



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

**CLIENT PROFILE REGISTRATION SYSTEM (CPRS) ACTIVATION
FOR PEZA AND CDC LOCATORS**

I. Submission of Requirements to the Philippine Economic Zone Authority (PEZA)¹

Office or Division:	Head Office – Enterprise Services Division
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	PEZA - Registered Business Enterprises (RBEs)

CHECKLIST REQUIREMENTS	WHERE TO SECURE
1. Duly lodged/stored application thru Value Added Service Provider (VASP)	Online system thru VASPs
2. Complete and accurate online submission of the application including a copy of BIR Form No. 2303	Online system thru VASPs, BIR

CLIENT STEPS	ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PARTY
1. Lodge online application thru Value Added Service Provider.	1.1 Check/Generation of stored applications	None	2 hours	Division Chief, Enterprise Services Division
	1.2 Evaluate applications based on the data in accordance with its PEZA registration	None	2.5 days	
	1.3 Inform the applicant of the result of the evaluation a. If Compliant – to provide a notice of Registration/ Accreditation and advise applicant to	None	2 hours	

¹ Philippine Economic Zone Authority, *Citizen's Charter* (2024 2nd Edition), 129.



	proceed to BOC for payment/ activation and securing of BOC Certificate of Registration b. If Non-compliant – (due to discrepancy, incomplete requirement or need for additional verification) to advise applicant to provide supporting documents and/or correct discrepancy then require applicant to re-lodge the online application thru Value Added Service Provider.			
TOTAL		None	3 Working Days	