

PROCESSING OF APPLICATION FOR ISSUANCE OF CERTIFICATE OF ENTITLEMENT (COE)

Applicants

· **Registered TEMFS, RTE or their duly-authorized representative**

Requirements to be presented

- Application Form
- Copy of a valid Certificate of Registration Renewal
- Copy of Registration Agreement
- Copy of Certificate of Start of Business Operations
- Authorization letter for company representative to pick-up COE
- Letter Request

Note:

- The Certificate of Registration Renewal is issued by the TEZ Assistance and Monitoring Department if the RTE is compliant with their Registration Agreement, and TIEZA rules and regulation and issuances
- The RTE can only apply the COE within 120 days from the previous year.

Availability of Service

Monday to Thursday, 8:00 am to 4:00 pm

Processing Time

3 Days (Under normal circumstances)

HOW TO AVAIL OF SERVICE

Step	Applicant	Agency Action	Office/Person Responsible	Processing Time	Fees, if applicable	Form/s Used
1	Submits duly accomplished application form and letter of request with necessary attachments	Checks the completeness of the application form and validity of the requirements submitted	TEZ Frontline Office trunk line (02) 8249-5900 loc. 754	15 minutes		Application Form for Certificate of Entitlement
2	Pays the processing fee and submits the deposit slip either through TEZ Frontline Office or electronically	Accepts duly accomplished and notarized certification with necessary attachments, prepares and forwards Authority to Accept Payment (ATAP) to Treasury	TEZ Frontline Office trunk line (02) 8249-5900 loc. 754	15 minutes	Php 1,200.00	Authority to Accept Payment (ATAP)
3		Endorses request and documentary requirements to Incentives Administration Division	TEZ Frontline Office	5 minutes		

			trunk line (02) 8249-5900 loc. 754			
4		Evaluates application by checking completeness and correctness of the applied COE Drafts COE	Enterprise Services Specialist <i>Incentives Administration Division</i> trunk line (02) 8249-5900 loc. 726	1 hour		
5		Validates correctness of the applied COE Submits Recommendation Report and prepares memo to ACOO	Sr. Enterprise Services Specialist / Enterprise Services Supervisor / Enterprise Services Chief <i>Incentives Administration Division</i> trunk line (02) 8249-5900 loc. 726	1 hour		
6		Approves Recommendation Report, reviews Memo to ACOO and the draft COE	Manager <i>Incentives Administration Division</i> trunk line (02) 8249-5900 loc. 726	30 minutes		

7		Signs the Memo to ACOO and forwards the draft COE	Manager TEZ Regulation Department trunk line (02) 8249-5900 loc. 722	30 minutes		
8		Affixes signature in the COE	ACOO TEZ Management Sector trunk line (02) 8249-5900 loc. 724	30 minutes		
9		Forwards signed COE to TEZ Frontline Office	Office of the ACOO TEZ Management Sector trunk line (02) 8249-5900 loc. 724	5 minutes		
10	Receives the copy of the COE	Releases the COE Forwards the received copy of COE to Incentives Administration Division	TEZ Frontline Office trunk line (02) 8249-5900 loc. 754	5 minutes		COE

END OF PROCESS

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