



TC Form 1
APPLICATION FOR ADVANCE RULING
ON TARIFF CLASSIFICATION

(To be submitted in triplicate)

For TC use only

TCC (AR) No.: _____

Date Filed : _____

Records Officer : _____

1. Applicant's Details

Applicant : _____

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 in Country of Origin *(for imports, if known)* : _____

Brief Description :

4. Enclosures Submitted

- Sample Technical Catalog/Brochure Other technical specification
- Duly certified complete product composition Authorization
- Others (*specify*): _____

5. Certification

I hereby certify that the 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) calendar days after receipt of request from the Commission. Non-submission will render the application cancelled.

Signature over Printed Name

6. For TC Use Only

The Cashier:

Please collect a filing fee of **Five Hundred Pesos (₱ 500.00)** and Legal Research Fund (LRF) of **Ten Pesos (₱ 10.00)** from applicant.

Tariff Specialist
Commodities Studies Division

1st Indorsement

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

Cashier

Notes on the Completion of Form 1

The following explanatory notes provide specific guidance on the completion of TC Form 1. Please read them carefully before completing your application.

Box 1. Applicant's Details

For these purposes, an applicant means an importer or exporter who is applying for an advance ruling on tariff classification on a good that will be imported into or exported from the Philippines. All required information should be provided. The name of the authorized representative (e.g., agent) should be indicated, if applicable. A written authorization bearing the signatures of the applicant and authorized representative should also be submitted (see attached).

Box 2. Contact Person

At any time during the evaluation of the good, the Commission may require clarification or additional information from the applicant. 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.

Applicants may indicate the tariff classification (Harmonized System code) of the good in the country of origin, if known and attach supporting document.

The description of the goods should be sufficient to enable the good to be identified. Applicant 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. Enclosures should be signed by the applicant or authorized representative on each page.

Box 5. Certification

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

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

* Pursuant to Section 1103 of the Customs Modernization and Tariff Act (CMTA), an application for an advance ruling on tariff classification shall cover one (1) product or item only. It shall be filed at least ninety (90) days before the importation or exportation of the product or item.

** An advance ruling on tariff classification 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.

**Steps in Applying for Advance Ruling on Tariff Classification
Under Section 1100 (*Classification Ruling*)¹ of the Customs Modernization and Tariff Act (CMTA)**

Step	Activities	Fees	Unit/Person-in-Charge
1	Present TC Form 1 (three copies), plus supporting documents, for evaluation ²	---	Commodity Specialist – to assess completeness of documents
2	Proceed to Cashier to pay fees ²	₱500.00 per article (Filing Fee) ₱10.00 per article (Legal Research Fund Fee)	Cashier
3	Proceed to Records Unit for submission of TC Form 1, issuance of a copy of TC Form 1, and assignment of TC Reference Number ²	---	Records Officer
4	Submission of additional information ³	---	Commodity Specialist
5	Check status of application on TC website ⁴	---	Commodities Studies Division / Planning, Management and Information Systems Division
6	Issuance of advance ruling ⁵	---	Records Officer / Planning, Management and Information Systems Division

¹ An application for an advance ruling shall cover only one (1) product or item. The application for advance ruling shall be filed at least ninety (90) days before the importation or exportation of the product or item, as the case may be.

² Processing time for steps 1 to 3: 30 minutes

³ Parties will be informed if additional information is needed to make a proper tariff classification of the product

⁴ TC website: www.tariffcommission.gov.ph

⁵ TC shall render a ruling within thirty (30) days from receipt of a properly documented application.

*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 Apply for an Advance Ruling on Tariff Classification

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 application for an Advance Ruling on tariff classification 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]