

ADVISORY ON PEZA SUPPLEMENTAL GUIDELINES ON BOI REGISTRATION

	<u>PAGE NOS.</u>
PEZA MEMORANDUM CIRCULAR NO. 2022-070 Supplemental Guidelines on the Registration with the BOI of Existing RBEs in the IT-BPM Sector Under DTI MC No. 22-19	2

20/F Chatham House
Valero cor. Rufino Sts.



Salcedo Village
Makati 1227



www.bdblaw.com.ph
info@bdblaw.com.ph



T: (632) 8403-2001
F: (632) 8403-2001 loc. 130



Copyright © 2022 by Du-Baladad and Associates (BDB Law). All rights reserved. No part of this issue covered by this copyright may be produced and/or used in any form or by any means – graphic, electronic and mechanical without the written permission of the publisher.

MEMBER FIRM OF

wts global

**PHILIPPINE ECONOMIC ZONE ACTIVITY
MEMORANDUM CIRCULAR
NO. 2022-070**

ADVISORY

Supplemental Guidelines on the Registration with the BOI of Existing RBEs in the IT-BPM Sector Under DTI MC No. 22-19

Form

- Revised Request to Register with BOI Form*
- Highest ranking official of the RBE shall sign the certification
- Need not be notarized

Deadline

- Deadline for submitting the application forms to PEZA is on or before December 16, 2022
- All RBEs are encouraged to submit as early as possible

When and Where to Submit

- All application forms including attachments identified under PEZA MC 2022-067 (pdf and soft copy)
- Submitted through email at itbpm.transfer@peza.gov.ph
- SUBJECT: (Name of the RBE) - Request to Register with BOI
- For those who already submitted their applications with the ODG, kindly re-submit the applications in compliance with the above instruction

* Form available at https://www.peza.gov.ph/sites/default/files/request_to_register_with_boi_form_0.xlsx

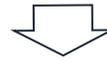
AFTER SUBMISSION TO PEZA

PEZA shall furnish the RBE with its endorsement to BOI through email



Upon receipt of email, the RBEs may now pay the applicable fees to BOI

Date indicated in the Official Receipt shall be the date of effectivity of registration with BOI



Within 30 days from the issuance of the BOI COR, covered RBEs shall submit to PEZA the following:

a. List of all equipment and/or other assets containing the following information:

(i) those brought out of the IT Centers/Park and those that remain in the registered facility of the RBE;

(ii) quantity;

(iii) year of acquisition;

(iv) acquisition costs; and

(v) book value

b. Total number of employees and number of employees under the WFH Arrangement



Upon issuance of BOI COR, furnish PEZA a copy of the same for annotation also in the PEZA COR

Send a copy to the PEZA Office of the Board Secretary at obs@peza.gov.ph

Source:

PEZA Memorandum Circular No. 2022-070