



Republic of the Philippines
TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Tourism Enterprise Zone Management Sector
MAKATI

	Page
PROCESSING OF APPLICATION FOR DESIGNATION OF TOURISM ENTERPRISE ZONE (TEZ)	2-3
PROCESSING OF APPLICATION FOR REGISTRATION OF TOURISM ENTERPRISE (RTE)	4-5
ISSUANCE OF IMPORT PERMIT	6-7
ISSUANCE OF THE EXTENSION VALIDITY OF IMPORT PERMIT	8-9
PROCESSING OF REQUEST FOR INSPECTION OF IMPORTED ITEM/S	10-12
ISSUANCE OF BUILDING PERMIT	13-14
ISSUANCE OF OCCUPANCY PERMIT	15-16



Republic of the Philippines
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 MAKATI

PROCESSING OF APPLICATION FOR DESIGNATION OF TOURISM ENTERPRISE ZONE (TEZ)

STEP	ACTIVITY		DURATION OF ACTIVITY (Under Normal Circumstances)	FEES	FORMS/ DOCUMENTS
1	Securing TEZ Application Form	Applicant secures TEZ Application Form by downloading @ http://www.tieza.gov.ph		NA	Application Form
2	Filing of application and payment of filing fee	Applicant submits the application form with pre-qualification documents in three (3) hard copies and three (3) soft copies.	10 days	Php 200,000	Application Form, Authority To Accept Payment , Official Receipt
		TIEZA checks the completeness of the documents submitted and issues Authority to Accept Payment			
		Applicant pays filing fee and receives Official Receipt			
		TIEZA files a copy of the Official Receipt			
3	Evaluation of Pre-Qualification Documents	TIEZA reviews the Project Brief		NA	
		TIEZA issues Notice to Proceed		NA	Notice to Proceed
4	Submission of Development Plan and other Pre-Designation Documents as listed in the TIEZA Guidelines	Applicant submits Development Plan and other Pre-Designation Documents as listed in the TIEZA Guidelines for Designation and Supervision of Tourism Enterprise Zones and the Administration of Incentives under RA 9593		NA	Development Plan, Pre-Designation Documents

		<p>For Incomplete Application: “Section 8. Incomplete Papers. Within fifteen (15) days from receipt of the application, TIEZA shall notify the applicant of all pertinent requirements not complied with. The applicant shall have thirty (30) days from receipt of such notice to comply with the said requirements. Only upon compliance will the application be recorded/ processed. In this case, the date of compliance shall be deemed the date of filing. Failure to comply within the said period shall be construed as an abandonment of the application, unless upon written request, an extension is granted by TIEZA.”</p>			
5	Ocular Inspection	TIEZA issues Notice of Ocular Inspection and conducts ocular inspection within 15 days after the submission of applicant’s complete application	Within 15 days from Step 4	NA	Notice of Ocular Inspection
6	Evaluation of Development Plan	TIEZA evaluates Development Plan and other documentary requirements	Within 15 days from Step 5	NA	
7	Endorsement to TIEZA Board	TIEZA prepares Recommendation Report and endorses it to the Board	Within 20 days from Step 6	NA	Recommendation Report
8	Evaluation of application by TIEZA Board	TIEZA Board evaluates the application	Within 80 days from Step 7	NA	
9	Issuance of Certificate of Designation	TIEZA issues Certificate of Designation signed by the Chief Operating Officer after the Board approval. Applicant signs Designation Agreement.	Within 10 days from Step 8	NA	Certificate of Designation
Total of 150 days					



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Tourism Enterprise Zone Management Sector
 MAKATI

PROCESSING OF APPLICATION FOR REGISTRATION OF TOURISM ENTERPRISE (RTE)

STEP	ACTIVITY		DURATION OF ACTIVITY <small>(Under Normal Circumstances)</small>	FEES	FORMS/ DOCUMENTS
1	Securing RTE Application Form	Applicant secures RTE Application Form by downloading @ http://www.tieza.gov.ph		NA	Application Form
2	Filing of application and payment of filing fee	Applicant submits the application form with pre-qualification documents in three (3) hard copies and three (3) soft copies.	10 days	For New RTE: 0.1 % of Capital Investment but not to exceed Php 200,000	Application Form, Authority To Accept Payment , Official Receipt
		TIEZA checks the completeness of the documents submitted and issues Authority to Accept Payment			
		Applicant pays filing fee and receives Official Receipt			
		TIEZA files a copy of the Official Receipt			
3	Evaluation of Documentary Requirements	TIEZA reviews the Project Brief		NA	Notice to Proceed
		TIEZA issues Notice to Proceed		NA	
4	Submission of Site Development Plan, Cost Benefit Analysis	Applicant submits Site Development Plan, Cost Benefit Analysis, and other supporting documents as may be requested by TIEZA		NA	Site Development Plan, CBA, Supporting Documents
5	Ocular Inspection	TIEZA issues Notice of Ocular Inspection and conducts ocular inspection within 15 days after the submission of applicant's complete application	Within 15 days from Step 4	NA	Notice of Ocular Inspection

6	Evaluation of application for registration	TIEZA evaluates application for registration and corresponding documentary requirements	Within 15 days from Step 5	NA	
7	Endorsement to TIEZA Board	TIEZA prepares Recommendation Report and submits it to the Board	Within 20 days from Step 6	NA	Recommendation Report
8	Evaluation of application by TIEZA Board	TIEZA Board evaluates the application	Within 60 days from Step 7	NA	
9	Issuance of Notice of Board Approval	TIEZA issues Certificate of Registration signed by the Chief Operating Officer after the Board approval. Applicant signs Registration Agreement.	Within 10 days from Step 8	NA	Certificate of Registration
Total of 130 days					



Republic of the Philippines
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 MAKATI

ISSUANCE OF IMPORT PERMIT

Schedule of Availability of Service:

Weekdays: 8:00 AM – 5:00 PM without noon break

Who May Avail of the Service:

Designated Tourism Enterprise Zone and Registered Tourism Enterprises, or their duly-authorized representatives

STEP	ACTIVITY		DURATION OF ACTIVITY (Under Normal Circumstances)	FEES	FORMS/ DOCUMENTS
1	Securing TEZ Application Form for Import Permit	Applicant secures TEZ Application Form for Import Permit by downloading @ http://www.tieza.gov.ph		NA	Application Form
2	Filing of application and payment of filing fee	Applicant submits the application form and other documentary requirements in two (2) hard copies and one (1) soft copy.	10 days	Import Permit Processing Fee	Application Form, Documentary Requirements*, Authority To Accept Payment , Official Receipt
		TIEZA checks the completeness of the documents submitted and issues Authority to Accept Payment			
		Applicant pays filing fee and receives Official Receipt			
		TIEZA files a copy of the Official Receipt			
3	Evaluation of application	TIEZA evaluates the application and prepares and endorses Recommendation Report to the Board		NA	Recommendation Report
4	Issuance of Import Permit	TIEZA Board approves/disapproves the application		NA	Import Permit

		TIEZA releases Import Permit or Notice of Disapproval one (1) day from result of the evaluation		NA	
Total of 10 days					

*Documentary Requirements for Step 2:

- a. Pro Forma Invoice;
- b. List of items to be imported with proper reference to the approved Master List of Importables (“MLOI”);
- c. Affidavit of Non-Availability of Items Locally;
- d. Canvass from at least 3 suppliers or Certification from corresponding industry association; and
- e. Such other documents that TIEZA may deem necessary.

*Import Permit Processing Fee:

Import Permit Processing Fee	P1,000.00 plus rate per commercial value
Commercial Value (in Php)	
0 up to P250,000	P 250.00
P250,001 up to P500,000	P 500.00
P500,001 up to P750,000	P 750.00
P750,001 and up	P 1,000.00



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 MAKATI

ISSUANCE OF THE EXTENSION VALIDITY OF IMPORT PERMIT

Schedule of Availability of Service:

Weekdays: 8:00 AM – 5:00 PM without noon break

Who May Avail of the Service:

Designated Tourism Enterprise Zone and Registered Tourism Enterprises, or their duly-authorized representatives

STEP	ACTIVITY		DURATION OF ACTIVITY (Under Normal Circumstances)	FEES	FORMS/ DOCUMENTS
1	Filing of application for extension and payment of extension fee	Applicant submits formal written request for Extension of Import Permit and other documentary requirements five days prior to the expiration date of Import Permit in two (2) hard copies.	3 days	Php 1,000 per permit	Formal Written Request for Extension*, Documentary Requirements*, Authority To Accept Payment , Official Receipt
		TIEZA checks the completeness of the documents submitted and issues Authority to Accept Payment			
		Applicant pays Extension Fee for Import Permit and receives Official Receipt			
		TIEZA files a copy of the Official Receipt			
2	Evaluation of application	TIEZA evaluates the application together with the list of imported items shipped completely		NA	Recommendation Report
3	Issuance for extension of Import Permit	TIEZA issues another Import Permit indicating the Extension No. for another thirty (30) days.		NA	Import Permit Extension

*Include Tables 1.1 and 1.2 for the Formal Written Request Letter:

Table 1.1

IP No.	Description	Validity	Quantity (Gross Weight)			Amount (FOB)		
			Total	Used	Remaining	Total	Used	Remaining

Table 1.2 (Applicable for extensions with partial delivery and remaining balance)

Item No.	Bill of Lading	Commercial Invoice	Packing List	Delivered Quantity (Gross Weight)	Delivered Amount (FOB)	Reference

*Documentary Requirements for Step 2:

- a. Copy of issued Import Permit
- b. Complete copies of the following attachment for Extensions with partial delivery and remaining balance:
 - i. Import Entry
 - ii. Bill of Lading or Airway Bill
 - iii. Commercial Invoice
 - iv. Detailed Packing List (in English)
 - v. Other documents deemed necessary or prescribed by the evaluation team



Republic of the Philippines
TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Tourism Enterprise Zone Management Sector
MAKATI

PROCEDURE ON INSPECTION OF IMPORTED ITEM/S

Schedule of Availability of Service:

Weekdays: 8:00 AM – 5:00 PM without noon break

Who May Avail of the Service:

Designated Tourism Enterprise Zone and Registered Tourism Enterprises, or their duly-authorized representatives

STEP	ACTIVITY		DURATION OF ACTIVITY (Under Normal Circumstances)	FEES	FORMS/ DOCUMENTS
1	Securing of Application Fee	Applicant submits formal written request for Inspection of Imported Item/s prior to the actual shipment.		NA	Application Form
2	Filing of application and payment of inspection fee	Applicant submits the application form with the documentary requirements in two (2) hard copies and one (1) soft copy.	15 days	Php 800 (travel and accommodation expense of the inspectors are for the account of the proponent)	Application Form, Documentary Requirements*, Authority To Accept Payment, Official Receipt
		TIEZA checks the completeness of the documents submitted and issues Authority to Accept Payment			
		Applicant pays inspection fee and receives Official Receipt			
		TIEZA files a copy of the Official Receipt			
3	Endorsement of application	TIEZA endorses application to the Person-in-Charge for inspection		NA	
4	Inspection proper	Person-in-Charge coordinates with the Applicant		NA	

		for the schedule of inspection.			
		TIEZA inspection team or person-in-charge must be given at least 24 hours prior to the actual date of inspection to prepare the necessary documents.			
		<i>* Travel expenses (e.g. airfare, meals and accommodations) of the TIEZA inspector shall be for the account of the applicant.</i>			

* Within 48 hours upon arrival of the shipment covering a particular Import Permit, the applicant/importer shall submit the shipment documents and a Letter Request for Inspection indicating the following information in Tables 1.1 and 1.2.

*Include Tables 1.1 and 1.2 for the Formal Written Request Letter:

Table 2.1

IP No.	Description	Validity	Quantity (Gross Weight)			Amount (FOB)		
			Total	Used	Remaining	Total	Used	Remaining

Table 2.2 (information based on the shipment for inspection and shall match with the attachments)

Shipment Number / Status	Tentative / Actual Date of Inspection	Bill of Lading Number	Commercial Invoice Number	Packing List Number	Quantity (Gross Weight) to be Inspected	Amount (FOB) to be Inspected

*Documentary Requirements for Step 2 shall be filed not later than two (2) days before the date of arrival:

- a. Bill of Lading (BL) or Airway Bill;
- b. Commercial Invoice (Original or CTC);
- c. Detailed Packing List (in English);
- d. Import Permit;
- e. Admission/Import Entry; and
- f. Other documents deemed necessary or prescribed by the evaluation team (e.g. phyto-sanitary permit, PDEA Clearance, PNP Clearance)



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ISSUANCE OF BUILDING PERMIT

STEP	ACTIVITY		DURATION OF ACTIVITY <small>(Under Normal Circumstances)</small>	FEES	FORMS/ DOCUMENTS
1	Securing Application Form for Building Permit	Applicant secures Application Form for Building Permit by downloading @ http://www.tieza.gov.ph		NA	Application Form
2	Filing of application and payment of filing fee	Applicant submits the application form in three sets together with the building plans duly signed by a licensed architect and/or civil engineer for review and approval of TIEZA TIEZA checks the completeness of the documents submitted and issues Authority to Accept Payment Applicant pays filing fee and receives Official Receipt TIEZA files a copy of the Official Receipt	22 days	*	Application Form, Building Plan, Authority To Accept Payment , Official Receipt
3	Ocular Inspection	Set of Plans, Specifications, and other supporting documents are forwarded to TIEZA's respective section for initial evaluation TIEZA issues Notice of Ocular Inspection and conducts ocular inspection		NA	
4	Evaluation of Plans, Specification, and other Documents	Respective section from TIEZA evaluate the building plan and prepares report		NA	Notice of Ocular Inspection

5	Initial preparation of Statement of Assessment and Permits/Certificates	TIEZA prepares the corresponding Statement of Assessment and other Permits/Certificates for signature of respective officials		NA	
6	Payment for Building Permit and Release of Statement of Assessment	TIEZA issues Authority to Receive Payment		*	Authority to Receive Payment
		Applicant pays Building Permit Fee and receives Official Receipt			Official Receipt
		TIEZA files a copy of the Official Receipt			
7	Submission of Fire Safety Evaluation Clearance	Applicant submits Fire Safety Evaluation Clearance issued by Bureau of Fire Protection		NA	Fire Safety Evaluation Clearance
8	Issuance of Building Permit	Issuance and release of all necessary permits/certificates	3 days from Step 6 or 7, whichever comes later	NA	Building Permit and other Permits /Certificates
Total of 25 days					



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 MAKATI

ISSUANCE OF OCCUPANCY PERMIT

STEP	ACTIVITY		DURATION OF ACTIVITY (Under Normal Circumstances)	FEES	FORMS/ DOCUMENTS
1	Securing Application Form for Building Permit	Applicant secures Application Form for Occupancy Permit by downloading @ http://www.tieza.gov.ph		NA	Application Form
2	Filing of application and payment of filing fee	Applicant submits the application form in three sets together with the building plans duly signed by a licensed architect and/or civil engineer for review and approval of TIEZA	17 days	*	Application Form, Building Plan, Authority To Accept Payment , Official Receipt
		TIEZA checks the completeness of the documents submitted and issues Authority to Accept Payment			
		Applicant pays filing fee and receives Official Receipt			
		TIEZA files a copy of the Official Receipt			
3	Ocular Inspection	Set of Plans, Specifications, and other supporting documents are forwarded to TIEZA's respective section for initial evaluation		NA	
		TIEZA issues Notice of Ocular Inspection and conducts ocular inspection		NA	Notice of Ocular Inspection
4	Evaluation of Plans, Specification, and other Documents	Respective section from TIEZA evaluates the building plan and prepares report		NA	

5	Initial preparation of Statement of Assessment and Permits/Certificates	TIEZA prepares the corresponding Statement of Assessment and other Permits/Certificates for signature of respective officials		NA	
6	Payment for Occupancy Permit and Release of Statement of Assessment	TIEZA issues Authority to Receive Payment		*	Authority to Receive Payment
		Applicant pays Building Permit Fee and receives Official Receipt			Official Receipt
		TIEZA files a copy of the Official Receipt			
7	Submission of Fire Safety Inspection Certificate	Applicant submits Fire Safety Inspection Certificate Clearance issued by Bureau of Fire Protection		NA	Fire Safety Inspection Certificate
8	Issuance of Occupancy Permit	Issuance and release of all necessary permits/certificates	3 days from Step 6 or 7, whichever comes later	NA	Occupancy Permit and other Permits /Certificates
Total of 20 days					