Appendix: required documents

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| --- | --- | --- | --- | --- |
| 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 |