



# ***Electronic Zone Transfer (e-ZTS)***

***July 2017***

# AGENDA



- *Dates to Remember*
- *Enrollments*
- *Live Demonstration*
  - *Nomination*
  - *Letter of Authority*
  - *Transfers*
- *Checklist*





## JMO 2-2015

(July 24, 2015)



- shall replace the manual filing and process of PEZA Permits namely 8105, 8106, **8110, 8112** and PEZA Boatnote
- shall apply to Constructive Exports / Farm Out for Sub-contracting and Permanent/Temporary Transfers
- shall apply only to PEZA to PEZA transfers **INTRAZone** and INTERZone



# Important Dates

- Feb to May 2016- CDEC Continuous Roadshow per Zone
- March 2016- Start of Pilot Participation of Select Locators, free of charge
- May/June 2016- Start of Voluntary Pilot Participation, free of charge
- July 6, 2017- Memorandum mandating the use of e-ZTS released
- July 1 to Aug 15- **Registration and Participation to Pre-Mandatory**



# Important Dates

- August 16, 2017- Mandatory Implementation
  - INTRAZone, within the same Zone
  - ELSE to Manufacturing
  - Procure and Supply
  - Vendor Management
- No date yet
  - Storage and Retrieval
  - INTERZONE, Zone A to Zone B transfers



# 1. How to Enroll with PEZA?

- Accomplish the Enrollment Application Form (Annex B-D-E) in **company's letter head** (visit [www.cdec.com.ph](http://www.cdec.com.ph) to download the form)
- Designate a maximum of **three (3) Authorized Officers** to be given **access** to the system.
- ELSE / EEE must submit **printed and soft copy of application form** to the respective **PEZA Zone Manager**/Zone Administrator/Zone-OIC for validation and subsequent endorsement to **PEZA Management Information System** Department (MISD)



## PRO-FORMA APPLICATION LETTER FOR ENROLMENT IN PEZA eZTS

Date:

PEZA ZA/ZM/OIC

Zone Location

Zone Address

Dear ZA/ZM/OIC \_\_\_\_\_:

This is to submit our application for registration in the PEZA Electronic Zone Transfer System (eZTS).

We further submit the following information/documents required for registration in the eZTS:]

A. Designated Alternate Signatory: Name :  
Position:

B. Preferred Date of eZTS Activation:

C. Authorized Brokers/Forwarders:

*(If the Enterprise engage the services of a broker/forwarder, it may authorize more than one broker; indicate the validity date of Broker's accreditation with PEZA; for each authorized broker staff – indicate name, position, contact numbers (landline and cellphone) and email address)*

We confirm that we have read PEZA/BOC Joint Memorandum Order No 2-2015 dated 24 July 2015 on the Implementation of the Electronic Zone Transfer System (eZTS) for the Transfer of Goods between PEZA-Registered Enterprises and BOC CMO 40-2015 and dated 28 October 2015, and PEZA Memorandum Order No. 2017 – 008 providing guidelines for the eZTS and I acknowledge that our company shall be accountable for the designation of authorized users on our behalf, monitoring of eCertification, eLOA and eZTD applications made in the system.

I further declare that goods transferred through the eZTS are in accordance with our PEZA approved registered activities.

Very truly yours,

\_\_\_\_\_  
Signature over Printed Name of the President/CEO

\_\_\_\_\_  
Name of PEZA Registered Enterprise / PEZA C.R No.



**DESIGNATION OF ALTERNATE SIGNATORY/AUTHORIZED OFFICERS  
FOR TRANSACTIONS IN THE EZTS**

I hereby designate and authorize Mr/Ms (Full Name), (Position), a bonafide employee of our company, whose specimen signature and initials appear below, to certify in behalf of our company and in my absence, any changes to be made on the following List of Authorized Officers, to be given access to the Electronic Zone Transfer System (eZTS) for the transfer of goods between our company and other PEZA-registered ecozone enterprises.

NAME	Position/ Designation	SIGNATURE	INITIAL	Cell No./email address

***List of Company's Authorized Officers to access eZTS***

NAME	Position/ Designation	Cell No./email address

We understood that (Name of PEZA-registered enterprise) shall be solely accountable for all applications electronically filed in the eZTS in its name.

\_\_\_\_\_  
Signature over Printed Name of the President/CEO

\_\_\_\_\_  
Name of PEZA Registered Enterprise / PEZA C.R No.



## 2. PEZA MIS will send your User Name



- PEZA-MISD shall **create to the 3 VASP system** the ELSE's/EEE's account to each duly designated/authorized officer to access eZTS
- **PEZA-MISD shall directly provide** to the ELSE / EFE-WD / EEE-WD / EEE the **User Accounts** created, and copy furnished their respective ZM/ZA/OIC



### 3. Activation with CDEC

- **ACTIVE CDEC USER**

- Straight Activation is provided upon receipt of PEZA MIS usernames

- **INACTIVE CDEC USER**

- Accomplish the CDEC Registration Form ([www.cdec.com.ph](http://www.cdec.com.ph))
- Attach PEZA Certificate, Zero-rated and BIR 2303
- Send to [cs@cdec.com.ph](mailto:cs@cdec.com.ph) / [mktg@cdec.com.ph](mailto:mktg@cdec.com.ph) for the **Activation**

## 4. Uploading of Importables

- Visit eTrade.net.ph
- Log-in to your CDEC accounts
- Go to Import Permit, Click on “Importables” and upload your LOI
  - Regulated
  - Unregulated
- Zone Manager will approve

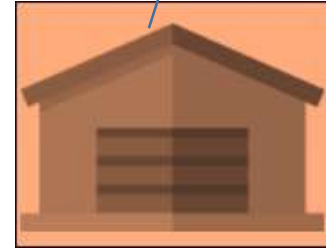
***You are now ready to create  
Nomination/ LOA and Transfer Docs!***



I Nominate  
you!



Well  
noted!



1. EEE Create Nomination
2. ELSE Creates LOA
3. ELSE Creates e-ZTD
4. EEE Tags Received

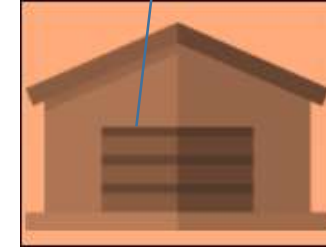
I have been Nominated,  
Time to create a Letter of Authority



1. EEE Create Nomination
- 2. ELSE Creates LOA**
3. ELSE Creates e-ZTD
4. EEE Tags Received

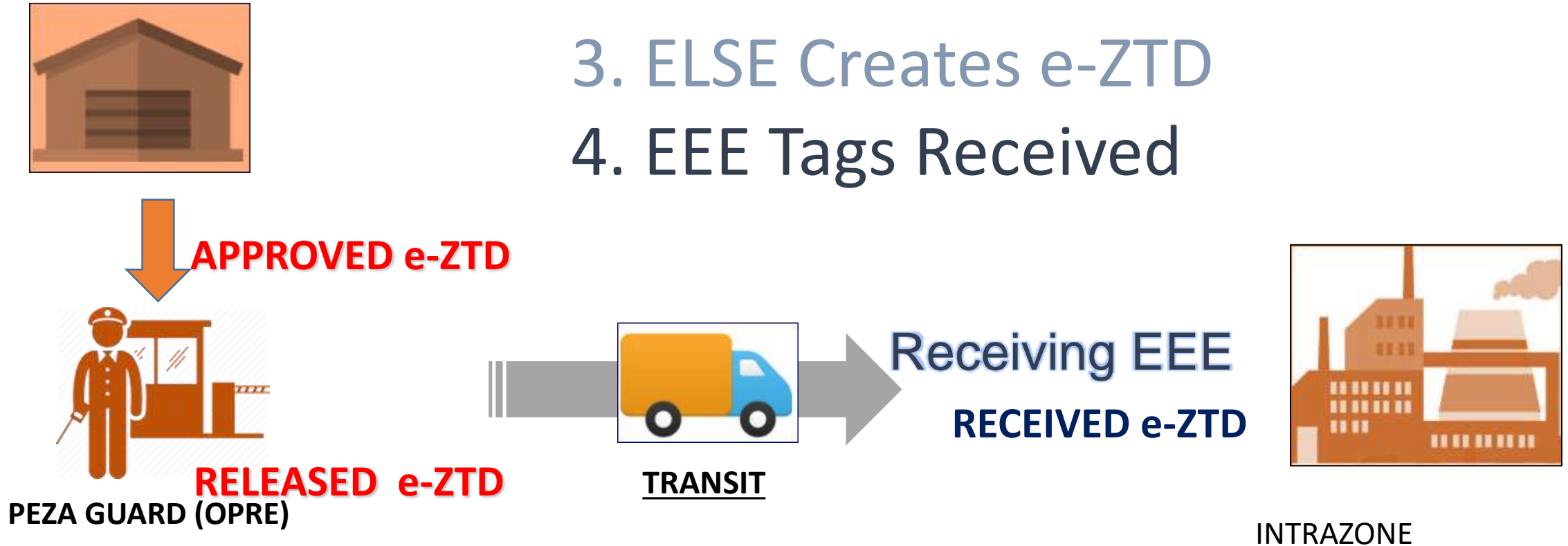
Please deliver  
X Quantity of Item A  
Y Quantity of Item B  
Z Quantity of Item c

Okay, time to  
create e-ZTD



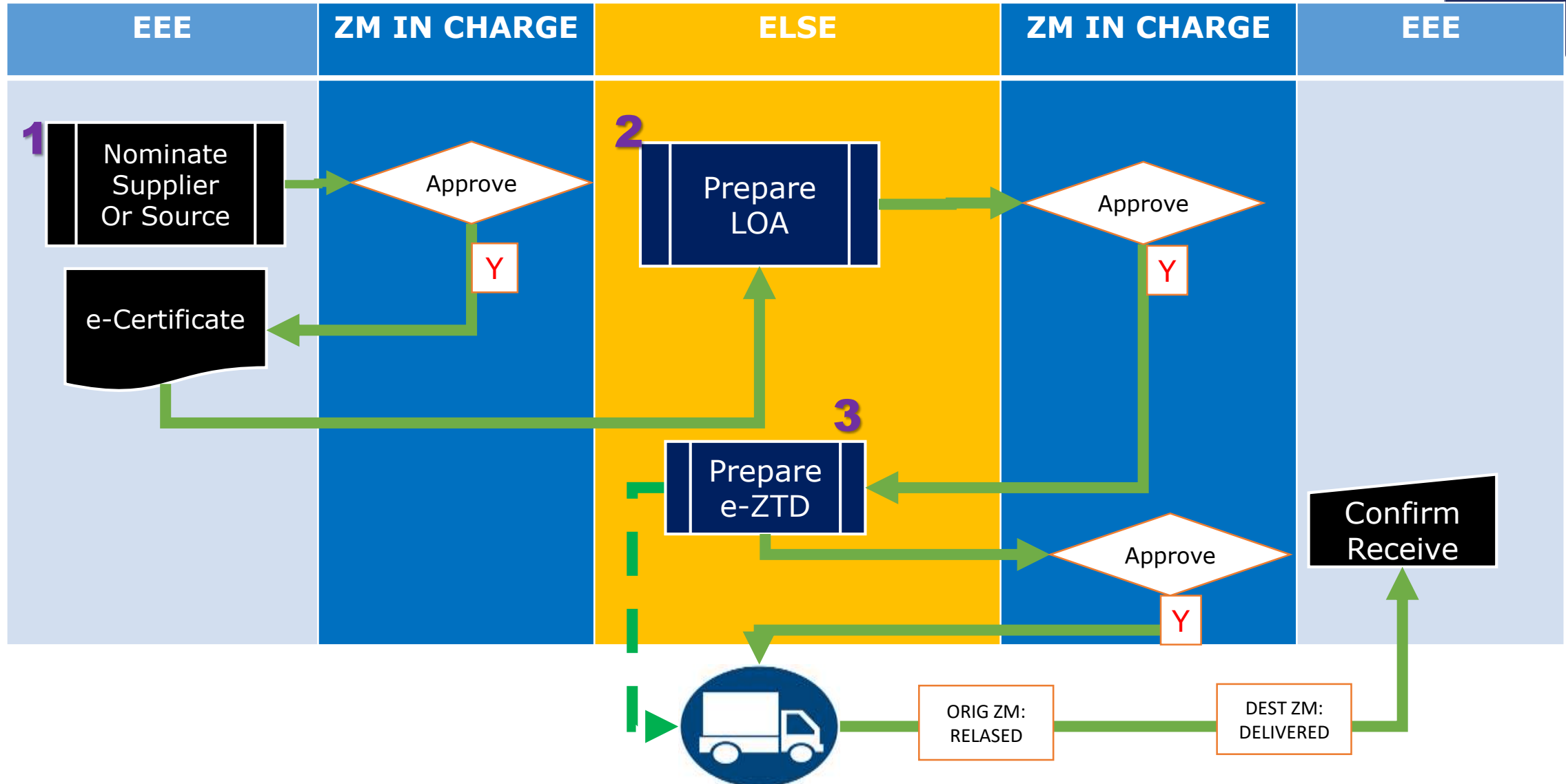
1. EEE Create Nomination
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1. EEE Create Nomination
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# Process

CDEC





# Episode 1: Create Nomination

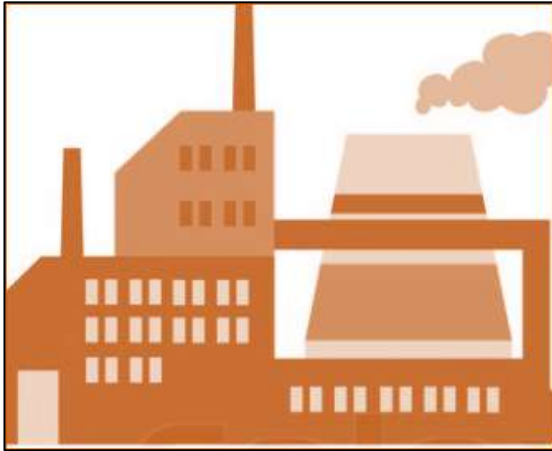
- EEE/ Receiver of Goods
- Log in to eTrade.net.ph



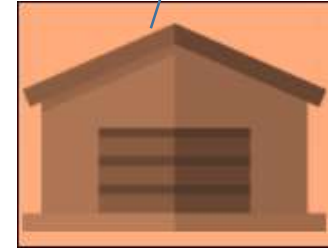
- User name as provided by PEZA MIS
- Password as provided by PEZA MIS
  - You may customize your password once logged



I Nominate  
you!



Well  
noted!



1. EEE Create Nomination
2. ELSE Creates LOA
3. ELSE Creates e-ZTD
4. EEE Tags Received

## Create Nomination Form

Zone: \*

- Select Zone -

Locator: \*

-Select Enterprise-

Please tick the appropriate box(es)\*

☐ our appointed Warehouse/Logistics Service Provider which will procure and store for subsequent safe/delivery to our facility, the goods described below either thru:

☐ Direct  
Importation

☐ Indirect Importation

☐ Sourced from Domestic  
Enterprise

☐ PEZA Enterprise

☐ Other Export-oriented  
Enterprise

☐ the appointed Warehouse/Logistics Service Provider of our supplier, namely:

Supplier Name:


Supplier Address:

It shall procure in behalf of our company and store the goods in its warehouse for subsequent delivery to our facility.

☐ our appointed service provider for the storage and subsequent retrieval of goods described below

Inventory with ELSE as of  ... MM/DD/YYYY

(Fields marked with \* are required)

 **SAVE & ADD ITEMS**

 **CANCEL**

☐ our appointed Warehouse/Logistics Service Provider which will procure and store for subsequent safe/delivery facility, the goods described below either thru:

☐ Direct Importation

☐ Indirect Importation

☐ Sourced from Domestic Enterprise

☐ PEZA Enterprise

☐ Other Export-oriented Enterprise

☐ the appointed Warehouse/Logistics Service Provider of our supplier, namely:

**Supplier Name:**

**Supplier Address:**

It shall procure in behalf of our company and store the goods in its warehouse for subsequent delivery to our facility.


☐ our appointed service provider for the storage and subsequent retrieval of goods described below

Inventory with ELSE as of

MM/DD/YYYY



## Nomination Details

 Nomination 54 has been successfully created

**Enterprise:** PEZA-Enterprse (ELSE)  
**Zone of Nomination:** [CEZO] Cavite Economic Zone  
**Purpose:** Direct Importation  
**Date Created:** 12/08/2015 02:55:13 PM  
**Created By:** E.E.E


**Status:** **FOR APPLICATION**

Buffer for quantity, to ensure that goods shall approximately last for 12 months


eTrade.net.ph

 **EDIT**  **DELETE**

## List of Added Nomination Items [0]

Line No	Ahtn Code	Item Code	Item Description	Generic Description	Quantity	UOM	Registered Activity	Action
	<input type="text"/>	<input type="text"/>	<input type="text"/>	-Select Item Type- ▼	<input type="text"/>	-Select Unit/Package- ▼	-Select Activity- ▼	 <b>Add</b>

 **PREVIEW e-Certificate**

 **BACK**



## eCertificate

Enterprise : GLORY (PHILIPPINES), INC.  
 Zone Location : CEZO-Cavite Economic Zone

EC No: CEZOEC00003416A  
 Date Submitted: 01/20/2016  
 Date Approved: 01/20/2016

This is to certify that Name of Logistics/Whse is: (pls tick box/circle/line)

- ☒ our appointed Warehouse/Logistics Service Provider which will procure and store for subsequent sale/delivery to our facility, the goods described below either thru:
- ☐ Direct Importation    ☒ Indirect Importation    ☐ Sourced from Domestic Enterprise
- ☒ PEZA Enterprise  
☐ Other Export-oriented Enterprise
- ☒ the appointed Warehouse / Logistics Service Provider of our supplier, namely: **GLORY GLOBAL SINGAPORE** with address **SINGAPORE**. It shall procure in behalf of our company and store the goods in its warehouse for subsequent delivery to our facility.

The appointed Warehouse/Logistics Service Provider is a PEZA-registered Ecozone Logistics Enterprise (ELSE) or ECOZONE Facilities Enterprise engaged in warehousing/logistics operations under C.R. No 99-09-F dated 2015-01-01 with facility located in BLDG 1, 2 AND 3 MAGELLAN POWER PLANT, CEPZA, ROSARIO, CAVITE 4106 PHILIPPINES.

eTrade.net.ph

Generic Description	Item Code	Specific Description	QTY.	UOM	REGISTERED PROJECT where items will be used
RAW MATERIAL 84759010000	LID		2500	BOX	Manufacture of money counting machine
RAW MATERIAL GLORY-1049	LED TUBE		300	CARTON	Manufacture of money counting machine

*(Pls add remarks as necessary)  
 (Where Material, equipment, equipment part, chemical, resin, software, system, consumables for production, tools, etc.  
 2/Unit of Measure)*

We, further certify that the above goods, with a tax and duty exemption incentives shall be used exclusively in our PEZA-register activities.

GLORY (PHILIPPINES), INC.  
 NAME OF PEZA-REGISTERED ENTERPRISE

Levi Vizmanos  
 ENDORSED BY ZA/ZM/OIC

NAME OF AUTHORIZED ZONE REPRESENTATIVE  
 ID No. \_\_\_\_\_  
 Date: \_\_\_\_\_



# Episode 2: Letter of Authority



- ELSE/ Supplier of Goods
- Log in to eTrade.net.ph
- User name as provided by PEZA MIS
- Password as provided by PEZA MIS
  - You may customize your password once logged



I have been Nominated,  
Time to create a Letter of Authority



1. EEE Create Nomination
- 2. ELSE Creates LOA**
3. ELSE Creates e-ZTD
4. EEE Tags Received



## LOA Search

Loa No:

Start Date:

 ...

Consignee:

End Date:

Status:

 SEARCH RESET

eTrade.net.ph

 Create Based On Nomination

## LOA List

Loa Number	Enterprise	Consignee	Date Created	Zone	Application	Items	Status
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And choose the corresponding Enterprise you wish to create the Letter of Authority for.

## Create Letter Of Authority Form

Consignee: <sup>\*</sup> Receiving PEZA Registered Enterprise (RPRE)

Source Of Goods: <sup>\*</sup> Indirect Import - PEZA Enterprise

Purpose: <sup>\*</sup>

(Fields marked with <sup>\*</sup> are required)

 **SAVE & ADD ITEMS**  **CANCEL**

- Once a LOA is opened all the items as nominated by the EEE will appear.
- To add items remember to indicate the following
  - Quantity of item
  - Unit of measure
  - Price of goods
- Once completed, click on the Apply button

eTrade.net.ph





Republic of the Philippines  
PHILIPPINE ECONOMIC ZONE AUTHORITY  
PEZA Building Roxas Boulevard corner San Luis St.  
Pasay City, 1300



EEEECEZOIE00003616A

### Electronic Letter Of Authority

Application No. : 170  
Application Date : 01/20/2016

Approved Date: 01/20/2016  
Validity Date: 01/19/2017  
PEZA Processing Fee: 320.00  
Payment Date: 01/20/2016

Enterprise : Enterprise  
Zone Location : CEZO-Cavite Economic Zone  
Consignee : GLORY (PHILIPPINES), INC.  
Zone Location : CEZO-Cavite Economic Zone

PEZA COR No: : 99-09-F  
PEZA COR No: : 94-75

HS Code	Item Code	Item Description	Quantity	UOM	Unit Price (US\$)	Value(US\$)
8473.4019.000	GLORY-1049	LED TUBE	300	CARTON	200	60000
8475.9010.000	84759010000	LID	2500	BOX	150	375000

eTrade.net.ph

#### SOURCE OF GOODS:

- ☐ Direct Import ☒ Indirect Import ☐ Domestic Enterprise
- ☒ PEZA Enterprise  
☐ Other Export-oriented Enterprise

Your request to engage in warehousing and logistics services is: APPROVED

Any violation of the terms and conditions of this authority, pursuant to PEZA MC No. \_\_\_\_\_ dated \_\_\_\_\_ shall be caused for the imposition upon \_\_\_\_\_ of applicable penalties under PEZA rules, including but not limited to revocation of this authority

Issuance of this Letter Of Authority LOA is based on the representation/manifestation contained in the electronic application. Any false statement or misrepresentation in this application shall be subject to the penalties imposed under Section 28 of Presidential Decree, 60 or other applicable laws.



WWW

# Letter of Authority

- Validity is One Year
- Cancellation of a LOA
  - May be cancelled anytime by ELSE upon request
    - Provided goods are properly liquidated with PEZA
  - ZM may cancel anytime due to policy violation



# Episode 3: Zone Transfers

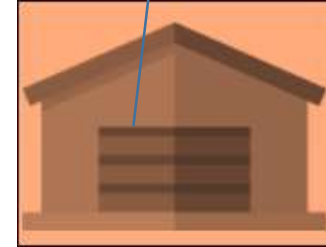


- As you receive orders from your partner Enterprises, be ready to lodge the transfers
- ELSE/ Supplier of Goods
- Log in to eTrade.net.ph



Please deliver  
X Quantity of Item A  
Y Quantity of Item B  
Z Quantity of Item c

Okay, time to  
create e-ZTD



1. EEE Create Nomination
2. ELSE Creates LOA
3. ELSE Creates e-ZTD
4. EEE Tags Received

## Transfer Permit Search

Permit No.: Start Date:  ... MM/DD/YYYYLOA No.: End Date:  ... MM/DD/YYYYEnterprise: No Of TP Per page: Consignee: IP Status:  **SEARCH** **RESET**

eTrade.net.ph

**NEW TRANSFER PERMIT**

## Transfer Permit List

Permit No	LOA No	Enterprise	Consignee	Date Created	Application Date	End of 30 Min Window	Items	Status



## Create Transfer Permit Form

LOA Number:

Purpose: \*

Commercial Invoice:

Date of Transfer: \*  ... MM/DD/YYYY

**\*For Inter-Zone Transfers ONLY**

Surety Bond No: \*

Surety Bond Validity: \*  ... MM/DD/YYYY

Name:

OR No.:

Amount:

Attach Surety Bond:  No file selected.

*Filename should be the same as Surety Bond No.*

- Cannot be previous date
- Can be current date
- Can be any future date
- Cut-off is 12midnight of transfer date

This portion for INTERZONE

 Save and Add Items

 Cancel

- Based on the orders made by the Enterprise, add the corresponding items.
- Required to indicate the Quantity and Unit of Measure

eTrade.net.ph





Republic of the Philippines  
**PHILIPPINE ECONOMIC ZONE AUTHORITY**  
 PEZA Building Roxas Boulevard corner San Luis St.  
 Pasay City, 1300



CEZOIE00003716A

CDEC

### Electronic Permit For INTRA/INTER Zone Transfer of Goods

Application No. : 259  
 Application Date : 01/20/2016  
 Approved Date : 1/20/16 6:13 PM  
 LOA Number : EEECEZOIE00003616A

Date of Transfer: 01/21/2016  
 PEZA Processing Fee: 180.00  
 O.R. Number: or09809-

Enterprise Name : Enterprise Name  
 Zone Location : Cavite Economic Zone  
 Consignee : GLORY (PHILIPPINES), INC.  
 Zone Location : Cavite Economic Zone

Accreditation No. : 99-09-F

Registration No. : 94-75

HS Code	ITEM		FOB Value (US \$)	
	Description	Quantity	Unit	Total
8473.4019.000	LED TUBE	23	200.00	4600.00

Purpose : ☒ Indirect Export ☐ Temporary Transfer ☐ Local Sales/Disposal ☐ Sample  
☐ Subcontracting ☐ Permanent Transfer ☐ Farm Out ☐ Scrap

Supporting Documents : Commercial Inv : 20153865 Delivery Receipt: Gate Pass:  
 Surety Bond No: OR No: Amount: Insurance Co:

CLEARANCE: This is to certify that the commodities covered by this Permit have been checked and found to be in order and may therefore be taken out/in of the Zone.

Bureau of Custom Examiner

PEZA Enterprise Service Officer

### TALLY OF GOODS ENTERED INTO THE RECEIVING ZONE ON THE BASIS OF THE ABOVE PERMIT

Item Description	Quantity Arrived	Checked By:	
		PEZA Examiner	BOC Examiner
LED TUBE	23 pcs		

1. EEE Create Nomination
2. ELSE Creates LOA
3. ELSE Creates e-ZTD
4. EEE Tags Received



**APPROVED e-ZTD**



**RELEASED e-ZTD**

**PEZA GUARD (OPRE)**



**TRANSIT**

**Receiving EEE**  
**RECEIVED e-ZTD**



**INTRAZONE**

# Online Visibility

**APPROVED**



**1<sup>st</sup> Status**

- e-ZTD approved by the system or by the Zone Manager / OIC

**RELEASED**



**2<sup>nd</sup> Status**

- e-ZTD status after scanned/tagged by PEZA of the Originating Zone



# Online Visibility

**RECEIVED**



**3<sup>rd</sup> Status**

- e-ZTD status after tagged by the Customer (RPRE)

If receiving locator tags “RECEIVED,” succeeding Transfer Permits are auto-approved

**CLOSED**



**4<sup>th</sup> Status**

- e-ZTD status automatically tagged by the system after a complete & successful tagging from APPROVED up to RECEIVED



# Tag Receive

CDEC

[Back to LOA : EEECEZOIE00000615A](#)


Transfer Permit No.: **CEZOIE00001015A**  
Lodgement Date: 12/08/2015 17:37:09 PM  
Created By: ELSE  
Application Date: 2015-12-08 17:45:25.0  
Applied By: Surname, Name  
LOA Number: EEECEZOIE00000615A  
Consignee Name: PEZA-Enterprise (E.E.E)  
Zone: [CEZO] Cavite Economic Zone  
Purpose: Indirect Export  
Commercial Inv.: 2015HG97785  
Date Of Transfer: 2015-12-10 00:00:00 PM  
Surety Bond No: SB20150002  
Surety Bond Validity: 2016-11-30 00:00:00.0  
Name: SURETY BOND COMPANY XYZ  
OR No.: 89785674  
Amount: 1000000.00  
Status: **DELIVERED**


Total Value: 106.40  
Processing Fee: 180.00  
Official Receipt No.: 0234597  
Official Receipt Date: 08/03/2015 06:45:00 PM  
Date Approved: 08/03/2015 06:45:00 PM  
Approved by: spidlaoan  
Date Released: 08/03/2015 06:55:00 PM  
Released by: spidlaoan  
Date Delivered: 08/03/2015 07:15:00 PM  
Delivered by: vssantos

eTrade.net.ph

## Line Items

Line No	Ahtn Code	Item Code	Item Description	Quantity	UOM	Unit Value	Total Value	Actual Qty Received	Action
1	85423100200	33001335	SLIDE BOARD	20	CARTON	5.32	106.4	<input type="text"/>	 <b>RECEIVE</b>

 PRINT e-Transfer

 COPY e-Transfer

# Table of Rates (PEZA and CDEC)

CDEC

Transaction Type	Amount	
	<u>PEZA</u>	<u>CDEC</u>
Nomination / e-Certificate	0	0
<b>e-LOA</b> (No more amendment and renewal)	Php 1,200	Php 100
<b>e-ZTD</b> (Indirect Export only)	Php 180 / 360	Php 45





# How to Top Up?



1. PEZA Funds: at your Zone's PEZA Cashier
2. Deposit to any Cargo Data Exchange Center, Inc. Account
  - BDO Account No. 0079-60019956; for your 16-digit reference visit your 'Payment Account' page
  - For the following banks **NO** 16-digit, email scanned copy or photo of deposit slip to [finance@cdec.com.ph](mailto:finance@cdec.com.ph)
    - Union Bank - Vito Cruz, Account No. 0003-1003-4085;
    - Metrobank – Metropolitan Ave, Account No. 286-7-28651527-0
    - Security Bank– Ninoy Aquino, Account No. 0503-006854-003



# CHECKLIST



**Enroll and Submit Annexes with PEZA**



**CDEC Registration, 2303, Zero & PEZA Cert**



**Uploading of Importables**



**Top up PEZA Pre-payment Fund**



**Top up CDEC Pre-payment Fund**



# ***Choose CDEC!***



 [www.cdec.com.ph](http://www.cdec.com.ph)

**Live chat**

**News & Information**

 [cs@cdec.com.ph](mailto:cs@cdec.com.ph) or [mktg@cdec.com.ph](mailto:mktg@cdec.com.ph)

[https://twitter.com/CARGO\\_DATA](https://twitter.com/CARGO_DATA)

<https://www.facebook.com/CDECsince1995/>

 **ALL PORTS +63 2 439 9750**

 **CDEC Mobile + 63 917 808 6739**

 **CEBU Sun Number + 63 922 373 5886**



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*Thank  
you!*

