



REPUBLIC OF THE PHILIPPINES

TARIFF COMMISSION

TC Form 4
REQUEST FOR WITHDRAWAL / SUSPENSION
OF TARIFF CONCESSION
(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. Registration / Certification:

| | Registration/Certification Number | Date of Registration |
|---------------------------------|-----------------------------------|----------------------|
| SEC Registration | | |
| BOI Registration | | |
| ISO Certification (Type: _____) | | |

II. PRODUCT INFORMATION

A. Subject Article(s)

| Subject Article | AHTN Heading No. | Rate of Duty (%) | | |
|-----------------|------------------|------------------|---------------|-----------|
| | | Applied MFN | (Name of FTA) | |
| | | | Existing | Requested |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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

A2 Brief Description of Production Process of Subject Article(s)

B. Reasons for the Request

C. Expected Benefits of Withdrawal/Suspension of Tariff Concession (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 withdrawal/suspension of tariff concession.)

A. Production, Sales and Inventory Data

A.1. 1 Production Data (Please indicate size, type or grade of the subject article)

| Product: | | | |
|----------|--|-----------------------------|-----------|
| Year | Annual Rated Capacity (unit of measure) | Actual Production | |
| | | Volume (unit of measure) | Value (P) |
| | | | |
| | | | |
| | | | |

A.2 Sales Data (Please indicate size, type or grade of the subject article)

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

A.3. Beginning and Ending Inventory (Please indicate size, type or grade of the subject article)

| Product: | | | | |
|----------|-----------------------------|-----------|-----------------------------|-----------|
| Year | Beginning Inventory | | Ending Inventory | |
| | Volume (unit of measure) | Value (P) | Volume (unit of measure) | Value (P) |
| | | | | |
| | | | | |
| | | | | |

B. Employment

| Year | Total Number of Employees | Number of Employees Directly Involved in Production |
|------|---------------------------|---|
| | | |
| | | |
| | | |

C. Selling Prices (Please indicate size, type or grade of the subject article)

| Product: | | |
|----------|---|--|
| Year | Domestic Selling Price of subject article (local product) (P/unit)* | Domestic Selling Price of Imported Counterpart (P/unit)* |
| | | |
| | | |
| | | |

**indicate unit of measure*

D. Importation of Subject Article (for the last five years)

D1. Imports

| Year | Volume (unit of measure) | Value (CIF US\$) |
|------|--------------------------|------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

D2. Landed Cost (Per ___ (unit of measure) P _____

E. Additional Investments/ Expansion Programs

F. Other Known Philippine Manufacturers

| Name of Company | Address |
|-----------------|---------|
| | |
| | |
| | |

G. Known Major Producers in ASEAN/Concerned Exporting Countries

| Country | Name of Company | Address |
|-----------|-----------------|---------|
| Country 1 | Company 1 | |
| | Company 2 | |
| | Company 3 | |
| Country 2 | Company 1 | |
| | Company 2 | |
| | Company 3 | |

H. Production Cost

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 (₱) |
|---|-----------|-------------|-------------------|
| 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 402:

| Step | Activities | Fees | Unit/Person-In-Charge |
|------|---|--|---|
| 1 | Present petition letter with notarized TC Form 4 (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 4 and assignment of TC 402 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 | --- | International Trade 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 4:

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): 433-58-98/ 926-74-76