



**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 _____.

Doc. No.

Page No.

Book No.

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