



**INTELLIGENCE GROUP
ACCOUNT MANAGEMENT OFFICE**

**APPLICATION FORM FOR REGISTRATION OF ONCE-A-YEAR IMPORTER
(CORPORATION / PARTNERSHIP / COOPERATIVE)**

Note: To be accomplished & signed by principal officer included in the latest GIS

Name of Company: _____
Principal Place / Head Office Address: _____

TIN: _____ Email Address: _____
Contact No/s: _____ Mobile No/s: _____
Name of Authorized Principal Officer: _____
Position / Designation: _____ TIN: _____
Residence Address: _____

Email Address: _____ Contact No.: _____

Details of Shipment:

| Commodity (General Terms) | Tariff Heading | Technical Description | Volume | Value |
|------------------------------|----------------|--------------------------|--------|-------|
| | | | | |

| Vessel | Voyage No. | BL No. / AWB No. | Port of Destination | Date of Arrival |
|--------|------------|---------------------|------------------------|-----------------|
| | | | | |

ENCLOSED ARE THE FOLLOWING SUPPORTING DOCUMENTS TO THIS APPLICATION
(PLEASE CHECK):

- BCOR Processing Fee (green copy)
- SEC Articles of Incorporation and Updated GIS
- BIR 2303
- Import documents such as:
 - a. Airway Bill/Bill of Lading;
 - b. Commercial Invoice;
 - c. Packing List;
 - d. Entry Declaration (pre-assessment)
 - e. Import Permit, if any.
- Valid government issued id of the applicant
- Print out of CPRS application form (notarized) with “STORED” email notification
- Data Privacy Consent
- Undertaking stating the following under pain of criminal, civil or administrative sanction: (1) intended use or purpose of the importation; (2) the shipment does not contain prohibited items; (3) it is the only importation and no prior importation has been made in the last 365 days; (4) full knowledge of the contents of the said shipments; and (5) attest to the veracity of the declaration; and
- Special Power of Attorney (SPA) or Authorization Letter, if through a representative.

I hereby certify under oath that all the above information are true and correct, all documents have been verified by the undersigned and are correct, complete and true; and that any misrepresentation and/or manifestation of fraud in this application shall be a ground for the disapproval of this application, suspension/cancellation of the NRI’s registration and blacklisting of the Company as well as the undersigned, and/or filing of criminal and civil action.

Authorized Principal Officer
Date: _____

SUBSCRIBED AND SWORN to before me this _____ day of _____ in _____, Philippines, affiant exhibiting to me his/her _____ issued at _____ on _____.