

PROCESSING OF APPLICATIONS FOR REGISTRATION UNDER CREATE ACT

Applicants

Qualified proponents who will invest in tourism-related priority areas/activities listed in the Strategic Investment Priority Plan (SIPP)

- New Business Enterprises/Projects/Activities
- Qualified Expansion Projects

Requirements to be submitted

PROCESS 1 - ISSUANCE OF NOTICE OF OFFICIAL ACCEPTANCE

Basic Documentary Requirements

Application forms filed electronically thru the Fiscal Incentives Registration and Monitoring System (FIRMS) Portal (www.firb.gov.ph)

Attachments

1. General Information Sheet (SEC)
2. SEC or DTI Certificate of Registration
3. BIR Certificate of Registration
4. Sworn declaration of authenticity and validity of submitted information
5. Certificate of IPA Registration (if applicable)
6. Description of Waste Disposal System and Planned Treatment System (as applicable)
7. Projected production and sales schedule of products/services related to activity being registered
8. Google Map location
9. Latest Audited Financial Statements
10. Notarized Activity / Project Undertaking
11. Comprehensive Sustainable Development Program (for projects that will generate 10,000 jobs and 50 Billion investment requirement)

TIEZA Additional Documents

Accommodation and Other Tourism Enterprise:

1. Sustainable Tourism Initiatives (pro-forma)
2. Certificate of land ownership, lease contract, rights or agreement entered into for the development of the land
3. Architectural Plans in A3 size

Tourist Transport (Land):

1. Sustainable Tourism Initiatives (pro-forma)
2. Certificate of land ownership, lease contract, rights or agreement entered into for the development of the land
3. Endorsement from the Land Transportation Franchising and Regulatory Board
4. Photos of the vehicles/technical description/brochures

Tourist Transport (Air and Water):

1. Sustainable Tourism Initiatives (pro-forma)
2. Certificate of land ownership, lease contract, rights or agreement entered into for the development of the land
3. Endorsement from the Civil Aviation Authority of the Philippines or Endorsement from the Maritime Industry Authority, whichever is applicable
4. Technical description/specification of units/brochure

PROCESS 2 – EVALUATION OF APPLICATION FOR BUSINESS ENTERPRISE REGISTRATION

No documentary Requirements

PROCESS 3 – ISSUANCE OF NOTICE OF BOARD APPROVAL

No documentary Requirements

PROCESS 4 – ISSUANCE OF CERTIFICATE OF REGISTRATION AND TERMS AND CONDITIONS

1. Signed Terms and Conditions; and
2. Pre-Registration Requirements
 - a) Proof of payment of registration fee;
 - b) Letter, or if a corporation, resolution of the applicant's board of directors formally accepting the proposed terms and conditions;
 - c) Sworn statement authorized by the board of directors/partners or by the individual adopting or affirming all representations and commitments made by the applicant to TIEZA, and stating that with exception of those which TIEZA has been duly advised in writing, all information and data heretofore submitted by it to are still correct; and
 - d) All other pre-registration requirements, if any, imposed by TIEZA

Availability of Service

Process 1 - FIRMS Portal (www.firb.gov.ph)
Process 2 - TIEZA – TEZ Regulation Department
Process 3 - TIEZA – TEZ Regulation Department
Process 4 - TIEZA – TEZ Regulation Department

Processing Time

Process 1 – 3 Working Days
Process 2 – 20 Working Days
Process 3 – 7 Working Days

Process 4 – 7 Working Days

HOW TO AVAIL OF SERVICE

Step	Applicant	Frontline Service Unit	Office/Person Responsible	Processing Time	Fees, if applicable	Form/s Used
PROCESS 1 - ISSUANCE OF NOTICE OF OFFICIAL ACCEPTANCE						
1.	Filing of Application in the FIRMS portal	Receives application documents.	Fiscal Incentives Review Board (FIRB)/ FIRMS Portal	-		1. Form A: Business Enterprise Registration 2. Form B: Activity/ Project Currently Registered with an IPA 3. Form C: Activity/ Project-Level Registration Form C1: Activity/Project Level Registration Form C2: Activity/Project Sales & Operations Information Form C3: Activity/Project Employment Information Form C4: Facility Requirement Information Form C5: Project Timetable and Cost, and Financial Information 4. Sustainable Tourism Initiatives (pro-forma)
2.		2. Endorsement of Application to TIEZA	FIRB/FIRMS portal	-		
3.		3. TIEZA receives application documents via the FIRMS portal. Endorsement of application documents to the Evaluation and Registration Division	Manager – TEZ Regulation Department	-		

		3.1 Assigns the application to an Enterprise Services Specialist	Manager – Evaluation and Registration Division	1 Working Hour		
		3.2 Preparation of the following: <ul style="list-style-type: none"> - Checklist of Completeness - Notice of Official Acceptance • In case of incomplete requirements, prepare Notice to Submit lacking/ additional documents. • If the project is not eligible under the Strategic Investments Priority Plan (SIPP), the project shall be automatically disapproved through a Notice of Denial. 	Enterprise Services Specialist – Evaluation and Registration Division	7 Working Hours		
		3.3. Reviews the Checklist of Completeness and the Notice of Official Acceptance.	Senior Enterprise Services Specialist/ Enterprise Services Supervisor – Evaluation and Registration Division	2 Working Hours		
		3.4 Finalizes and signs the Checklist of Completeness and	Manager – Evaluation and	1 Working Day		

		reviews and affixes initials to the Notice of Official Acceptance.	Registration Division			
4.		Reviews and signs the Notice of Official Acceptance. Transmits the Notice of Official Acceptance to the Applicant or uploads in the FIRMS Portal.	Manager – TEZ Regulation Department	1 Working Day		
Total Working Days (Process 1)				3		
PROCESS 2 - EVALUATION OF APPLICATION FOR BUSINESS ENTERPRISE REGISTRATION						
5.		Upon issuance of the Notice of Official Acceptance (NOA) to the Business Enterprise (BE), assigns an official Application Number to the application documents. Conducts the following: <ul style="list-style-type: none"> ✓ Evaluation of FIRB Forms; ✓ Evaluation of the documentary requirements; and ✓ Initial impact evaluation to determine the Ex Ante impact of tax incentives (Cost-Benefit Analysis) and the non-fiscal benefits of the project/activity. Prepares a detailed Evaluation Report and Order of Payment for the filing fee.	Senior Enterprise Services Specialist/ Enterprise Services Supervisor - Evaluation and Registration Division	8 Working Days		Order of Payment (Authority to Accept Payment Form)

		<ul style="list-style-type: none"> If there are deficiencies/issues, prepares Notice to Submit to be signed by the TEZ Regulation Department Manager. 										
		5.1 Reviews and submits the Evaluation Report and Order of Payment.	Enterprise Services Chief – Evaluation and Registration Division	3 Working Days								
		5.2 Finalizes and recommends for the approval of the Evaluation Report and the Order of Payment.	Manager - Evaluation and Registration Division	2 Working Days								
6.		<p>Reviews and endorses the Evaluation Report to the Assistant Chief Operating Officer.</p> <p>Signs the Order of Payment and transmits to the Business Enterprise (BE) or uploads to the FIRMS portal.</p>	Manager – TEZ Regulation Department	2 Working Days								
7.	<p>Pay the Filing Fee</p> <p><i>Note: If paid thru bank, send proof of payment to TIEZA.</i></p>	Accepts the payment for the Filing Fee	TIEZA Cashier or TIEZA-accredited banks		<table border="1"> <thead> <tr> <th>Investment Cost</th> <th>Filing Fee</th> </tr> </thead> <tbody> <tr> <td>Not exceeding P3 Million</td> <td>PhP 1,500</td> </tr> <tr> <td>Exceeding P3 Million but not over P 15 Million</td> <td>PhP 3,000</td> </tr> </tbody> </table>	Investment Cost	Filing Fee	Not exceeding P3 Million	PhP 1,500	Exceeding P3 Million but not over P 15 Million	PhP 3,000	
Investment Cost	Filing Fee											
Not exceeding P3 Million	PhP 1,500											
Exceeding P3 Million but not over P 15 Million	PhP 3,000											

					Exceeding P15 Million but not over P 20 Million	PhP 3,000	
					Exceeding P 20 Million but not over P 50 Million	PhP 4,500	
					Exceeding P 50 Million but not over P 100 Million	PhP 6,000	
					Over P 100 Million	PhP 6,000	
8.		Approves the Evaluation Report.	Assistant Chief Operating Officer - TEZ Management Sector	2 Working Days			
9.		Prepares the Memorandum to the TIEZA Board of Directors with Complete Staff Work based on the approved Evaluation Report.	Manager - TEZ Regulation Department	2 Working Days			
10.		Approves the Complete Staff Work and transmits to the Chief Operating Officer.	Assistant Chief Operating Officer - TEZ Management Sector	1 Working Day			
11.	Presentation to the TIEZA/FIRB Board of Directors						
Total Working Days (Process 2)				20			
PROCESS 3 - ISSUANCE OF NOTICE OF BOARD APPROVAL							
12.		Preparation of the following	Enterprise	2 Working			

		<p>upon receipt of the Board Resolution/ Corporate Secretary's Certificate:</p> <ol style="list-style-type: none"> 1. Notice of Board Approval containing the pre-registration requirements; 2. Draft Terms and Conditions; and 3. Order of Payment for the payment of the Registration Fee. <ul style="list-style-type: none"> • Prepares Notice of Board Denial for disapproved/denied projects to be signed by the Assistant Chief Officer. 	Services Specialist – Evaluation and Registration Division	Days		
		12.1 Reviews the draft Notice of Board Approval, Terms and Conditions, and Order of Payment.	Enterprise Services Supervisor - Evaluation and Registration Division	1 Working Day		
		12.2 Finalizes the Notice of Board Approval, Terms and Conditions, and Order of Payment.	Manager – Evaluation and Registration Division	1 Working Day		
13.		Reviews and affixes initials to the Notice of Board Approval, signs the Order of Payment, and finalizes the Terms and Conditions.	Manager – TEZ Regulation Department	1 Working Day		

14.		Signs the Notice of Approval.	Assistant Chief Operating Officer	1 Working Day		
15.		Transmits the following to the Business Enterprise (Applicant) through the TEZ Frontline Office or uploads to the FIRMS portal: a) Notice of Board Approval; b) Terms and Conditions; and Order of Payment for the Registration Fee	Frontline Office	1 Working Day		
16.	Pays the Registration Fee	Accepts the payment for the Registration Fee.	TIEZA Cashier or TIEZA-accredited banks	-	1/10 of 1% of project cost, but not less than P 3,000; and not to exceed P 15,000.	
Total Working Days (Process 3)				7		
PROCESS 4 - ISSUANCE OF CERTIFICATE OF REGISTRATION AND TERMS AND CONDITIONS						
17.	Submits the signed Terms and Conditions and the pre-registration requirements	Upon receipt of the pre-registration requirements and the signed Terms and Conditions, checks the submitted documents and prepares/ generates the Certificate of Registration from the FIRMS portal.	Enterprise Services Specialist – Evaluation and Registration Division	2 Working Days		
		17.1 Reviews the draft Certificate of Registration, checks the submitted pre-registration requirements and the signed Terms and Conditions.	Enterprise Services Supervisor – Evaluation and Registration Division	1 Working Day		
		17.2 Finalizes the draft Certificate of	Manager – Evaluation	1 Working Day		

		Registration, checks the submitted pre-registration requirements and the signed Terms and Conditions.	and Registration Division			
18.		Checks the submitted pre-registration requirements and the signed Terms and Conditions.	Manager – TEZ Regulation Department	1 Working Day		
19.		Reviews and approves the Certificate of Registration and the signed Terms and Conditions and transmits the same to the Chief Operating Officer for signature.	Assistant Chief Operating Officer – TEZ Management Sector	1 Working Days		
20.		Reviews and signs the Certificate of Registration and the Terms and Conditions, and reverts to the ACOO.	Chief Operating Officer	-		
21.		Transmits the signed Certificate of Registration and Terms and Conditions to the Business Enterprise (Applicant) or uploads to the FIRMS portal	Enterprise Services Specialist – Evaluation and Registration Division	1 Working Day		
Total Working Days (Process 4)				7		

END OF PROCESS

For comments and feedback, you may reach us via e-mail at cart@tieza.gov.ph and tez.erd@tieza.gov.ph or through our trunk line (02) 8249-5900 local 754.

