

ANNEX L.6

Application Form for Government Importation Department of Trade and Industry – Fair Trade Enforcement Bureau



Fair Trade Enforcement Bureau
Import Regulation Division
APPLICATION FOR GOVERNMENT IMPORTATION
(Letter of Instruction No. 1307, Series of 1983)
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: ftfeb_ird@dti.govph Website: www.dti.govph

Date (MM/DD/YYYY) _____

A. APPLICATION DETAILS

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

Name of Business:		Tin no.:
Address: <small>(House/building No./Building Name) (Street Name) (Barangay) (City/Municipality) (Province) (Region) (Zip Code)</small>		
Telephone Number:	Fax Number:	
Mobile Number:	Email Address:	
Public Organization: <input type="checkbox"/> National Line Agency <input type="checkbox"/> Local Government Unit <input type="checkbox"/> Government-Owned & Controlled Corp. <input type="checkbox"/> Other Gov't Institution (Please Specify)	Social Media/ Website:	
Contact Person: <small>(Title) (First Name) (Middle Name) (Last Name) (Suffix)</small>		Designation:
Social Classification: <input type="checkbox"/> Able <input type="checkbox"/> Differently Able <input type="checkbox"/> Senior Citizen <input type="checkbox"/> Indigenous Person		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female

C. DESCRIPTION OF ITEMS TO BE IMPORTED

Description:	Quantity:
Invoice No.:	Invoice Value:
Port of Destination:	Invoice Date:

D. MODE OF PAYMENT

Name of Supplier:	
Address: <small>(House/building No./Building Name) (Street Name) (Barangay) (City/Municipality) (Province) (Region) (Zip Code)</small>	
Telephone Number:	Fax Number:
Mobile Number:	Email Address:
Name of Agent Bank:	<input type="checkbox"/> Letter of Credit (L/C) <input type="checkbox"/> Self-funded <input type="checkbox"/> Others
Address: <small>(House/building No./Building Name) (Street Name) (Barangay) (City/Municipality) (Province) (Region) (Zip Code)</small>	
Telephone Number:	Fax Number:
Mobile Number:	Email Address:

E. DOCUMENTARY REQUIREMENTS

- | | |
|---|--|
| <input type="checkbox"/> a. One (1) copy of application form.
<input type="checkbox"/> b. One (1) copy of Notarized Affidavit of Undertaking.
<input type="checkbox"/> c. Proforma Invoice w/date and no. (original w/supplier's signature & certified true copy/photocopy).
<input type="checkbox"/> d. Certificate of Emission Compliance (CEC) from country of origin duly authenticated by the Philippine Embassy abroad (for motor vehicles only).
<input type="checkbox"/> e. Liquidation of previous Authority to Import, if any/Certificate of First Importation. | <input type="checkbox"/> f. Board Resolution (original & certified true copy w/dry seal) for Local Government Unit (LGU) only indicating all items to be imported.
<input type="checkbox"/> g. Notice of Award, Abstract of Bids, if through bidding.
<input type="checkbox"/> h. Sole distributorship/manufacturer certificate, certificate of non-public bidding.
<input type="checkbox"/> i. Brochure and other documents (if needed). |
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F. PROCESSING FEE – Php 300.00/PER APPLICATION

Reference No.: /

G. DOCUMENTARY STAMP TAX FEE – Php 30.00/APPLICATION

NOTES:

- All government offices, agencies or instrumentalities, including government-owned and/or controlled corporations shall be covered by Section 3 of Presidential Decree (PD) No. 1466, regarding the use of Philippine flag vessels under any of the following instances: (a) whenever they shall procure, contract for, or obtain any transportation; (b) whenever they shall export or import cargoes using water transportation between the Philippines and a place outside thereof, Provided that, the payment of such transportation and/or export/import cargo shall be made or will ultimately be made, whether directly or indirectly from funds of such government offices or instrumentalities or corporations.

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.

Name and Signature of Authorized Signatory
Position

Reference No.: /

REPUBLIC OF THE PHILIPPINES)
_____.S.S

AFFIDAVIT OF UNDERTAKING

I, _____ (Signatory), 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 the principal signatory of _____ (agency/entity);
2. That as a principal signatory, I am authorizing Mr./Ms. _____ to be my representative;
3. That this importation is in accordance with the provisions of Letter of Instruction No. 1307 and Republic Act (RA) No. 9184 "Government Procurement Reform Act" and pursuant to Board/Sangguniang Bayan/Sangguniang Panlungsod/Sangguniang Panlalawigan Resolution No. _____ of _____. (Name of City, Town, Province/Government Owned and Controlled Corporations)
4. That we further bind ourselves to answer for any criminal, civil or administrative case that may arise relative to the aforesaid application.

AFFIANT FURTHER SAYETH NAUGHT.

NAME & SIGNATURE OF
PRINCIPAL SIGNATORY

v

NAME & SIGNATURE OF
AUTHORIZED REPRESENTATIVE

POSITION

SUBSCRIBED AND SWORN TO BEFORE ME, this _____ day of _____, 202____ (principal and representative) exhibited their Residence Certificate Nos. _____ and _____ issued at _____ on _____ and at _____ on _____, respectively.

NOTARY PUBLIC

Doc. No.: _____
Page. No.: _____
Book No.: _____

PTR No.: _____
Valid until: _____
Series of _____

Reference No.: /