



REPUBLIC OF THE PHILIPPINES

# TARIFF COMMISSION

## TC Form 1

(To be submitted in triplicate)

TCC No.: \_\_\_\_\_

Date : \_\_\_\_\_

### The Chairman

Tariff Commission  
5<sup>th</sup> Floor, Phil Heart Center  
East Avenue, Diliman  
Quezon City

### SUBJECT: REQUEST FOR TARIFF CLASSIFICATION RULING

Country of Origin: \_\_\_\_\_

Sir:

Pursuant to the provisions of Section 1313-a of the Tariff and Customs Code of the Philippines, as amended, a ruling is requested on the proper tariff classification and corresponding rate of duty on the following article:

\_\_\_\_\_  
(Name of Article)

I hereby certify that sample(s), catalog(s), brochure(s), technical specification and/or chemical composition being submitted are true and correct and relate to the subject article.

I commit that any additional information required will be submitted within ten (10) working days after receipt of request from the Commission. Non-submission will render the request cancelled or withdrawn.

Very truly yours,

\_\_\_\_\_  
Signature Over Printed Name

Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
TIN : \_\_\_\_\_  
Tel. No. : \_\_\_\_\_  
FaxNo. : \_\_\_\_\_  
Email : \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, affiant exhibited his/her Residence Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

NOTARY PUBLIC

Doc. No. : \_\_\_\_\_  
Page No. : \_\_\_\_\_  
Book No. : \_\_\_\_\_  
Series of : \_\_\_\_\_

**CONTACT PERSON**

Name : \_\_\_\_\_  
Position : \_\_\_\_\_  
Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Tel. No. : \_\_\_\_\_  
Fax No. : \_\_\_\_\_  
Email Address : \_\_\_\_\_

**EVALUATION SLIP**

Enclosures: [ ] Sample  
[ ] Catalog/Brochure(s)  
[ ] Technical specification  
[ ] Duly certified chemical composition  
[ ] Others (Specify) \_\_\_\_\_

For acceptance : \_\_\_\_\_  
Commodity Specialist

The Cashier:

Please collect a total fee of \_\_\_\_\_ from applicant.

\_\_\_\_\_  
Chief  
Commodities Studies Division

**1<sup>st</sup> Indorsement**

Respectfully transmitted to the Records Section, applicant having paid the amount indicated above as evidenced by O.R. No. \_\_\_\_\_ dated \_\_\_\_\_.

\_\_\_\_\_  
Cashier

**STEPS IN APPLYING FOR TARIFF COMMODITY CLASSIFICATION  
(TCC) RULINGS FOR IMPORTS**

<b>Step</b>	<b>Activities</b>	<b>Fees</b>	<b>Unit/Person-In-Charge</b>
1	Present notarized TC Form 1 (three copies), plus supporting documents (e.g., technical brochures) and product sample (if any) <sup>1</sup>	---	Commodity Specialist - to assess completeness of documents
2	Proceed to Cashier to pay fees <sup>1</sup>	₱500.00 per article (Filing Fee)  ₱10.00 per article (Legal Research Fund Fee)	Cashier
3	Proceed to Records Section for submission of TC Form 1, issuance of a copy of TC Form 1, and assignment of TCC Number <sup>1</sup>	---	Records Officer
4	Submission of additional information <sup>2</sup>	---	Commodity Specialist
5	Check status of application on TC website <sup>3</sup>	---	Commodities Studies Division / Planning, Management and Information Systems Division
6	Issuance of TCC Ruling <sup>4</sup>	---	Records Officer / Planning, Management and Information Systems Division

<sup>1</sup> Processing time for steps 1 to 3: 30 minutes

<sup>2</sup> Parties will be informed if additional information is needed to make a proper tariff classification of product

<sup>3</sup> TC website: [www.tariffcommission.gov.ph](http://www.tariffcommission.gov.ph)

<sup>4</sup> Issuance of TCC Ruling is 30 days from determination by Commodity Specialist of the completeness and sufficiency of the application in form, substance, and supporting documents