



**TC Form 1**  
**APPLICATION FOR ADVANCE RULING**  
**ON TARIFF CLASSIFICATION**

*(To be submitted in triplicate)*

*For TC use only*

TCC (AR) No.: \_\_\_\_\_

Date Filed : \_\_\_\_\_

Records Officer : \_\_\_\_\_

**1. Applicant's Details**

Applicant : \_\_\_\_\_

Address : \_\_\_\_\_

TIN : \_\_\_\_\_ Email: \_\_\_\_\_

Tel. No. : \_\_\_\_\_ Fax No.: \_\_\_\_\_

Authorized representative (*if applicable*): \_\_\_\_\_ Tel. No.: \_\_\_\_\_

**2. Contact Person (for technical information)**

Name : \_\_\_\_\_ Position: \_\_\_\_\_

Company : \_\_\_\_\_

Address : \_\_\_\_\_

Email : \_\_\_\_\_ Tel./Fax No.: \_\_\_\_\_

**3. Details of Good**

Product/Trade Name : \_\_\_\_\_

Brand/Model Number : \_\_\_\_\_

Manufacturer : \_\_\_\_\_

Country of Origin (*for imports*) : \_\_\_\_\_

Expected date of importation/exportation: \_\_\_\_\_

Tariff Classification in Country of Origin (*for imports, if known*) : \_\_\_\_\_

Brief Description:

#### 4. For TC Use Only

Is a sample required to be submitted?  YES  NO

Safety Information (e.g. flammable): \_\_\_\_\_

Safety Handling Procedures (e.g., requires cold storage): \_\_\_\_\_

#### 5. Submissions

Sample  Technical Catalog/Brochure  Other technical specifications (as applicable)

Duly certified complete product composition and use  Authorization

Others (*specify*): \_\_\_\_\_

#### 6. Certification and Undertaking

I hereby certify that the information and submissions are true and correct.

Any additional information required will be submitted within ten (10) calendar days after receipt of request from the Commission. Non-submission will render the application cancelled.

I also certify that the submitted samples comply with the product safety requirements. I will be liable for any untoward incident caused by the product sample excluding negligence in handling thereof.

Submitted samples shall be retrieved, i.e., upon issuance of the Advance Ruling and upon withdrawal or dropping of the application. The sample will be kept for fifteen (15) days, without disposal, in the same sealed condition as when it was received, to give time for possible appeal/s.

In case of appeal, the returned samples shall be re-submitted to the Commission, upon request, in the same sealed condition as when they were received.

\_\_\_\_\_  
Signature over Printed Name  
Applicant/Authorized Representative

**7. For TC Use Only**

The Cashier:

Please collect a filing fee of **Five Hundred Pesos (P 500.00)** and Legal Research Fund (LRF) fee of **Ten Pesos (P 10.00)** from applicant.

\_\_\_\_\_  
Tariff Specialist  
Commodities Studies Division

**1<sup>st</sup> Indorsement**

Respectfully transmitted to the Records Unit, applicant having paid the amount indicated above as evidenced by O.R. No. \_\_\_\_\_ dated \_\_\_\_\_.

\_\_\_\_\_  
Cashier

*Authorization Template  
to be printed on Company's Letterhead*

[Date]

**The Chairperson  
Tariff Commission**

4th Floor West Insula Condominium  
135 West Avenue, Quezon City  
1105 Philippines

Subject: Authorization Letter to Apply for an Advance Ruling on Tariff Classification

Dear **Sir/Madam**:

Please be informed that I, *[Name of Importer/Exporter]*, hereby authorize Mr./Ms. *[Name of Authorized Representative]*, whose signature appears below, to act on my behalf regarding the application for an Advance Ruling on tariff classification for *[Good/s to be classified]*.

Mr./Ms. *[Name of Authorized Representative]* is also authorized to perform the necessary actions in connection with the aforementioned authority such as but not limited to the filling-up of forms, signing of documents, and the delivery of samples, brochures and other related information as may be required by the Commission.

Attached are copies of our government-issued IDs and company IDs for your reference.

Thank you.

Very truly yours,

*[Signature over Printed Name of Importer/Exporter]*  
*[Position]*

Authorized Representative:

*[Name of Authorized Representative]*  
*[Position]*

## Notes on the Completion of TC Form 1

The following explanatory notes provide specific guidance on the completion of TC Form 1. Please read them carefully before completing your application.

### Box 1. Applicant's Details

An applicant means an importer or exporter who is applying for an advance ruling on tariff classification on a good that will be imported into or exported from the Philippines. All required information should be provided. The name of the authorized representative (e.g., agent) should be indicated, if applicable. A written authorization bearing the signatures of the applicant and authorized representative should also be submitted (see template).

### Box 2. Contact Person

At any time during the evaluation of the good, the Commission may require clarification or additional information from the applicant. He/she should thus designate a contact person with access to technical information about the good.

### Box 3. Details of Good

The product/trade name is the name by which the good is known to traders and manufacturers and/or which is indicated in the import/export documents.

For imports, the country of origin refers to the country or state where the good was produced or manufactured, and not the port of origin. This information is needed for determining the tariff preference under the Free Trade Agreements to which the Philippines is a party.

Applicants may indicate the tariff classification (Harmonized System code) of the good in the country of origin, if known, and attach supporting documents.

The description provided should be sufficient to enable the good to be identified. The applicant may include information about the composition of the good, its production process, properties, structure, function, intended use, packaging, safety information, and other pertinent information.

### Box 5. Submissions

Any samples, technical catalogs/brochures, duly certified complete composition, plans, photographs or other documents available, which may assist in determining the correct classification of the good, should be submitted. Written materials submitted should be signed by the applicant or authorized representative on each page.

Samples not in retail packaging should conform to the following specifications:

Sample Characteristics	Required Volume/ Quantity	Primary Packaging/ Container	Secondary Packaging/ Container
Odoriferous and highly reactive to light	250 mL (liquid) 100g (solid)	Amber glass bottles	Resealable clear plastic bag
Odoriferous but not highly reactive to light	250 mL (liquid) 100 g (solid)	Clear glass bottles	Resealable clear plastic bag
Other forms (e.g., powder, granules, pellets)	100 g	Clear plastic or glass bottles	Resealable clear plastic bag

**Box 6. Certification and Undertaking**

By printing his/her name and affixing his/her signature in TC Form 1, the applicant certifies that all information and submissions are true and correct and relate to the good being applied for advance tariff classification ruling or tariff classification dispute ruling.

Furthermore, the applicant commits that any additional information required will be submitted within ten (10) calendar days after receipt of request from the Commission. Non-submission will render the application cancelled.

Upon issuance of the AR, the sample will be released to the applicant. The applicant is required to retain the sample for 15 days and keep it in the same sealed condition as it was received, to give time for any possible appeals on the released ruling.

If the applicant intends to appeal the ruling, the returned sample shall be re-submitted to the Commission, upon request, in the same sealed condition as when it was received, along with the appeal.

Additional notes:

1. Pursuant to Section 1103 of the Customs Modernization and Tariff Act (CMTA), an application for an advance ruling on tariff classification shall cover one (1) product or item only. It shall be filed at least ninety (90) days before the importation or exportation of the product or item.
2. An advance ruling on tariff classification is not a decision on whether or not the good may be a prohibited or regulated import/export. It is the responsibility of the importer/exporter to ensure that the good is not prohibited and secure the required import/export clearance if the good is regulated.
3. Any confidential information should be properly marked.