



# Aurora Pacific EcoZone

AND FREEPORT AUTHORITY

## CITIZEN'S CHARTER

### VISION

To be a catalyst for a sound and holistic development in the country's eastern seaboard, which will be fully operational by 2020.

### MISSION

To provide jobs to the people of Aurora and neighboring provinces especially in the rural areas, increase their productivity and their individual and family income, and thereby improving the level and quality of their living conditions primarily through the establishment of agri-aqua, light industries and eco-tourism development centers.

### MANDATE

The Aurora Special Economic Zone Authority (ASEZA) was created by virtue of Republic Act No. 9490 and amended by Republic Act 10083 otherwise known as the "Aurora Pacific Economic Zone Act of 2010", It shall be managed and operated by the Aurora Pacific Economic Zone and Freeport Authority, hereinafter referred to as the APECO. It is a government corporate body tasked to encourage, promote, induce and accelerate the sound and balanced industrial, economic and social development of Aurora and the Northeastern provinces of the country, provide jobs to the people, increase their productivity and their individual and family income, thereby improving the level and quality of their living conditions and through measures that shall effectively attract legitimate and productive foreign investors.

### VALUE STATEMENTS

- Excellence** - We strive to achieve company goals with competency.
- Integrity** - We embody a morally upright organization.
- Respect** - We value honesty and accountability in every situation.
- Quality** - We provide services that are highly laudable.
- Innovation** - We generate services that are highly laudable.
- Client Satisfaction** - We prioritize our client's needs.
- Collaborative Effort** - We function effectively as a team.

### FRONTLINE SERVICE: APPLICATION FOR CERTIFICATE OF REGISTRATION

#### Procedure in Processing Application for Certificate of Registration

Step	Investor/Locator	Agency Action	Person In-Charge /Dept/Div/ Unit	Fees	Processing Time (Duration of Activity under Normal Circumstances)	Office
1	Submit Letter of Intent, Company Profile, Board Resolution, and Project Evaluation Form	Evaluate Company and Project Proposal	Action Officer Legal Unit, Corporate Planning and Marketing Divisions	None	4 hours	1 Corporate Campus Sitio Motiong, Brgy. Esteves, Casiguran, Aurora
2	Submit documents and other requirements if it passed the evaluation stage (as seen on the checklist)	Evaluate and validate requirements. Quote investor of the terms and fees for the proposed project	Action Officer Legal Unit, Marketing Division	None	5 days	1 Corporate Campus Sitio Motiong, Brgy. Esteves, Casiguran, Aurora
3	Conform with terms & fees for for the Project Proposal	Accept payment of fees	Action Officer Finance Division - Cashier	P2,000.00	15 mins	1 Corporate Campus Sitio Motiong, Brgy. Esteves, Casiguran, Aurora
		Approve Project Proposal	Head of Agency	None	1 day	
4	Wait for the issuance of the Certificate of Registration	Issue Certificate of Registration	Action Officer Legal Unit, Executive Office	None	1 day	1 Corporate Campus Sitio Motiong, Brgy. Esteves, Casiguran, Aurora

#### Requirements:

1. Letter of Intent
2. Documents of legal status
  - a. SEC Registration
  - b. Articles of Incorporation
  - c. Partnership Agreement
  - d. Board Resolution of authorized representative
  - e. Other similar documents
3. Identification documents of investors
  - a. For foreigners, photocopy of valid passport
  - b. For locals, photocopy of valid identification cards
4. Evidence of intended physical location
  - a. Certificate of Title, Lease Agreement, Deed of Sale and similar documents
5. Proof of Financial Capacity
  - a. Financial Statements for the last three (3) years
  - b. Bank Certificates of deposits/credit line
6. If part of a larger enterprise doing business outside the Aurora Ecozone, evidence of restructuring which excludes the operations of its Aurora Ecozone enterprise from business operations outside of Aurora Ecozone
7. List of assets comprising the investment to be made
8. Certificate of Compliance to Master Plan of Aurora Ecozone
9. Such other documents that Aurora Ecozone may require (Other permits and licenses, letters of reference)

#### Schedule of Availability of Service:

Regular Days: Mondays to Thursdays, 8:00 am - 5:00pm  
Fridays, 8:00am - 10:30am

**Website** : [www.auroraecozone.com](http://www.auroraecozone.com)  
**E-mail** : [apecozone@gmail.com](mailto:apecozone@gmail.com)