



REPUBLIC OF THE PHILIPPINES

TARIFF COMMISSION

TC Form 2
REQUEST FOR TARIFF CLASSIFICATION DISPUTE RULING
UNDER SECTION 1100 OF REPUBLIC ACT NO. 10863
(Customs Modernization and Tariff Act)

(Submit two hard copies)

Data Privacy Notice and Consent

The collection of personal information, including but not limited to, name, email address, and/or any contact or relevant information, is in accordance with the procedures outlined in the Anti-Red Tape Authority (ARTA) Memorandum Circular (MC) No. 2022-05, and the policies provided for under the Data Privacy Act of 2012 (Republic Act No. 10173), and the Privacy Policy of the Tariff Commission (TC).

Information collected shall only be processed for purposes of your application for a tariff classification dispute ruling, and shall be kept private and confidential. Access thereto shall only be limited to the respective owners of the information and authorized TC Personnel, and shall not be disclosed without prior consent from the data subject, unless required by law or authorized by a lawful order of the court or other government agencies.

The TC, in line with its Privacy Policy, shall protect the collected personal information, and shall only retain the same for as long as necessary in order to fulfill the purpose mentioned above, or as provided for by law.

Finally, filling out this Form signifies that you have read and understood this Data Privacy Notice and expressly consent to the processing of any personal information that might be collected for the purpose stated herein.

For more information about the TC Privacy Policy, kindly visit our website at www.tariffcommission.gov.ph.

For TC use only

TCC (DR) No.: _____

Date Filed : _____

Records Officer : _____

1.	Details of Importer/Exporter
	Importer/Exporter
	Address
	TIN
	Email Address
	Alternate Email Address/es
	Tel./Mobile No.
	Authorized Representative (if applicable)
	Email Address
	Alternate Email Address/es
	Tel./Mobile No.

2.	Contact Person For Technical Information
	Name
	Position
	Company
	Address
	Email Address
	Alternate Email Address/es
	Tel./Mobile No.

3.	Details of Good
	Product/Trade Name
	Brand/Model Number
	Manufacturer
	Country of Origin (<i>for imports</i>)
	Tariff Classification, As Declared
	Tariff Classification, As Assessed by the Bureau of Customs
	<i>Brief Description of Good/Product:</i>

4. Submissions

- | | |
|--|---|
| ☐ Letter-endorsement / ruling / assessment from BOC | ☐ Affidavit or certification (see <i>Notes</i>) |
| ☐ BOC Single Administrative Document (SAD) | ☐ Technical Catalogue / Brochure |
| ☐ Duly certified complete product composition and use | ☐ Manufacturing process |
| ☐ Picture of product and/or actual sample | ☐ Authorization letter |
| ☐ Other technical specifications (as applicable) | |
| ☐ Others (<i>specify</i>): _____ | |

5. Certification

I hereby certify that the above information and enclosure(s) being submitted are true and correct and relate to the subject good.

I commit that any additional information required will be submitted within 10 working days after receipt of request from the Commission. Non-submission will be grounds for dismissal.

Signature over Printed Name
Importer/Exporter/Authorized Representative

6. Result of Initial Assessment (*For TC Use Only*)

Remarks / Lacking document/s or information:

Tariff Specialist
Commodities Studies Division

Date: _____

7. For TC Use Only

The Cashier:

Please collect a filing fee of **One Thousand Pesos (P 1,000.00)** and Legal Research Fund (LRF) fee of **Ten Pesos (P 10.00)** from importer/exporter.

Tariff Specialist
Commodities Studies Division

1st Indorsement

Respectfully transmitted to the Records Unit, importer/exporter 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 Request for a Tariff Classification Dispute Ruling

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 request for a Tariff Classification Dispute Ruling 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 the TC Form 2

The following explanatory notes provide specific guidance on the completion of TC Form 2. Please read them carefully before completing your application.

Box 1. Details of Importer/Exporter

For these purposes, an importer/exporter (a company or individual) who is requesting for a tariff classification dispute ruling may be a natural or juridical person. All required information should be provided. The name of the authorized representative (e.g., agent) should be indicated, if applicable. A written authorization should also be submitted.

Box 2. Contact Person For Technical Information

At any time during the evaluation of the good, the Commission may require clarification or additional information from the importer/exporter. He/she may 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 Free Trade Agreements to which the Philippines is a party to.

Importers/Exporters shall indicate the declared tariff classification (i.e., the ASEAN Harmonized Tariff Nomenclature Code) for the good in question, and the tariff classification as determined by the Bureau of Customs (BOC).

The description of the goods should be sufficient to enable the good to be identified. Importers/Exporters may include information about the composition of the good, production process, properties, structure, function, intended use, packaging, and other pertinent information.

Box 4. 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.

Also, as required by Commission Order No. 2018-01, importers/exporters shall submit a copy of the BOC Single Administrative Document (SAD), a letter-endorsement, or ruling or assessment reflecting the tariff classification made by the BOC, and an affidavit or certification under oath that the goods are not subject of a pending application for advance ruling.

Box 5. Certification

By printing his/her name and affixing his/her signature, the importer/exporter certifies that all information and enclosure(s) being submitted are true and correct and relate to the good applied for tariff classification dispute ruling.

Furthermore, the importer/exporter commits that any additional information required will be submitted within ten (10) working days after receipt of request from the Commission.

Box 6. Result of Initial Assessment (*For TC Use Only*)

The TC Tariff Specialist will indicate the lacking document/s or information and/or reason for non-acceptance of the request if it was not endorsed for payment to the Cashier.

Additional notes:

1. A tariff classification dispute ruling 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.
2. Any confidential information should be properly marked.