



Application Form for
IMPORT COMMODITY CLEARANCE



The BUREAU DIRECTOR:

Date: _____

In accordance with Section 6 of Republic Act 4109 and in conjunction with Letter of Instruction No.1208, DAO 5:2008, its Implementing Rules and Regulations (IRR), and their future amendments, we hereby apply for an Import Commodity Clearance for our import shipment.

1. Name of Applicant Firm							2. Form of Organization	<input type="checkbox"/> Sole <input type="checkbox"/> Corp. <input type="checkbox"/> Others _____							
2. Office Address	<table border="1"> <tr> <td>Bldg. No./Bldg. Name</td> <td>Street</td> <td>Brgy.</td> <td>City/Municipality</td> <td>Province</td> <td>Region</td> <td>Zip Code</td> </tr> </table>							Bldg. No./Bldg. Name	Street	Brgy.	City/Municipality	Province	Region	Zip Code	
Bldg. No./Bldg. Name	Street	Brgy.	City/Municipality	Province	Region	Zip Code									
3. Contact Person							4. Sex	<input type="checkbox"/> M <input type="checkbox"/> F							
5. Designation							6. Social Classification (e.g. Senior Citizen, PWD, Indigenous Person)								
5. Tel./Mobile No.							6. E-mail Address								
7. Warehouse Address	<table border="1"> <tr> <td>Bldg. No./Bldg. Name</td> <td>Street</td> <td>Brgy.</td> <td>City/Municipality</td> <td>Province</td> <td>Region</td> <td>Zip Code</td> </tr> </table>							Bldg. No./Bldg. Name	Street	Brgy.	City/Municipality	Province	Region	Zip Code	8. Tel. No.
Bldg. No./Bldg. Name	Street	Brgy.	City/Municipality	Province	Region	Zip Code									
9. Product Category	<input type="checkbox"/> Electrical & Electronic Products		<input type="checkbox"/> Mechanical/Building & Construction Materials		<input type="checkbox"/> Chemical & Other Consumer Products										
10. Imported Products							11. Reference Standard								
12. Brandname							13. Quantity								
14. Type/Capacity/Grade/Models															
15. Batch/Serial Nos.															
16. Value of Import							17. Invoice No.								
18. Name of Exporter															
19. Address of Exporter															
20. Name of Manufacturer															
21. Address of Manufacturer															
22. ISO 9001 Certification No.							23. Validity Date								
24. Name of Certification Body															
25. Import Entry No.							26. Port of Discharge								
27. Voyage/Flight No.							28. Vessel/Carrier								
29. Bill of Lading/AirwayBill No.															
30. Name of Authorized Representative							31. Contact No. of Representative								
31. Address of Representative	<table border="1"> <tr> <td>Bldg. No./Bldg. Name</td> <td>Street</td> <td>Brgy.</td> <td>City/Municipality</td> <td>Province</td> <td>Region</td> <td>Zip Code</td> </tr> </table>							Bldg. No./Bldg. Name	Street	Brgy.	City/Municipality	Province	Region	Zip Code	
Bldg. No./Bldg. Name	Street	Brgy.	City/Municipality	Province	Region	Zip Code									

It is hereby certified that the information supplied herein by the undersigned is true and correct. Further, the undersigned read, understood and agreed to the terms and conditions set forth in this application.

Printed Name and Signature of Importer/
Authorized Representative of Importer

Subscribed and sworn to before me this ____ day of _____ 20___. Affiant exhibiting to me his Residence Certificate No. _____ issued on _____ at _____.

Doc. No. : _____
Page No. : _____
Book No. : _____
Series of : _____

NOTARY PUBLIC

Attachments:

NOTE: All attachments must be certified true copy (Put if attached).

- Packing List
- Import Entry
- Commercial Invoice
- Bill of Lading/Airway Bill
- Summary of Batch / Serial Numbers
- DTI Business Registration Certificate / SEC Registration Certificate
- Special Power of Attorney / Board Resolution / Secretary's Certificate
- Surety Bond, if applicable
- ISO 9001 Certificate of Manufacturer, if applicable
- Valid test report from recognized testing laboratory, if applicable
- Current proof of billing of office and warehouse
- Other document/s as may be required

FOR DTI USE ONLY

Application Received and Checked by:

Product Certification Officer

Date & Time

Amount paid (in PhP):

- 300.00 7,800.00
- 5,300.00 10,300.00

O.R. No.: _____

TERMS AND CONDITIONS of the ICC Application/Certificate

1. The ICC Applicant/Holder shall abide by R.A. 4109, E.O. 133: 1987, and E.O. 913: 1983 and R.A. 7394 and their implementing rules and regulations, and orders which the BPS issues in pursuance with its authority under law.
2. The ICC Applicant/Holder shall abide by Department Administrative Order (DAO) No. 5 series of 2008, its Implementing Rules and Regulations, and their future amendments.
3. The ICC Applicant/Holder shall abide by the terms and conditions stated herein.
4. The ICC Applicant shall give duly-authorized representatives of the BPS, DTI Regional/Provincial Offices or BPS recognized Inspection Bodies access during working hours to the declared warehouse for the purpose of inspection, inventory, and/or sampling.
5. The ICC Applicant/Holder agrees that all information stated in the application shall be treated as proprietary and regarded as confidential except for those information indicated in the ICC certificate which is considered public document. The confidential information shall not be disclosed to any third party without prior consent, unless required by law.
6. The ICC Holder shall affix the ICC sticker only on certified product/s covered by the Certificate.
7. The ICC Holder shall ensure that its certified product conforms at all times to the particular standard and shall be liable for any damage caused by the said product to its consumers.
8. The ICC Holder shall not use the ICC Certificate or sticker in any misleading manner.
9. The ICC Holder shall establish and maintain a system of product recall, and addressing complaints filed by its clients or customers concerning its certified products and shall maintain records thereof.
10. The ICC Applicant/Holder shall pay the applicable fees and charges as billed or stipulated by BPS, DTI Regional/Provincial Offices or the BPS Recognized Inspection Bodies and Testing Laboratories.
11. The ICC Holder shall comply with the Guidelines on the Use of the Certificates and Certification Marks.
12. Any infraction of these terms and conditions shall constitute sufficient grounds for the institution of administrative sanctions/fines against our company.