



REPUBLIC OF THE PHILIPPINES

TARIFF COMMISSION

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

For TC use only
TCI (TM) No.:
Date:
Records Officer:

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

[Empty box for 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

[Empty box for expected benefits of tariff modification]

### 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<br>(unit of measure) | Actual Production           |           |
|          |  | Volume<br>(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/<br>Grade | Volume<br>(unit of measure) | Value<br>(CIF US\$) |
|           |                  |                     |                             |                     |
|           |                  |                     |                             |                     |
|           |                  |                     |                             |                     |

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

| Product: |                                |           |                        |                                |           |                           |
|----------|--------------------------------|-----------|------------------------|--------------------------------|-----------|---------------------------|
| Year     | Domestic                       |           |                        | Export                         |           |                           |
|          | Volume<br>(unit of<br>measure) | Value (₱) | Market<br>Share<br>(%) | Volume<br>(unit of<br>measure) | Value (₱) | Country of<br>Destination |
|          |                                |           |                        |                                |           |                           |
|          |                                |           |                        |                                |           |                           |
|          |                                |           |                        |                                |           |                           |

**C. Employment**

| Year | Total Number of<br>Employees | Number of Employees Directly Involved<br>in Production<br>(for manufacturer only) |
|------|------------------------------|---|
|      |                              |   |
|      |                              |   |
|      |                              |   |

D. Selling Prices

D.1. For Manufacturer

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

*\*indicate unit of measure*

D.2. For Importer-Trader

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

*\*indicate unit of measure*

E. Additional Investments/ Expansion Programs

|  |
|--|
|  |
|--|

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.

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Petitioner's Signature over Printed Name

### GENERAL INFORMATION AND INSTRUCTIONS

A. Steps in applying for Tariff Modification under Sections 1608 or 1609 of the Customs Modernization and Tariff Act (CMTA):

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

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

<sup>2</sup> Parties will be informed of schedule of ocular inspection

<sup>3</sup> Parties will be notified of schedule of public hearing

<sup>4</sup> Notice of billing will be sent to parties

<sup>5</sup> Parties will be informed of deadline for submission of position papers

<sup>6</sup> TC website: [www.tariffcommission.gov.ph](http://www.tariffcommission.gov.ph)

B. Required attachments upon submission of TC Form 3:

1. Petition Letter
2. Tariff Commission Advance Ruling on Tariff Classification, if any
3. Company Profile
4. Audited Financial Statements (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.