

II. Submission of Requirements to the Philippine Economic Zone Authority (PEZA) and the Clark Development Corporation (CDC)²

Office or Division:	Trade Facilitation Division (TFD)
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	All CFZ Registered Business Enterprise

CHECKLIST REQUIREMENTS	WHERE TO SECURE
For New Application	
1. Letter of Intent	Applicant
2. Valid Authority to Operate (ATO) – for Regular Operations; or Valid Certificate of Pre-Operational Conditions (CPOC) – Limited to preoperational requirements/transactions	CDC Investment Promotions Division
3. General Information Sheet (GIS)	Applicant (to be secured from Securities and Exchange Commission [SEC])
4. Stored CPRS Profile (e-mail notification)	CDC-Accredited Value-Added Service Provider
For Renewal	
1. Letter of Intent	Applicant
2. Valid Authority to Operate (ATO)	CDC Investment Promotions Division
3. Updated General Information Sheet	Applicant (to be secured from SEC)
4. Stored CPRS Profile (e-mail notification)	CDC Accredited Value-Added Service Provider
5. Previous BOC Certificate of Registration	Bureau of Customs
6. Liquidation Report of Imported Articles and VAT Zero-Rated/Exempt Purchases	Applicant (Template provided by CDC Trade Facilitation Division)
7. Accomplished VASP Survey Form	CDC Trade Facilitation Division
8. Formula of Manufacture or Formula of Conversion duly approved by the Department of Science and Technology – Industrial Technology Development Institute (DOST-ITDI) Standards and Testing Division (for Manufacturing and Assembly Company)	Department of Science and Technology – Industrial Technology Development Institute (DOST-ITDI) Standards and Testing Division DOST-ITDI: std@itdi.dost.gov.ph / physicaltesting.stditdidost@gmail.com

Note: All documentary requirements must be submitted in one (1) Original Scanned Copy

² Clark Development Corporation, *Citizen's Charter* (2024, 1st Edition), 264.

CLIENT STEPS	ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PARTY
1. Submits documentary requirements through email at TFDAssist@clark.com.ph	1.1 Prints and checks the completeness of the documentary requirements	None	2 hours	Trade Analyst II
	1.2 Evaluates the supporting documents and recommends approval of the applicant's CPRS accreditation	None	2 working days	Sr. Trade Specialist
	1.3 Approves the applicant's CPRS accreditation	None	4 hours	TFD Manager
	1.4 Endorses the CPRS Profile online to BOC Port of Clark for account activation	None	2 hours	Trade Analyst II
TOTAL		None	3 Working Days	