



REPUBLIC OF THE PHILIPPINES

TARIFF COMMISSION

TC Form 3
REQUEST FOR TARIFF MODIFICATION
(To be submitted in triplicate)

Ref. No.: _____

Date: _____

I. GENERAL INFORMATION

A. Petitioner

1. Name of Petitioner: _____

2. Name of President: _____

3. Contact Details:

a. Office

Contact Person : _____
Position : _____
Tel./Fax Nos. : _____
Email Address : _____
Address : _____

b. Plant/Factory

Contact Person : _____
Position : _____
Tel./Fax Nos. : _____
Email Address : _____
Address : _____

4. SEC Registration No.: _____
Date Registered: _____

5. BOI Registration No.: _____
Date Registered: _____

6. ISO Certification (type and no.): _____
Date Registered: _____

II. PRODUCT INFORMATION

A. Subject Article(s)

Subject Article	AHTN Heading No.	Rate of Duty (%)	
		Existing	Requested

A1. Brief Description, Specification, and Uses of Subject Article(s)

A2 Brief Description of Production Process of Subject Article(s) – for manufacturer only

B. Reasons for the Request

C. Expected Benefits of Tariff Modification (in terms of lower selling prices, cost savings, among others) – for monitoring by the Commission

III. RELEVANT ECONOMIC AND FINANCIAL DATA

(For the last three (3) years. Please use additional sheets if there is more than one subject article being requested for tariff modification.)

A. Production/Importation Data

A1. For Manufacturer: Production Data of article(s) being produced by your company (Please indicate size, type or grade of subject article)

Product:			
Year	Annual Rated Capacity (unit of measure)	Actual Production	
		Volume (unit of measure)	Value (₱)

A2. For Importer-Trader: Importations of subject article(s)
(Please indicate size, type or grade of subject article)

Product :				
Year	Source Countries	Type/Size/ Grade	Volume (unit of measure)	Value (CIF US\$)

B. Sales Data of subject article or finished product using subject article

Product:						
Year	Domestic			Export		
	Volume (unit of measure)	Value (₱)	Market Share (%)	Volume (unit of measure)	Value (₱)	Country of Destination

C. Employment

Year	Total Number of Employees	Number of Employees Directly Involved in Production (for manufacturer only)

D. Selling Prices

D.1. For Manufacturer

Product:		
Year	Domestic Selling Price of subject article/finished good using subject article (P/unit)*	Price of Imported Counterpart (P/unit)*

**indicate unit of measure*

D.2. For Importer-Trader

Product:		
Year	Selling Price of imported subject article (P/unit)*	Price of Domestic Counterpart (P/unit)*

**indicate unit of measure*

E. Additional Investments/ Expansion Programs

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F. Production Cost – for manufacturer only

Production Cost (Note: If product is of different grade, sizes, types or models, choose one that is most representative and or saleable).

Product Specification _____

Unit of Measure _____

1. Unit Cost of Production	AHTN Code	Tariff Rate	Per Unit cost (P)
Materials and Supplies:			
Direct raw materials (locally produced)			
(1) _____	_____	_____	_____
(2) _____	_____	_____	_____
(3) _____	_____	_____	_____
(4) _____	_____	_____	_____
(5) _____	_____	_____	_____
Direct raw materials (imported)			
(1) _____	_____	_____	_____
(2) _____	_____	_____	_____
(3) _____	_____	_____	_____
(4) _____	_____	_____	_____
(5) _____	_____	_____	_____
Direct Labor			_____
Manufacturing Overhead:			
Indirect Labor			_____
Fuels:			
Gasoline			_____
Diesel			_____
Bunker			_____
Others (Please specify)			_____
Electricity			_____
Water			_____
Packaging			_____
Depreciation			_____
Other Costs (Please specify)			
i. _____			_____
ii. _____			_____
iii. _____			_____
2. Total Unit Cost			_____
Administrative Expenses			_____
Selling Expenses			_____
3. Total Cost to Produce and Sell			_____

IV. CERTIFICATION

I hereby certify that all information contained herein is true and correct and relate to the subject article(s).

I commit that any additional information required will be submitted within 10 working days after receipt of request from the Commission. Non-submission will render the request dropped.

Very truly yours,

Petitioner

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

NOTARY PUBLIC

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

GENERAL INFORMATION AND INSTRUCTIONS

A. Steps in applying for Tariff Modification under Section 401:

Step	Activities	Fees	Unit/Person-In-Charge
1	Present petition letter with notarized TC Form 3 (three copies) for evaluation ¹	---	Tariff Specialists of the Financial Studies Division and Commodities Studies Division - to assess completeness of documents
2	Proceed to Cashier to pay fees ¹	₱5,000.00 per tariff heading (Filing Fee) ₱50.00 per tariff heading (Legal Research Fund Fee)	Cashier
3	Proceed to Records Section for submission of petition letter and TC Form 3 and assignment of TC 401 Reference Number ¹	---	Records Officer
4	Ocular Inspection of Plant Facilities ²	---	Technical Team
5	Public Hearing / Consultation ³	Petitioner/s to pay publication cost ⁴	Presiding Officer
6	Submission of position paper ⁵	---	Records Officer
7	Check status of investigation on TC website ⁶	---	Economics, Trade and Industry Studies Division / Planning, Management and Information Systems Division

¹ Processing time for steps 1 to 3: 1 hour

² Parties will be informed of schedule of ocular inspection

³ Parties will be notified of schedule of public hearing

⁴ Notice of billing will be sent to parties

⁵ Parties will be informed of deadline for submission of position papers

⁶ TC website: www.tariffcommission.gov.ph

B. Required attachments upon submission of TC Form 3:

1. Petition Letter
2. Tariff Commission Classification (TCC) Ruling of subject article, if any
3. Company Profile
4. Audited Financial Statement (for the last three years)

C. Information deemed confidential should be so marked.

D. Notes:

- The Tariff Commission reserves the right to request additional information deemed necessary in the investigation.
- Non-submission of required information within ten (10) working days from receipt of TC notification will render the petition dropped, without prejudice to re-filing of the same petition after six (6) months.
- Information submitted is subject to verification.
- For any clarification, please call the Office of the Director, Research, Investigation and International Trade Analysis Service (RIITAS) at telephone numbers: 433-58-98 / 926-74-76.