



REPUBLIC OF THE PHILIPPINES
TARIFF COMMISSION

TC Form 3
REQUEST FOR TARIFF MODIFICATION UNDER SECTIONS 1608/1609 OF
REPUBLIC ACT NO. 10863 (*Customs Modernization and Tariff Act*)

(Submit two hard copies and a soft copy)

Data Privacy Notice and Consent

The collection of personal information, including but not limited to, name, age, sex, email address, and/or any contact or relevant information, is in compliance with Republic Act No. 9710 (The Magna Carta of Women), and in accordance with the policies provided for under Republic Act No. 10173 (Data Privacy Act of 2012) and the Privacy Policy of the Tariff Commission (TC).

Information collected shall only be processed for purposes of this Petition for Tariff Modification 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 and/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.

GENERAL INFORMATION AND INSTRUCTIONS

- A. A **petition letter** must be attached to this Form.
- B. The applicant/s is required to accomplish this Form and (i) submit **two hard copies** to the Tariff Commission (TC) Records Unit and (ii) email a **soft copy** to TC's official email accounts: TC.Assist@mail.tariffcommission.gov.ph and Records@tariffcommission.gov.ph.
- C. The applicant/s providing the information must ensure the following:
 - The Form is completely and accurately filled up.
 - An explanation/justification is provided when data is lacking.
 - Attach supporting documents, as applicable.
- D. Pursuant to Section 1603 (e) of the CMTA, questions on Non-Tariff Measures (NTMs) are incorporated into this Form to provide TC with information on the most common NTM/s applied to certain products as well as the challenges faced by companies in complying with the same. The information gathered will help TC to gain better understanding of the effects of NTMs on international trade and on the price/s and quantity/ies of traded products.
- E. TC reserves the right to request additional information deemed necessary (e.g., *Excel files of price/financial/economic data*) for the investigation. Non-submission of required information within the deadline/s set by TC is an indication that the applicant/s is not serious in pursuing the application and may cause TC to archive the petition, without prejudice to re-filing of the same petition after six months.
- F. An application for Tariff Modification will require payment of a filing fee and other applicable fees/charges. Payment shall be made within five calendar days from receipt of *Notice of Billing*. Non-payment of applicable fees/charges is an indication that the applicant/s is not serious in pursuing the application and may cause TC to archive the petition, without prejudice to re-filing of the same petition after six months.
- G. The TC investigation will commence only upon submission, by the applicant/s, of the fully accomplished TC Form 3, with attached petition letter and supporting documents (as applicable). The applicant/s will be informed of the commencement of the TC investigation.
- H. Information submitted is subject to verification.
- I. Information deemed confidential should be so marked.
- J. Please use additional sheet/s if necessary.
- K. For queries and concerns, feel free to email us at these email addresses: TC.Assist@mail.tariffcommission.gov.ph and Records@tariffcommission.gov.ph.

I. GENERAL INFORMATION

A. Name of Petitioner (Corporation, Partnership, Association): _____

B. Name of Head of Corporation/Association/Partnership: _____

Note: If Petition is filed by Authorized Representative: Provide a copy of a Board Resolution or Secretary's Certificate authorizing the corporate officer or the corporation's representative to file the Petition on behalf of said corporation.

Contact Details:

a.	Main Office Address	
	Contact Person	
	Position	
	Tel. Nos.	
	Email Address	
	Alternate Email Address/es	
b.	Plant/Factory Address	
	Contact Person	
	Position	
	Tel. Nos.	
	Email Address	
	Alternate Email Address/es	

C. Name of Authorized Representative: _____

Contact Details:

Position	
Tel. Nos.	
Email Address	
Alternate Email Address/es	

D. Information about the company

Submit the following:

- i. Company Profile/Annual Report
- ii. Articles of Incorporation
- iii. Department of Trade and Industry (DTI) / Securities and Exchange Commission (SEC) / Cooperative Development Authority (CDA) Certificate of Registration
- iv. Board of Investments (BOI) Registration Certificate
- v. Audited Financial Statements including notes to the Financial Statements (for the last three years)

II. PRODUCT INFORMATION

A. Subject Article/s

Subject Article/s	AHTN Heading No.	Rate of Duty (%)	
		Existing	Requested

B. Provide a brief description of subject article/s, its specifications, its uses, and briefly describe inter-industry linkages (upstream and downstream sectors). *Submit Product Brochure and TC Advance Ruling on Tariff Classification, if any.*

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C. For Manufacturers only: Provide a brief description of production process of subject article/s. *Submit Production Process Flowchart.*

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III. REASONS FOR REQUEST

A. Provide reasons for request/petition for tariff modification.

B. Explain briefly the expected benefits of the petition.

B.1. To the petitioner (*provide evidence*)

B.2. To petitioner's direct customers (*provide evidence*)

B.3. To consumers (*provide evidence*)

IV. RELEVANT ECONOMIC AND FINANCIAL DATA

(Provide data for the last three years. Please use additional sheets if there is more than one subject article being requested for tariff modification.)

A. Production/Importation Data

A.1. For Manufacturers Only: Provide production data for subject article/s being produced by your company. Please indicate size, type or grade of subject article, as appropriate.

Product:			
Year	Annual Rated Capacity (unit of measure)	Actual Production	
		Volume (unit of measure)	Value (₱)

Note: Provide details/explanation for significant change(s) for the last three years.

A.2. For Importer/s-Trader/s: Provide data on importations of subject article/s, per subject article, and per source country. Please indicate size, type or grade of subject article, as appropriate.

Year	Product	Type/Size/ Grade	Source Country	Volume (unit of measure)	Value (CIF US\$)

Note: Provide details/explanation for significant change(s) for the last three years.

B. Sales Data of subject article/s, or finished product using subject article/s

Product:						
Year	Domestic			Export		
	Volume (unit of measure)	Value (₱)	Market Share (%)	Volume (unit of measure)	Value (₱)	Country of Destination

Note: Provide details/explanation for significant change(s) for the last three years.

C. Number of Employees

Year	Total Number of Employees		Number of Employees Directly Involved in the Processing/Production of Subject Article	
	Male	Female	Male	Female

Note: Provide details/explanation for significant change(s) for the last three years.

D. Selling Prices

D.1. For Manufacturers Only

Product:		
Year	Domestic Selling Price of subject article or Finished Good Using Subject Article (₱/unit)*	Price of Imported Counterpart (₱/unit)*

** indicate unit of measure*

D.2. For Importers-Traders

Product:		
Year	Selling Price of Imported Subject Article (₱/unit)*	Price of Domestic Counterpart (₱/unit)*

** indicate unit of measure*

E. Please provide information on relevant investments / expansion programs.

F. Cost Breakdown and Selling Prices

F.1. For Manufacturers Only: Provide breakdown of Costs to Produce and Sell, and Selling Prices, of subject article.

Particulars		Years		
		20xx	20xx	20xx
Production Volume (indicate unit of measure)	A			
Cost of Production (₱):				
Materials and Supplies sourced locally:				
(1)				
(2)				
(3)				
Materials and Supplies Sourced Outside the Philippines:				
(1)				
(2)				
(3)				
Total Raw Materials	B			
Direct Labor	C			
Manufacturing Overhead:				
Indirect Labor				
Fuels:				
Gasoline				
Diesel				
Bunker				
Others ¹				
Electricity				
Water				
Packaging				
Depreciation				
Rent				
Others (Identify costs separately)				
Total Manufacturing Overhead	D			
Total Cost of Production [E = B + C + D]	E			
Operating Expenses:				
Handling Expenses				
Delivery Expenses				
Others (Identify costs separately)				
Total Operating Expenses	F			
Selling Expenses	G			
Cost to Produce and Sell (COPS) (₱) [E + F + G]	H			
COPS/Unit (₱/unit) [I = H/A]	I			
Profit Margin	J			
Selling Price/Unit (₱/unit) [K = I + J]	K			

Note: Provide details/explanation for significant change(s) for the last three years.

F.2. For Importer/s-Trader/s: Provide breakdown of Costs to Import and Selling Prices of subject article.

Particulars		Years		
		20xx	20xx	20xx
Importation Volume (unit)	A			
Cost of Importation (₱):				
CIF (USD)				
Landed Cost (LC) (₱) <i>(Provide computation of LC and factors considered in the computation)</i>				
Other Costs Incurred (₱) <i>(e.g., delivery/handling costs, insurance, and other related expenses; please identify costs separately)</i>				
Total Cost to Import (₱)	B			
Unit Cost to Import (₱/Unit) $[C = B/A]$	C			
Profit Margin	D			
Selling Price/Unit (₱/Unit) $[E = C + D]$	E			

Note: Provide details/explanation for significant change(s) for the last three years

V. NON-TARIFF MEASURES

- A. List down all known non-tariff measures (NTMs) applied on (i) importations of your raw materials/inputs (for manufacturer/s only) and/or (i) importations of subject article (for trader/s-importer/s).

AHTN Code	Name of NTM/s Applied	Objective of NTM ¹ (use Code indicated in Table A below)	Implementing Agency/ies	Procedural Obstacles Encountered, If Any (use Code indicated in Table B below)

Note: In identifying the Objectives, and Procedural Obstacles, choose from the lists below and write the code in the appropriate column.

Table A. Objectives of NTMs

Code	Description
O1	To safeguard public health
O2	To safeguard public morals
O3	To safeguard national security
O4	To safeguard the environment
O5	Others (please specify)

Table B. Procedural Obstacles Encountered

Code	Description
P1	Long processing time / delays
P2	Numerous agencies involved
P3	Numerous signatories and high number of required documents
P4	Unofficial payments
P5	High fees and charges
P6	Lack of facilities (e.g., testing laboratory)
P7	Others (please specify)

- B. Please provide information on how the identified NTMs affected the quantity and price of subject article.

VI. CERTIFICATION

I hereby certify that all information contained herein are true and correct and relate to the subject article.

I commit that any additional information required will be submitted within 10 working days after receipt of request from the Tariff Commission. Non-submission of the same is an indication that I will no longer pursue the application.

Petitioner's Signature over Printed Name