the e-mail address of the ( company President / CEO or designated Nominee, as the case may be), Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as follows : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Very truly yours,

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

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

**Or of His Duly Designated Nominee**

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

**Specimen Initials of the President/CEO, if the Signatory**

**DESIGNATION OF NOMINEE AS ALTERNATE SIGNATORY FOR**

**LIST OF IMPORTABLES**

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

**DIRECTOR GENERAL LILIA B. DE LIMA**

**Philippine Economic Zone Authority**

PEZA Bldg., Roxas Boulevard corner San Luis Street

Pasay City

Dear Director General de Lima:

I hereby designate \_\_\_\_\_\_ (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_(Position / Title)\_\_\_\_\_\_\_, whose specimen signature and initials appear below, to certify on behalf or our company and in my stead, the List/s of Importables directly and actually needed in our company’s PEZA-registered activity/ies.

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

Specimen Signature of Designated Nominee

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

Specimen Initials of Designated Nominee

This designation shall remain effective unless revoked by me in writing in a notification to PEZA, and a new Nominee is designated by me in accordance with the format prescribed by PEZA.

Very truly yours,

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

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

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

**Name of PEZA-Registered Enterprise**