



## Cagayan Economic Zone Authority

### CHECKLIST OF REQUIREMENTS FOR CEZA ENTERPRISE REGISTRATION

- Completely filled Application Form (CEZA-PMIS-BPRD-F01)
- Fee for processing amounting to US\$200 or equivalent in Philippine pesos at current exchange rates
- Project Feasibility Study/Business Plan, indicating the basic/data information on its technical, financial, marketing and management capability and competence to undertake and proposed project within the CSEZFP
- Copies of relevant documentation of legal status of the business enterprise
  - Articles of incorporation and by-laws
  - Partnership Agreement
  - SEC License to do business
  - Mayor's Permit
- Name and address of legal agent if not a corporation or other business organization established in the Philippines.
- If there is foreign ownership, proof of inward remittances and/or investment or other proof of financial acceptable to CEZA.
- Evidence of intended physical location of the enterprise within the CSEZFP (e.g. Certificate of Title, Deed of Sale, Lease Agreement, Commitment Letter, and other similar documents)
- If part of a larger business enterprise doing business outside the CSEZFP, evidence or restructuring which excludes from the operations of the CSEZFP Enterprise all business operations taking place outside the CSEZFP
- List of assets and other properties comprising the investment to be made
- Application Forms for Work Permits for any expatriate personnel
- List of references that may be contacted to verify the information included in the application, including a commercial bank and/or financial institution and independent auditor
- Certificate under oath that the CSEZFP Enterprise applicant will comply with the Master plan as may be adopted and amended from time to time
- Undertaking that applicant shall not at all times conduct any unlawful activity, such as but not limited to smuggling, illegal fishing and the like, and shall abide all laws of the Republic of the Philippines, rules and regulations, administrative orders of CEZA and that should they be found upon investigation by CEZA to have committed unlawful and/or prohibited activities, CEZA may motu proprio, cancel their Certificate of Registration as a CSEZFP Registered Enterprise (pro forma attached)
- Statement of Confirmation of Intent
- Secretary's Certificate/Board Resolution for the appointment of registered representative
- ◆ Applicants are advised to submit the complete requirements so that application can be processed immediately.