Appendix: required documents

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Transaction | In-charge department | Document from in-charge | Supporting Document for LOA | Document for examiner | | |
| Farm out | Farm in | Transfer within Ecozone |
| Acquisition | Purchasing department | * Delivery Receipt * Invoice | Not applicable | Not applicable | * Duly Accomplished and signed form 8105 * Sales Invoice / Purchase Order * Delivery Receipts * Letter of Authority if applicable * Other pertinent documents as may be required in the LOA | Not applicable |
| Subcontract | PPIC department/Factory FIFO | * Memorandum of Agreement * Style lists and PO lists with the total quantity | * Memorandum of Agreement * Style lists and PO lists with the total quantity | * Letter of Authority * Surety Bond * Duly accomplished and signed form 8106 | * Letter of Authority * Photocopy of approved PEZA form 8106 * Duly Accomplished and signed form 8105 | * Letter of Authority * Memorandum of Agreement * Duly Accomplished and signed form8112 |
| Transfer | Request department | * List of items * List of PO for finished goods | * List of items or POs * Import permit for imported item | * Letter of Authority * Surety Bond * Duly accomplished and signed form 8106 | * Letter of Authority * Photocopy of approved PEZA form 8106 * Duly Accomplished and signed form 8105 * Other pertinent documents as may be required in the LOA | * Duly accomplished and signed form 8112 * Transfer slips |
| Donation | IM | * Deed of Donation | * Deed of Donation * Import permit for imported item | * Letter of Authority * Duly accomplished and signed form 8106 | Not applicable | Not applicable |
| Disposal | IM | * List of items | * List of machines * Import permit for imported machine | * Invoice * Duly accomplished and signed form 8106 * Letter of Authority if applicable for Machines * Other Pertinent documents as may be required in the LOA for Machine disposal | Not applicable | Not applicable |