



TC Form 2
REQUEST FOR TARIFF
CLASSIFICATION DISPUTE RULING

(To be submitted in triplicate)

For TC use only

TCC (DR) No.: _____

Date Filed : _____

Records Officer : _____

1. Importer's/Exporter's Details

Importer/Exporter: _____

Address : _____

TIN : _____ Email : _____

Tel. No. : _____ Fax No.: _____

Authorized representative *(if applicable)*: _____ Tel. No.: _____

2. Contact Person (for technical information)

Name : _____ Position : _____

Company : _____

Address : _____

Email : _____ Tel./Fax No.: _____

3. Details of Good

Product/Trade Name : _____

Brand/Model Number : _____

Manufacturer : _____

Country of Origin *(for imports)* : _____

Tariff Classification *(As declared)* : _____ *(BOC assessment)* : _____

Brief Description :

4. Enclosures Submitted

- Sample
- Authorization
- Technical Catalog/Brochure/Picture
- Duly certified complete product composition
- Other technical specification
- BOC Single Administrative Document (SAD)
- Affidavit or certification (see Notes)
- Letter-endorsement / ruling / assessment from BOC
- Others (specify): _____

5. Certification

I hereby certify that the above information and enclosure(s) being submitted are true and correct and relate to the subject good.

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 be grounds for dismissal.

Importer's/Exporter's Signature over Printed Name

6. For TC Use Only

The Cashier:

Please collect a filing fee of **One Thousand Pesos (₱ 1,000.00)** and Legal Research Fund (LRF) of **Ten Pesos (₱ 10.00)** from importer/exporter.

Tariff Specialist
Commodities Studies Division

1st Indorsement

Respectfully transmitted to the Records Section, importer/exporter having paid the amount indicated above as evidenced by O.R. No. _____ dated _____.

Cashier

Notes on the Completion of the TC Form 2

The following explanatory notes provide specific guidance on the completion of TC Form 2. Please read them carefully before completing your application.

Box 1. Importer's/Exporter's Details

For these purposes, an importer/exporter who is requesting for a tariff classification dispute ruling may be a natural or juridical person. All required information should be provided. The name of the authorized representative (e.g., agent) should be indicated, if applicable. A written authorization should also be submitted.

Box 2. Contact Person

At any time during the evaluation of the good, the Commission may require clarification or additional information from the importer/exporter. He/she may designate a contact person with access to technical information about the good.

Box 3. Details of Good

The product/trade name is the name by which the good is known to traders and manufacturers and/or which is indicated in the import/export documents.

For imports, the country of origin refers to the country or state where the good was produced or manufactured, and not the port of origin. This information is needed for determining the tariff preference under Free Trade Agreements to which the Philippines is a party to.

Importers/Exporters shall indicate the declared tariff classification (i.e., the ASEAN Harmonized Tariff Nomenclature Code) for the good in question, and the tariff classification as determined by the Bureau of Customs (BOC).

The description of the goods should be sufficient to enable the good to be identified. Importers/Exporters may include information about the composition of the good, production process, properties, structure, function, intended use, packaging, and other pertinent information.

Box 4. Enclosures Submitted

Any samples, technical catalogs/brochures, duly certified complete composition, plans, photographs or other documents available, which may assist in determining the correct classification of the good, should be submitted.

Also, as required by Commission Order No. 2018-01, importers/exporters shall submit a copy of the BOC Single Administrative Document (SAD), a letter-endorsement, or ruling or assessment reflecting the tariff classification made by the BOC, and an affidavit or certification under oath that the goods are not subject of a pending application for advance ruling.

Box 5. Certification

By printing his/her name and affixing his/her signature, the importer/exporter certifies that all information and enclosure(s) being submitted are true and correct and relate to the good applied for tariff classification dispute ruling.

Furthermore, the importer/exporter commits that any additional information required will be submitted within ten (10) working days after receipt of request from the Commission.

* A tariff classification dispute ruling is not a decision on whether or not the good may be a prohibited or regulated import/export. It is the responsibility of the importer/exporter to ensure that the good is not prohibited and secure the required import/export clearance if the good is regulated.

** Any confidential information should be properly marked.

*Authorization Template
to be printed on Company's Letterhead*

[DD Month YYYY]

TARIFF COMMISSION

4th Floor West Insula
Condominium 135 West Avenue,
Quezon City 1105 Philippines

Subject: Authorization Letter to Request for a Tariff Classification Dispute Ruling

Dear **Sir/Madam**:

Please be informed that I, [*Name of Importer/Exporter*], hereby authorize Mr./Ms. [*Name of Authorized Representative*], whose signature appears below, to act on my behalf regarding the request for a Tariff Classification Dispute Ruling for [*Good/s to be classified*].

Mr./Ms. [*Name of Authorized Representative*] is also authorized to perform the necessary actions in connection with the aforementioned authority such as but not limited to the filling-up of forms, signing of documents, and the delivery of samples, brochures and other related information as may be required by the Commission.

Attached are copies of our government-issued IDs and company IDs for your reference.

Thank you.

Very truly

yours,

[*Signature over printed Name of Importer/Exporter*]
[*Position*]

Authorized Representative:

[*Name of Authorized Representative*]
[*Position*]