

SBMA REGULATORY GROUP – PROCEDURES ON THE IMPOSITION OF FINES AND PENALTIES

WHEREAS, under Republic Act No. 7227, as amended by Republic Act No. 9400 Subic Bay Metropolitan Authority (SBMA, for brevity) is the zone authority of the Subic Bay Freeport Zone (SBFZ, for brevity);

WHEREAS, under the implementing rules and regulations (IRR, for brevity) of RA. No. 7227, SBMA shall exercise authority and jurisdiction over all economic activity within the SBFZ;

WHEREAS, SBMA has the right to assess and collect administrative fees or impose administrative fines or other monetary penalties for violations of these Rules and promulgate such other rules, regulations and circulars as may be necessary, proper or incidental to carry out the policies and objectives of the Act, these Rules, as well as the powers and duties of the SBMA thereunder (Section 11, a, f (7) and f (11));

WHEREAS, SBMA as provided in Section 150 of the IRR, shall promulgate rules of procedure governing the conduct of investigations and hearings involving violations of the provisions of the Act and its IRR, the corresponding implementing memoranda or circulars and the terms and conditions of the registration agreement between the SBMA and SBF Enterprise.

IN VIEW OF THE FOREGOING, the Regulatory Group hereby adopts and promulgates the following rules governing the imposition of fines and penalties for any violation which falls under the Regulatory Group's System of Fines and Penalties and other pertinent issuances of the Regulatory Group and departments, under the said unit, namely: Ecology Center, Building Permit and Safety Department, Accreditation Office and Transportation and Communications Department and Registry of Certificate of Ownership of Leasehold Rights. Thus:

PART 1 – DEFINITION

Section 1. Title – These rules shall be known and cited as “SBMA Regulatory Group - Procedures on the Imposition of Fines and Penalties.”

Section 2. Rules on Construction. – These rules shall be liberally construed to assist the parties in obtaining just, speedy and inexpensive resolution of cases involving violations of rules and regulations being implemented by the Regulatory Group.

Section 3. Scope and Nature of Proceedings. – Proceedings for the imposition of regulatory fines and penalties shall be summary in nature and shall not be bound by the technical rules of evidence providing in the courts of law.

Section 4. Definitions. – For the purpose of these rules:

a. SBMA – shall mean “Subic Bay Metropolitan Authority”

b. SBFZ – shall mean “Subic Bay Freeport Zone”

c. SBMA Regulatory Rules – shall mean “SBMA Regulatory Group - Procedures on the Imposition of Fines and Penalties.”

d. Head of the Regulatory Group – shall mean the “Head of the Regulatory Group” under the SBMA Regulatory Group;

e. Act – shall mean Republic Act No. 7227.

f. Board of Directors – shall mean the Subic Bay Metropolitan Authority Board of Directors.

g. Regulatory Group – a strategic business Office of SBMA mandated to formulate rules and regulations pertaining to the implementation of the regulatory powers of the agency.

- h. Minor violation – shall pertain to a violation classified as such under the Regulatory Group’s System of Fines and Penalties and other pertinent issuances of the Regulatory Group.
- i. Major violation – shall pertain to a violation classified as such under the Regulatory Group’s Systems of Fines and Penalties and other pertinent issuances of the Regulatory Group.
- j. Regulatory Group’s System of Fines and Penalties – a handbook enumerating the corresponding fines and penalties for violations of the pertinent rules and regulations of the Regulatory Group.
- k. Complainant - Any Department of SBMA, or any entity who files a complaint before any of the department included in the Regulatory Group or the Head of the Regulatory Group.
- l. Respondent - any entity, natural or juridical, complained of.
- m. Complaint – A concise statement of the ultimate facts of the matters complained of within the regulatory powers of the Regulatory Group and, as much as possible, with reference to the specific violation/s under the Regulatory Group’s Systems of Fines and Penalties and other pertinent issuances of the Regulatory Group.

Section 5. Process Flow. – The process flow attached hereof is an integral part of these SBMA Regulatory Rules.

PART II. – PROCEDURE IN COMPLAINTS.

Section 1. How commenced. – Any action involving (i) violations enumerated in the Regulatory Group’s Systems of Fines and Penalties; and (ii) any violations of the rules and regulations of the Regulatory Group, shall be commenced by the filing of a complaint before any of the following concerned department(s) of the Regulatory Group, to wit: Ecology Center, Building Permit and Safety Department, Accreditation Office, Visa Processing Office, Transportation and Communication Department and Registry of Certificate of Ownership of Leasehold Rights.

Complaints filed by an entity, not belonging to the Regulatory Group, shall be verified and accompanied by affidavits of witnesses.

Such action referred to in the first paragraph may also be commenced by any of the aforementioned departments based on an inspection report.

Section 2. Service of Notice of Violation –

a. Uncontested inspection report – In case respondent did not interpose objection and signed the *conforme* to the findings and/or violations stated in the inspection report of any of the departments of the Regulatory Group accomplished immediately after the actual inspection, the respondent shall be served a Notice of Violation with the attached uncontested inspection report through personal service, registered mail or special courier with the corresponding Notice to Pay directing the respondent to pay the fine and/or a directive to execute the necessary Deed of Undertaking, if corrective measures are provided, within seventy-two (72) hours from receipt thereof.

b. The appropriate department of the Regulatory within twenty-four (24) hours from the receipt of the complaint or issuance of the contested inspection shall issue a Notice of Violation through personal service, registered mail or special courier together with a copy of the complaint and/or contested inspection report. It shall contain a directive for the respondent to submit its verified Answer to the complaint with copy thereof served to the complainant requiring respondent to appear for a Technical Conference within seventy-two (72) hours from the receipt thereof. The respondent, in his Answer, shall admit or specifically deny the material allegations in the complaint or the findings in the inspection report, and shall state all his lawful defenses thereon. Motions for extension and to dismiss are absolutely prohibited.

When the respondent is a juridical entity, it shall also be required to submit an original or certified true copy of a Board Resolution or Secretary's Certificate naming its authorized representative.

Section 3. Technical Conference – During the technical conference, an immediate resolution of the case based on the complaint and/or inspection report and the Answer submitted by the respondent. The resolution of the case shall be confined and determined on factual and/or technical issues only. Any cases involving purely legal issues should be directly endorsed to the Head of the Regulatory Group.

Failure to attend the technical conference shall be deemed a waiver of the respondent's right to contest the complaint and/or inspection report.

Section 4. Resolution/Undertaking -

a. When upon respondent fails to appear during the technical conference, a Notice to Pay shall be served to him through personal service, registered mail or special courier, directing him to pay the corresponding fine and/or a directive to execute a Deed of Undertaking that he will perform the required corrective measures within seventy-two (72) hours from notice.

b. When the complaint is found to be without merit, the case shall be considered dismissed.

c. When a resolution has been reached during the technical conference wherein the respondent agrees to pay the corresponding fine and/or execute the required corrective measures, a Notice to Pay shall be served on the respondent based on the amount reached and/or said party shall be required to execute and sign a Deed of Undertaking pertaining to his implementation of the required corrective measures.

d. When no agreement has been reached, a Notice of Non-Resolution shall be immediately served to the respondent or the complainant, if the action is based on a complaint, with a directive to submit its position paper within seventy-two (72) hours to the Head of the Regulatory Group. A copy of the said notice shall also be forwarded to the Head of the Regulatory Group to be accompanied by all pertinent documents of the case which shall be numerically numbered.

Part III. – PROCEDURE BEFORE THE HEAD OF THE REGULATORY GROUP

Section 1. Position Paper. The resolution of the case shall be based on all documents forwarded to the Head of the Regulatory Group including the position papers submitted by the parties.

Motion for extension is absolutely prohibited. Non-submission of the position paper within the given period shall be deemed a waiver of the parties' right to submit the same.

Section 2. Decision and Orders. All decisions, orders and resolution issued by the Head of the Regulatory Group are valid and binding. However, decisions involving suspension of operations, except in cases involving extraordinary circumstances referred to in Section 1, Part IV of these Rules, and/or suspension or cancellation of the Certificate of Registration and Tax Exemption shall be recommendatory in nature and shall be presented to the SBMA Board of Directors for approval.

Section 3. Execution and Finality of order, decision or resolution. – The order, decision or resolution of the Head of the Regulatory Group, unless an appeal has been made within five (5) days from notice, shall become final and executory.

Section 4. Compilation and publication of decisions. – A compilation of all final decisions and resolutions, including final decisions of the Supreme Court on appeal, if any, and shall be made and printed in bound and numbered volumes.

PART IV. APPEAL

Section 1. Appeal. All decision, orders and resolutions issued by the Head of the Regulatory Group shall be appealable to the SBMA Board of Directors through the Administrator within five (5) days from notice.

In case of non-meritorious appeal, the Administrator has the right to dismiss the same outright.

The appeal shall be perfected upon payment of a non-refundable appeal fee of ONE THOUSAND PESOS (Php1,000.00) and filing of a Memorandum of Appeal with the Office of the Head of the Regulatory Group.

PART IV. PROCEEDINGS INVOLVING EXTRAORDINARY CIRCUMSTANCES

Section 1. When applicable. - Based on an inspection report of any department of the Regulatory Group, or a credible sworn statement of a complainant, the concerned department instead of acting according to the procedures indicated for in part II, may recommend to the Head of the Regulatory Group the immediate issuance of the Notice of Violation to the respondent and a directive to appear before it within twenty-four (24) hours from receipt thereof and show cause why no break open and/or cease and desist order be issued based on the inspection report or complaint.

Failure to show cause within the given period shall be deemed a waiver of the respondent's right to present evidence in its favor.

This proceeding shall apply in cases of extraordinary circumstances involving extreme urgency which will result to irreparable damages or serious detriment to life and/or property, willful refusal by the respondent to comply with his Deed of Undertaking and decisions, resolutions or orders of the Head of the Regulatory Group, or any provision of the Act, as amended.

Section 2. Resolution. After the lapse of the given twenty-four (24) hours, the appropriate order shall be immediately issued by the Head of the Regulatory Group, which shall either be:

- a. A denial of the recommendation; or
- b. Issuance of the break open order and/or cease and desist order which shall be valid for seventy-two (72) hours. The cease and desist order may be extended for another seventy-two (72) hours for good cause.

Subject to the approval of the Board of Directors, the Head of the Regulatory Group. for good cause, may prior to any proceedings, suspend for a period not exceeding thirty (30) days, or until the termination of the proceedings, the operations of the respondent, whenever said suspension shall in the judgment of the Head of the Regulatory Group be necessary to avoid serious and irreparable damage to life and/or property or serious inconvenience to the public or to private interests.



Consolidated Regulatory Fines and Penalties

SBMA
Regulatory Group

I. ECOLOGY CENTER

A. Environmental Regulations/Standards

A.1 Nature of Violations

Minor Violations

1. Non-submission or delay in submission of reports/requirements.
2. Transfer of ownership of the project/ECC without prior approval from Ecology Center
3. Delay or failure to initiate formation or implementation of ECC conditions which do not have significant impacts on the environment (e.g. EU, MMT, EMF, EGF, etc.).
4. Non-compliance with other administrative conditions in the ECC.
5. Non-compliance with administrative and technical procedural guidelines of the EIS system.

Major Violations

1. Projects established and/or operating without an ECC.
2. Non-implementation of substantive conditions in the ECC on the EMP and EMoP and other related substantive commitments in the EIA Report, including modifications during EIA Report Review.
3. Exceedance of project limits or area.
4. Significant addition of project component or product without prior EC approval.
5. Major change in project process or technology resulting in unmitigated significant impacts not addressed by approved EMP.
6. Other offenses, such as:
 - a) *Refusal of entry for Ecology Department inspectors to assess compliance, non-compliance or violators.*
 - b) *Falsification of self-monitoring reports to mislead the Ecology Department in assessing compliance.*
 - c) *Activity which pose danger or damage to the environment*
 - d) *Acts tending to increase potential exposure to hazardous wastes and toxic chemical substances*
 - e) *Chronic and recalcitrant violations*

A.2 Schedule of Fines and Penalties

Criteria	Penalty (PhP)	
	1 st offense	2 nd offense
Minor Violations	10,000	<i>(recurring minor violation is considered as major violation)</i>
Major Violations	25,000	50,000 plus ECC suspension with option to cease if deemed necessary
Violations of relevant environmental laws, rules and guidelines	As provided in the existing laws, rules and guidelines	

A.3 Schedule of Penalty Reduction in case of “Projects established and/or operating without an ECC”

Criteria	Percent Reduction in Penalty (%)	Equivalent Amount to be Deducted (PhP)
1. Timing of ECC Application		
Proponent applied for ECC before issuance of NOV	25	12,500
2. Percentage Project completion		
Project is 25% complete	10	5,000
Project is > 25% but < 50% complete	5	2,500
Project is > 50% complete	0	0
3. Project Cost		
Project <_ 5.0 M	20	10,000
Project > 5.0 M	10	5,000
4. Project Impact on the Environment		
Project does not cause adverse environmental impacts	25	12,500
<i>Note: A maximum of 80% reduction in penalty can only be imposed provided the proponent meets all of the above criteria</i>		

B. Occupational Health & Safety Regulations/Standards

B.1 Nature of Violations

Minor Violations

1. All other violations/non-compliance under the Occupational Safety and Health Standards and Code on Sanitation of the Phil. not classified as “major”.

Major Violations

1. Violations or non-compliance which endanger life or property.
2. Failure to secure sanitary clearance (for food service providers).
3. Failure to undertake initial physical examination of employees (for all establishments).
4. Failure to correct minor violations within a given time.

B.1 Schedule of Fines and Penalties

Criteria	Penalty (PhP)
Minor Violations	<ul style="list-style-type: none">• All minor violations shall be penalized in the amount not to exceed PhP 5,000.
Major Violations	<ul style="list-style-type: none">• All major violations shall be penalized in the amount not less than PhP 5,000to but not to exceed PhP 10,000.• Recommend suspension/cancellation of CRTE/PTO for failure to correct major violations within a given time.

II. BUILDING PERMIT & SAFETY DEPARTMENT

Minor Violations

- a. Failure to post Certificate of Occupancy / Use / Operation
- b. Failure to post Building Permit Construction information sign

Major Violations

- a. Unauthorized changes, modifications, alterations during construction in the plans and specifications submitted to SBMA for which it had issued building permits
- b. Unauthorized changes in the type of construction from “more fire resistive” to “less fire-resistive
- c. Failure to provide or install appropriate safety measures for the protection of workers, inspectors, visitors, immediate neighbors and pedestrians
- d. Non-compliance with order to abate or demolish
- e. Construction without an approved building permit
- f. Use or occupancy of building / structure without appropriate Certificate of Occupancy / Use / Operation
- g. Change in the existing use or occupancy without Certificate of change of Occupancy / Use / Operation
- h. Excavations left open without any work being done at the site for more than one hundred twenty (120) days

Schedule of Fines and Penalties

Type of Violation	Notice		
	1st	2nd	3 rd
Major Violation (a to h)	Warning	P50,000 Fine; and suspension or cancellation of CRTE / PTO - Suspension of housing privileges and legal action	
Minor Violation (a to b)	Warning	P35,000 Fine;	P50,000 Fine; and suspension or cancellation of CRTE / PTO - Suspension of housing privileges and legal action

Other Penalties and Surcharges

1. Construction, installing, repairing, alteration or causing any change in the occupancy / use of any building / structure or part thereof or appurtenances thereto without any

permit; surcharge of 100% of building fees; Provided that, when work in building / structure is started pending issuance of Building Permit, surcharge shall be as follows:

○ Excavation for Foundation	10% of building permit fees
○ Construction of foundation (including pile driving and Laying of reinforcing bars)	25% of building permit fees
○ Construction of superstructure up to 2.00 m. above established Grade	50% of building permit fees
○ Construction of superstructure above 2.00 m.	100% of building permit fees

2. Failure to pay annual inspection fee within thirty (30) days from prescribed date, surcharge of 25% of the inspection fees.

FIRE SAFETY AND PROTECTION (Major Violations)

A	Failure to provide safety measures for the manufacture, storage, handling and / or use of the following hazardous material:	
	Cellulose nitrate plastic of any kind	500.00
	Combustible fibers	500.00
	Cellular materials such as foam rubber, sponge rubber and plastic foam	500.00
	Flammable and combustible liquids or gases or any classification	2,500.00
	High piled or widely spread combustible stock	500.00
	Metallic Magnesium in any form	500.00
	Corrosive liquids, oxidizing materials, organic peroxide, nitro methane, ammonium nitrate, or any amount of highly toxic pyrophoric, hypergolic or cryogenic materials or poisonous gases as well as material compounds which when exposed to heat of flame become a fire conductor or generate excessive smoke or toxic gases	500.00
	Blasting agents, explosives and special industrial explosive materials, blasting caps, black powder, dynamite, nitro-cellulose, fulminates of any kind and plastic explosives containing ammonium salt or chlorate(storage materials)	2,500.00
	Liquid Nitroglycerine and liquid trinitrotoluene	2,500.00
	Fire works materials of any kind or form	2,500.00
	Matches in commercial quantities more than 60 match man's gross	500.00
	Hot ashes, live coals and embers	500.00
	Mineral, vegetable and animal oils and other derivative by products	500.00

	Recycling of combustible waste materials	500.00
	Explosives dusts and vapors (during operation stage-refueling)	5,000.00
	Agricultural forest, marine or mineral products which may undergo spontaneous combustion	500.00
B	Failure to provide safety measures for the following hazardous operations / procedures:	
	Welding or soldering	2,500.00
	Industrial / commercial baking and drying	5,000.00
	Disposal of combustible waste materials	5,000.00
	Pressurized / forced-draft burning equipment	5,000.00
	Smelting and forging	5,000.00
	Motion picture projection using electrical arc lamp	500.00
C	Failure to provide the following safety on construction and protective warning systems:	
	Termination of all exits in an area affording safe passage to a public way or safe disposal area	10,000.00
	Obstructing designated fire lanes or access to fire hydrants	5,000.00
	Overcrowding or admission of person beyond the authorized capacity in movie houses, theaters, coliseum, auditorium or other public assembly buildings, except in other assembly areas on the ground floor with open sides or open doors sufficient to provide safe exits	15,000.00
	Locking fire exits during periods when people are inside the building	15,000.00
	Prevention or obstruction of the automatic closure of fire doors or smoke partitions or dampers	5,000.00
	Use of fire protective or fire fighting equipment of the Fire Department other than for fire fighting except in other emergencies where their use are justified	5,000.00
	Giving false or malicious fire alarm	5,000.00

RULE VII – CLASSIFICATION AND GENERAL REQUIREMENTS OF ALL BUILDINGS BY USE OR OCCUPANCY

Section 701. Occupancy Classified

1. There are 10 Groups of Occupancies sub-divided into 25 Division. The accompanying matrix shows the Groupings and Divisions and the corresponding uses.
 - a. Building proposed for construction shall be identified according to their use or the character of its occupancy and shall be classified as follows:

i. Group A – Residential Dwellings

Group A Occupancies shall include:

Division 1 - Residential building / structure for exclusive use of single family occupants including school or company staff housing; single (nuclear) family dwellings, churches or similar places of worship' church rectories, community facilities and social centers; parks, playgrounds, pocket parts, parkways, promenades and play lots; clubhouses and recreational uses such as golf courses, tennis courts, basketball courts, swimming pools and similar uses operated by the government or private individuals as membership organizations for the benefit of their members, families and guests and not operated primarily for gain.

Division 2 - Residential building for the exclusive use of non-leasing occupants not exceeding 10 persons including single-attached or duplex or townhouses, each privately-owned; school dormitories (on campus); convents and monasteries; military or police barracks/dormitories; pre-schools, elementary and high schools, provided that they do not exceed 16 classrooms; outpatients clinics, family planning clinics, lying-in clinics, diagnostics clinics, medical and clinical laboratories; branch library and museums, steam/dry cleaning outlets, party needs and accessories (leasing of tables and chairs, etc.)

ii. Group B – Residentials, Hotels and Apartments

Group B Occupancies shall be multiple dwelling units including boarding or lodging houses, hotels, apartment buildings, row houses, convents monasteries and other similar building each of which accommodates more than 10 persons.

iii. Group C – Education and Recreation

Group C Occupancies shall be buildings used for school or day-care purposes, involving assemblage for instruction, education, or recreation and not classified in Group 1 or in Division 1 and 2 or Group H Occupancies.

iv. Group D – Institutional

Group D Occupancies shall include:

Division 1 - Mental hospitals, mental sanitarium, jails, prisons, reformatories, and buildings where personal liberties of inmates are similarly restrained.

Division 2 - Nurseries for full-time care of children under kindergarten age, hospitals, sanitarium, nursing homes with non-ambulatory patients, and similar buildings each accommodating more than five persons.

Division 3 - Nursing homes for ambulatory patients, homes for children of kindergarten age or over, each accommodating more than five persons: Provided, that Group D Occupancies shall not include buildings used only for private or family group dwelling purposes.

v. Group E – Business and Mercantile

Group E Occupancies shall include:

Division 1 - Gasoline filling and service stations, storage garages and boat storage structures where no work is done except exchange of parts and maintenance requiring no open flame, or the use of highly flammable liquids.

Division 2 - Wholesale and retail stores, office buildings, drinking and dining establishments having an occupant load of less than one hundred persons, printing plants, police and fire stations, factories and workshops using not highly flammable or combustible materials and paint stores without bulk handlings.

Division 3 - Aircraft hangars and open parking garages where no repair work is done except exchange of parts and maintenance requiring no open flame, welding or the use of highly flammable liquids.

vi. Group F – Industrial

Group F Occupancies shall include: ice plants, power plants, pumping plants, cold storage, and creameries, factories and workshops using incombustible and non-explosive materials, and storage and sales rooms for incombustible and non-explosive materials.

vii. Group G – Storage and Hazardous

Groups G Occupancies shall include:

Division 1 - Storage and handling of hazardous and highly flammable material.

Division 2 - Storage and handling of flammable materials, dry cleaning plants using flammable liquids; paint stores with bulk handling, paint shops and spray painting rooms.

Division 3 - Wood working establishments, planing mills and box factories, shops, factories where loose combustible fibers or dust are manufacture, processed or generated; warehouse where highly combustible materials is stored.

Division 4 - Repair garages.

Division 5 - Aircraft repair hangars.

viii. Group H – Assembly Other Than Group I

Groups H Occupancies shall include:

Division 1 - Any assembly building with a stage and an occupant load of less than 1000 in the building.

Division 2 - Any assembly building without stage and having an occupant load of 300 or more in the building

Division 3 - Any assembly building without a stage and having an occupant load of less than 300 in the building.

Division 4 - Stadia, reviewing stands, amusement park structures not included within Group 1 or in Division 1, 2 and 3 of this Group.

ix. Group I – Assembly Occupant Load 1000 or More

Groups I Occupancies shall be any assembly building with a stage and an occupant load of 1000 or more in the building.

x. Group J – Accessory

Groups J Occupancies shall include:

Division 1 - Agriculture structures.

Division 2 - Private garages, carports, fences over 1.80 meters high, tanks, swimming pools and towers.

Division 3 - Stages, platforms, pelota, tennis, badminton or basketball courts, tombs, mausoleums, niches, aviaries, aquariums, zoo structures, banks and record vaults.

Other subgroupings or divisions within Groups A to J may be determined by the Secretary. Any other occupancy not mentioned specifically in this Section, or about which there is any question, shall be included in the Group which it most nearly resembles based on the existing or proposed life and fire hazard.

III. ACCREDITATION OFFICE

A. System of Fines and Penalties

1. Minor Violations

Items	Fines	Remarks
1. Late renewal of Accreditation	US\$ 25.00	Quarterly
2. Non-posting/display of Accreditation Permit in a conspicuous place in the premises	US\$ 10.00	Per violation
3. Non-posting/ display of Sanitary Clearance in a conspicuous place in the premises	US\$ 10.00	Per violation
4. Setting up of tables/chairs/ benches from designated allowable area	US\$ 5.00	Per violation
5. Failure to wear Accreditation ID's within the SBFZ	US\$ 5.00	Per violation
6. Failure to wear prescribed uniform within SBFZ	US\$ 5.00	Per violation

2. Major Violations

Items	Fines/Penalty	Remarks
1. Operating without Accreditation <i>First violation</i> <i>Second violation</i>	US\$ 400.00 -	Advise to apply for accreditation Blacklisted form doing business within SBFZ
2. Peddling or selling or displaying of goods outside their designated area <i>First violation</i> <i>Second violation</i> <i>Third violation</i>	US\$ 25.00 US\$ 50.00 Suspended until all fines and penalties are paid	
3. Any fraudulent act/misrepresentation in the submission of documents	Cancellation of Accreditation & banned from doing business in SBFZ	
4. Fraudulence/misrepresentation in the conduct of business within the SBFZ	Cancellation of Accreditation & banned from doing business in	

	SBFZ	
5. Hiring or employment by SBF-registered companies of non-accredited entities		
<i>First violation</i>	US\$ 500.00 US\$ 400.00	For the one hiring For the one hired
<i>Second violation</i>	Cancellation of CRTE or Certificate of Accreditation	

IV. VISA PROCESSING OFFICE

A. System of Fines and Penalties

1. Minor Violations

Items	Fines	Remarks
1. Late renewal of SSWV	<ul style="list-style-type: none"> US\$ 50.00 plus US\$ 2.00 daily until date of compliance US\$ 50.00 plus US\$ 2.00 daily until date of compliance 	Responsible: Expat Responsible: Sponsor Co.
2. Failure to downgrade	US\$ 50.00	Responsible: Sponsor Co.
3. Late Submission of Annual Report (SSIV) holders	US\$ 50.00 plus US\$ 2.00 daily until date of compliance	Responsible: Expat

2. Major Violations

Items	Fines	Remarks
1. Undocumented Illegal Worker	US\$ 1,000.00	Responsible: Expat & Sponsor (each)
2. Working with company other than sponsor company	US\$ 500.00	Responsible: Expat
3. SSWV/SSIV Holder working outside FPZ	US\$ 500.00	Responsible: Expat
4. Undocumented Foreign National	US\$ 200.00	Responsible: Expat

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