

ANNEX L.5

Application Form for the Used Motor Vehicles by the Officials of the Diplomatic Corps, Embassy and International Organization Department of Trade and Industry – Fair Trade Enforcement Bureau



Fair Trade Enforcement Bureau
Import Regulation Division
APPLICATION FOR THE IMPORTATION OF A VEHICLE FOR THE USE
OF AN OFFICIAL OF THE DIPLOMATIC CORPS (INDIVIDUAL)
(E.O. No. 156, Series of 2002 and as amended by E.O. No. 877-A, Series of 2010)
UPRC Building VI 315 Sen. Gil. J. Puyat Avenue, Makati City 1200 Philippines
Tel. No.: (632) 8403 - 1417 Mobile No.: (0917) 882 - 3568
E-mail: ftb_ird@dti.gov.ph Website: www.dti.gov.ph

Date (MM/DD/YYYY)

A. APPLICATION DETAILS

Application Token:	Permit No.:
Type of Application: <input type="checkbox"/> New Application <input type="checkbox"/> Extension <input type="checkbox"/> Amendment <input type="checkbox"/> Release	Application Date:

B. APPLICANT'S INFORMATION

Complete Name: (Title) (First Name) (Middle Name) (Last Name) (Suffix)					Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (MM/DD/YYYY):			Civil Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widowed		
Nationality:			Passport No.:		
Length of stay abroad:			Type of Visa:		
Occupation:			Office:		
Social Classification: <input type="checkbox"/> Able <input type="checkbox"/> Differently Able <input type="checkbox"/> Indigenous Person <input type="checkbox"/> Senior Citizen					
DFA Authority to Import No.:			DFA Authority to Import Date.:		
Name of spouse: (Title) (First Name) (Middle Name) (Last Name) (Suffix)					
Foreign Address:					
Philippine Address: (House/building No./Building Name) (Street Name) (Barangay) (City/Municipality) (Province) (Region) (Zip Code)					
Contact Person: (Title) (First Name) (Middle Name) (Last Name) (Suffix)					Designation:
Telephone Number:			Fax Number:		
Mobile Number:			Email Address:		

C. DESCRIPTION OF ITEMS TO BE IMPORTED

Make:	
Color:	Year model:
Type of Fuel:	Port of Destination:
Vehicle identification no.:	Gross Vehicle Weight (Optional):
Country of Origin:	

I hereby declare that the information in this application form are true and correct to the best of my abilities, knowledge and belief, that they are given voluntarily and without fraudulent or deceitful purpose, and that I am aware that any false statement will make me liable under the provisions of the Revised Penal Code.

NOTE:

- All personal data collected herein shall be processed according to the principles and provisions of the Data Privacy Act of 2012 (DPA), its Implementing Rules and Regulations (IRR), and National Privacy Commission (NPC) issuances.

(APPLICANT)

(Print complete name and signature)

Reference No.: /

REPUBLIC OF THE PHILIPPINES)
_____.S.S

AFFIDAVIT OF UNDERTAKING

I, _____ (Applicant), of legal age, married/single and residing at _____ after having been duly sworn to in accordance with the law, hereby depose and state:

1. That I am submitting authentic/genuine documents as required by the Fair Trade Enforcement Bureau (FTEB);
2. That my co registered owner(s) has/have waived their right over the motor vehicle and has authorized me to transport the said motor vehicle to the Philippines;
3. That the vehicle has not yet arrived in the Philippines;
4. That the motor vehicle is a roadworthy and emission compliant as certified by the appropriate agency in the country of origin (please see attached documents);
5. That any untruthful declaration and/or failure on my part to comply with any of the above shall be a cause for the DTI-Fair Trade Enforcement Bureau to nullify the FTEB Certificate of Authority to Import and object to the release of the shipment from the Bureau of Customs;
6. That as principal applicant, I am authorizing _____ whose signature appears below to be my representative;

IN WITNESS WHEREOF, Affiant hereby affixed his/her signature this _____ at _____.

Applicant

Representative

SUBSCRIBED AND SWORN TO BEFORE ME, this ____ day of ____, Affiant exhibiting to me his/her Certificate No. ____ issued at ____ on ____.

NOTARY PUBLIC

PUBLIC

Doc. No.: _____

PTR No.: _____

Page. No.: _____

Valid until: _____

Book. No.: _____

Series of _____

NOTE: DTI-FTEB Application Form and Affidavit of Undertaking may be notarized by the Embassy's authorized personnel who has notarial capacity.

Reference No.: /

CHECKLIST OF REQUIREMENTS

I. BASIC REQUIREMENTS:

- **A. IMPORTER**
 - Officials of the Diplomatic Corps and International Organizations
- **B. MOTOR VEHICLE**
 - Left Hand Drive
 - Certificate of Roadworthiness and Emission Compliance (CEC) from country of origin duly authenticated by the Philippine Embassy abroad for non-members of the Apostille Convention or apostillized by the competent authority of Apostille-contracting countries, whichever is applicable. (under CAA, RA 8749)

II. DOCUMENTARY REQUIREMENTS:

- Completely filled-out and notarized DTI-FTEB Application Form;
- Completely filled-out and notarized Affidavit of Undertaking;
- One (1) copy of 2x2 picture with signature;
- One (1) copy of picture of the motor vehicle
- Picture of the motor vehicle;
- Original or Certified True Copy of Car Title or Registration with English translation if necessary;
- Processing fee of One Thousand Five Hundred Pesos (Php1,500.00) for cars and Nine Hundred Pesos (Php900.00) for motorcycle;
- Documentary Stamp Tax Fee – Php 30.00/Application;
- Certification from Department of Foreign Affairs (DFA) as a member of Diplomatic Corps and authorization to import used motor vehicle.

Reference No.: /



**Fair Trade Enforcement Bureau
Import Regulation Division**
**APPLICATION FOR THE IMPORTATION OF A VEHICLE FOR THE USE OF AN OFFICIAL
OF THE DIPLOMATIC CORPS (EMBASSY AND INTERNATIONAL ORGANIZATION)**
(E.O. No. 156, Series of 2002 and as amended by E.O. No. 877-A, Series of 2010)

UPRC Building VI 315 Sen. Gil. J. Puyat Avenue, Makati City 1200 Philippines

Tel. No.: (632) 8403 - 1417

Mobile No.: (0917) 882 - 3568

E-mail: ftb_ird@dti.gov.ph

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Date (MM/DD/YYYY)

A. APPLICATION DETAILS

Application Token:	Permit No.:
Type of Application: <input type="checkbox"/> New Application <input type="checkbox"/> Amendment	Application Date: <input type="checkbox"/> Extension <input type="checkbox"/> Release

B. APPLICANT'S INFORMATION (Embassy/International Organization)

Institution Name:	
DFA Authority to Import No.:	DFA Authority to Import Date:
Foreign Address:	
Philippine Address: <small>(House/building No./Building Name) (Street Name) (Barangay) (City/Municipality) (Province) (Region) (Zip Code)</small>	
Contact Person: <small>(Title) (First Name) (Middle Name) (Last Name) (Suffix)</small>	Designation:
Telephone Number:	Fax Number:
Mobile Number:	Email Address:

C. DESCRIPTION OF ITEMS TO BE IMPORTED

Make:	
Color:	Year Model:
Type of Fuel:	Port of Destination:
Vehicle Identification No.:	Gross Vehicle Weight (Optional):
Country of Origin:	

I hereby declare that the information in this application form are true and correct to the best of my abilities, knowledge and belief, that they are given voluntarily and without fraudulent or deceitful purpose, and that I am aware that any false statement will make me liable under the provisions of the Revised Penal Code.

NOTE:

- All personal data collected herein shall be processed according to the principles and provisions of the Data Privacy Act of 2012 (DPA), its Implementing Rules and Regulations (IRR), and National Privacy Commission (NPC) issuances.

(Authorized Signatory)

(Print complete name and signature)

Reference No.: /

REPUBLIC OF THE PHILIPPINES)

_____)S.S

AFFIDAVIT OF UNDERTAKING

I, _____ authorized signatory of the (name of the Diplomatic Mission/International Organization), nationality, of legal age, married/single, and residing at _____ after having been duly sworn to in accordance with the law, hereby depose and state:

1. That I am submitting authentic/genuine documents as required by the Fair Trade Enforcement Bureau (FTEB);
2. That the vehicle has not yet arrived in the Philippines;
3. That the motor vehicle is a roadworthy and emission compliant as certified by the appropriate agency in the country of origin (please see attached documents);
4. That any untruthful declaration and/or failure on my part to comply with any of the above shall be a cause for the DTI-Fair Trade Enforcement Bureau to nullify the FTEB Certificate of Authority to Import and object to the release of the shipment from the Bureau of Customs
5. That I am authorizing _____ whose signature appears below to be my representative;

IN WITNESS WHEREOF, Affiant hereby affixed his/her signature this _____ at _____.

Applicant

Representative

SUBSCRIBED AND SWORN TO BEFORE ME, this ____ day of ____, Affiant exhibiting to me his/her Certificate No. ____ issued at ____ on ____.

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I. BASIC REQUIREMENTS:

- **A. IMPORTER**
 - Diplomatic and Consular Missions (DMs) and International Organizations (IOs)
- **B. MOTOR VEHICLE**
 - Left Hand Drive
 - Certificate of Roadworthiness and Emission Compliance (CEC) from country of origin duly authenticated by the Philippine Embassy abroad for non-members of the Apostille Convention or apostillized by the competent authority of Apostille-contracting countries, whichever is applicable. (under CAA, RA 8749)

II. DOCUMENTARY REQUIREMENTS:

- Completely filled-out and notarized DTI-FTEB Application Form and notarized Affidavit of Undertaking;
- One (1) copy of Certification from Department of Foreign Affairs (DFA) that the particular DM/IO is authorized to import used motor vehicle for the use of officials of the Diplomatic Corps or International Organization;
- One (1) copy of picture of the motor vehicle;
- Processing fee of One Thousand Five Hundred Pesos (Php1,500.00) for cars and Nine Hundred Pesos (Php900.00) for motorcycle;
- Documentary Stamp Tax Fee – Php 30.00/Application;

Reference No.: /