

**TARIFF COMMISSION**  
5<sup>th</sup> Flr. Philippine Heart Center Bldg.,  
East Avenue Diliman, Quezon City  
Tel Nos. 928-84-19; 926-87-31; Fax No. 921-79-60

**INSTRUCTIONS IN ACCOMPLISHING THE INFORMATION  
FOR TARIFF ADJUSTMENT**  
*(TARIFF COMMISSION FORM NO. 3)*

- A. Accomplish form and submit four (4) copies with the Records Section of the Tariff Commission with the following:
1. A covering letter indicating:
    - i. Name of article (s)
    - ii. Requested tariff modification
    - iii. Reasons for the request
    - iv. Other products produced by the firm
  2. Audited Financial Statements for the last three (3) years including Statement of Cost of Goods Manufactured.
  3. Certified statement showing stockholders' citizenship and equity.
  4. Certificate of subject article's quality and results of tests conducted, if any, from:
    - i. National Institute of Science and Technology, and/or
    - ii. Concerned government office or agency
  5. Share of subject article to total operation (value).
- B. Information deemed confidential should be so marked.
- C. Additional data and information relative to the petition may be requested by the Commission when deemed necessary.
- D. Party will be notified of the status of the petition and may be requested to attend consultations that may be held for the purpose of hearing the petition.
- E. Filing fee of Three Thousand Pesos (P3,000) shall be charged for petition of one or more but not to exceed five (5) articles.

Republic of the Philippines  
National Economic and Development Authority  
**TARIFF COMMISSION**

*INFORMATION FOR TARIFF ADJUSTMENT*

**I. GENERAL INFORMATION**

A. PETITIONER

1. Name of Petitioner : \_\_\_\_\_

2.

Office Address	Tel./Fax Nos.	Contact Person

3.

Factory Address	Tel./Fax Nos.	Contact Person

4. Name of President/General Manager: \_\_\_\_\_

5. BOI/SEC Registration No. \_\_\_\_\_  
Date Registered \_\_\_\_\_

6. ISO Certification (type and no.) \_\_\_\_\_  
Date Registered \_\_\_\_\_

**II. PRODUCT INFORMATION**

A. Subject Articles(s)

Description	HS Heading. No.	Rate of Duty (%)	
		Present	Requested

B. Brief Description and Uses of Subject Article(s)


C. Reasons for the Request


D. Production flowchart and brief description of production process of subject article(s) or of product(s) and its usage.

**III. RELEVANT ECONOMIC AND FINANCIAL DATA**  
*(For the last three (3) years to date)*

A. Production of subject article  
(If subject article is an input, please indicate production of the finished product.) Use separate sheets if there are more than one product.

PRODUCTION CAPACITY:		
ACTUAL PRODUCTION		
YEAR	Volume	Value

- B. Sales of subject articles  
 (Sales figures for the final product if subject article is an input.) If the product is exported, distinguish between domestic sales and exports. Use separate sheets if there are more than one product.

PRODUCT:				
	DOMESTIC		EXPORT	
YEAR	Volume	Value	Volume	Value

Domestic Market Share: (%) \_\_\_\_\_

- C. Ending Inventory (Finished Product)

YEAR	VOLUME	VALUE

- D. Purchases of subject articles: Please distinguished products purchased domestically from those that are imported. Use separate sheets if there are more than one product.

PRODUCT:				
	DOMESTIC		IMPORTED	
YEAR	Volume	Value	Volume	Value

- E. Employment and Compensation Data

	Number	Annual Compensation
Total Employees		
Employees directly involved in the production:		
Skilled		
Unskilled		

F. Comparative prices of imported and domestically produced subject articles.

Product	Selling or purchase price of subject articles in the domestic market	Price of imported counterpart

G. Investment Expansion

Year	Type	Value

H. Percentage of Foreign Currency Denominated Loan to Total Loan (highly confidential).  
Submit in sealed envelope.

I. Production Cost: Please fill up attached TC Form 3-1 for each product manufactured.

**CERTIFIED TRUE AND CORRECT:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position



REPUBLIC OF THE PHILIPPINES  
**TARIFF COMMISSION**  
 5<sup>th</sup> Floor PHCA East Avenue  
 Quezon City

P.O. Box 2479 MANILA  
 FAX 9217960

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

Product Specification \_\_\_\_\_  
 Unit of Measure \_\_\_\_\_

1. Unit Costs of Production	<u>Sales Tax</u>	<u>Tariff Duty If Applicable</u>	Per Unit Cost
Materials and Supplies:			
Direct raw materials (local)			
(1) _____	_____	_____	_____
(2) _____	_____	_____	_____
(3) _____	_____	_____	_____
(4) _____	_____	_____	_____
(5) Others (specify)	_____	_____	_____
Direct raw materials (imported)			
(1) _____	_____	_____	_____
(2) _____	_____	_____	_____
(3) _____	_____	_____	_____
(4) _____	_____	_____	_____
(5) Others (specify)	_____	_____	_____
Direct Labor			_____
Manufacturing (Overhead):			
Indirect Labor			_____
Fuels:			
Gasoline			_____
Diesel			_____
Bunker			_____
Others			_____
Electricity			_____
Water			_____
Containers			_____
Packaging Supplies			_____
Depreciation			_____
Other Costs			_____
_____			_____
_____			_____
_____			_____
TOTAL UNIT COST			P _____
Administrative Expenses			_____
Selling Expenses			_____
_____			_____
_____			_____
2. Total Cost to Produce and Sell			_____
Selling Expenses			_____
3. Wholesale Price of Imported Counterpart			P _____