



REPUBLIC OF THE PHILIPPINES
TARIFF COMMISSION

TC Form 3
REQUEST FOR TARIFF MODIFICATION

(To be submitted in duplicate)

For TC use only

TCI (TM) No.: _____

Date: _____

Records Officer: _____

I. GENERAL INFORMATION

A. Petitioner

1. Name of Petitioner: _____

2. Name of Head of Company/Position: _____

3. Contact Details:

a. Main Office:

Contact Person : _____
Position : _____
Tel./Fax Nos. : _____
Email Address : _____
Address : _____

b. Plant/Factory:

Contact Person : _____
Position : _____
Tel./Fax Nos. : _____
Email Address : _____
Address : _____

4. SEC Registration No.: _____
Date Registered: _____

5. BOI Registration No.: _____
Date Registered: _____

6. ISO Certification (type and no.): _____
Date Registered: _____

II. PRODUCT INFORMATION

A. Subject Article(s)

Subject Article	AHN Heading No.	Rate of Duty (%)	
		Existing	Requested

A1. Brief Description, Specification, and Uses of Subject Article(s)

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A2. Brief Description of Production Process of Subject Article(s) – for manufacturer only

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B. Reasons for the Request

C. Expected Benefits of Tariff Modification (in terms of lower selling prices, cost savings, among others) – for monitoring by the Commission

III. RELEVANT ECONOMIC AND FINANCIAL DATA

(For the last three (3) years. Please use additional sheets if there is more than one subject article being requested for tariff modification.)

A. Production/Importation Data

A1. For Manufacturer: Production Data of article(s) being produced by your company (Please indicate size, type or grade of subject article)

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

A2. For Importer-Trader: Importations of subject article(s)
(Please indicate size, type or grade of subject article)

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

B. Sales Data of subject article or finished product using subject article

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

C. Employment

Year	Total Number of Employees	Number of Employees Directly Involved in Production (for manufacturer only)

D. Selling Prices

D.1. For Manufacturer

Product:		
Year	Domestic Selling Price of subject article/finished good using subject article (P/unit)*	Price of Imported Counterpart (P/unit)*

**indicate unit of measure*

D.2. For Importer-Trader

Product:		
Year	Selling Price of <u>imported</u> subject article (P/unit)*	Price of <u>Domestic</u> Counterpart (P/unit)*

**indicate unit of measure*

E. Additional Investments/ Expansion Programs



F. Production Cost – for manufacturer only

Production Cost (Note: If product is of different grade, sizes, types or models, choose one that is most representative and or saleable).

Product Specification _____

Unit of Measure _____

1. Unit Cost of Production	AHTN Code	Tariff Rate	Per Unit cost (P)
Materials and Supplies:			
Direct raw materials (locally produced)			
(1) _____	_____	_____	_____
(2) _____	_____	_____	_____
(3) _____	_____	_____	_____
(4) _____	_____	_____	_____
(5) _____	_____	_____	_____
Direct raw materials (imported)			
(1) _____	_____	_____	_____
(2) _____	_____	_____	_____
(3) _____	_____	_____	_____
(4) _____	_____	_____	_____
(5) _____	_____	_____	_____
Direct Labor			_____
Manufacturing Overhead:			
Indirect Labor			
Fuels:			
Gasoline			_____
Diesel			_____
Bunker			_____
Others (Please specify)			_____
Electricity			_____
Water			_____
Packaging			_____
Depreciation			_____
Other Costs (Please specify)			
i. _____			_____
ii. _____			_____
iii. _____			_____
2. Total Unit Cost			_____
Administrative Expenses			_____
Selling Expenses			_____
3. Total Cost to Produce and Sell			_____

IV. CERTIFICATION

I hereby certify that all information contained herein is true and correct and relate to the subject article(s).

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

Petitioner's Signature over Printed Name

GENERAL INFORMATION AND INSTRUCTIONS

- A. The domestic producer(s)/applicant(s) is required to accomplish this questionnaire and submit the same to the Tariff Commission (TC). Please use additional sheet/s if necessary.
- B. The domestic producer/applicant providing the information must ensure the following:
 - The questionnaire is completely and accurately filled up;
 - An explanation/justification is provided when data is lacking; and
 - Submission of an Excel file of all price and financial data.
- C. The following must be attached to this Form:
 - Petition letter
 - TC Advance Ruling on Tariff Classification, if any
 - Company Profile
 - Audited Financial Statements (for the last three years)
- D. TC reserves the right to request additional information deemed necessary in the investigation. Non-submission of required information within the deadline/s set by TC is an indication that the domestic producer(s)/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.
- E. Information submitted is subject to verification.
- F. Information deemed confidential should be so marked.
- G. The TC investigation will commence only upon submission of the fully accomplished questionnaire and supporting documents by the domestic producer(s)/applicant(s). The domestic producer(s)/applicant(s) will be informed of the commencement of the TC investigation.
- H. 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 domestic producer(s)/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.