

TARIFF COMMISSION
5th 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)**

FOR IMPORTER-TRADER

- 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
 2. Audited Financial Statements for the last three (3) years.
 3. Certified statement showing stockholder's citizenship and equity.
 4. Share of subject article to total operation (value).
- B. Information deemed confidential 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 (₱ 3,000) shall be charged for the petition of one or more but not 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/Importer: _____

2.

Office Address	Tel./Fax Nos.	Contact Person

3.

Business Address	Tel./Fax Nos.	Contact Person

4. Name of President/General Manager: _____

5. BOI/SEC Registration No. : _____

6. ISO Certification (type and no.): _____
Date Registered: _____

II. PRODUCT INFORMATION

A. Subject Article(s)

AHTN NO.	DESCRIPTION	Rate of Duty (%)	
		Present	Requested

B. Brief Description and Uses of Subject Article(s) (Please submit technical specification(s), brochure, sample(s) and list of your customers.) Indicate if raw material, intermediate or final product.

C. Reasons for the Request

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

- A. Purchases or importation of subject article(s) on per transaction basis
 (Please indicate size, type or grade of the subject article(s).) Use separate sheet if necessary.

Date	Source Country	Type/Size/Grade	Volume (unit of measure)	Value	
				CIF (US\$)	Landed Cost (Peso)

- B. Sales of subject articles
 (Please indicate size, type or grade of the subject article(s).) Use separate sheet if necessary.

Year	Type/Size/Grade	Volume (unit of measure)	Value (Peso)	
			Total	Per Unit

- C. Ending Inventory

Year	Type/Size/Grade	Volume (unit of measure)	Value (Peso)	
			Total	Per Unit

D. Comparative prices of imported subject article and domestically produced counterpart.

Product	Selling price of subject articles in the domestic market	Selling price of domestically produced counterpart (if any)

E. Investment Expansion

Year	Type	Value

CERTIFIED TRUE AND CORRECT:

Printed Name

Signature

Position