



**INTELLIGENCE GROUP (IG)
ACCOUNT MANAGEMENT OFFICE (AMO)**

APPLICATION FOR ACCREDITATION AND REGISTRATION
(Sole Proprietor)

I, _____, of legal age,
with postal address at _____
_____ after
having been duly sworn in accordance with law, hereby depose and say that:

1. I am the _____ of _____
duly authorized to file this application for accreditation and registration with
the Bureau of Customs, as evidence by written authority from the company.

2. I hereby present the following information for accreditation with the Bureau
of Customs;

2.1. Name of the Firm: _____

a. Head Office Address: _____

Year/s of Stay in the Premises: _____

Nature of Occupation: owned leased shared
 others _____

b. Warehouse Address: _____

Year/s of Stay in the Premises: _____

Nature of Occupation: owned leased shared
 others _____

c. Branch Office Address: _____

Year/s of Stay in the Premises: _____

Nature of Occupation: owned leased shared
 others _____

d. Contact Number/s: _____

e. Facsimile Number/s: _____

f. Email Address*¹: _____

g. Number of Employees: _____

h. Nature of Company: _____

2.2. List of Officers / Directors (Please attach Personal Profile or Resume)

¹ *Mandatory Field since Notice of Denial / Approval will be send via Email

3. I hereby attached herewith the following documents:

- () Printed CPRS of the Company and Updated notification of "STORED" Status;
- () Corporate Secretary Certificate (Corp.) / Affidavit (Sole Proprietorship) / Partnership Resolution (Partnership) / BOD Resolution (Coop) designating its authorized signatories in the Import entries **(with specimen signatures)**;
- () Bureau of Customs Official Receipt (BCOR) evidencing payment of application fee (Php 1,000) (green copy);
- () Original copy of NBI Clearance of Applicant **(issued within three (3) months prior to the date of Application)**;
- () Two (2) valid government issued IDs (with picture) of applicant, President, principal and responsible officers (i.e., passport, UMID Card, SSS ID, Driver's License, Alien Certificate of Registration and Alien Employment Permit for aliens)**(Clear Copy)**;
- () Photocopy of DTI (Sole) or SEC Registration / Articles of Partnership (Partnership) and Latest General Information Sheet, if available, or Cooperative Development Authority Registration and Latest Cooperative Annual progress Report(Coop), whichever is applicable;
- () Personal Profile of Applicant, President and Responsible officers **(w/ 2x2 pictures-used photo paper)**;
- () Company Profile with pictures of Office premises with proper and permanent signage and pictures of warehouse/storage area;
- () Proof of Lawful Occupancy of Office Address and Warehouse (i.e., Updated Lease Contract under the name of the Corporation or Proprietor, Affidavit of Consent from the owner and the Title of the property under his/her name in case the property is used for free, Certification from the Lessor or Owner allowing the sharing of office in case of Sublease);
- () BIR Registration (2303);
- () Latest Income Tax Return (ITR) for the past three (3) years duly received by the BIR, if applicable;
- () Valid Mayor's Permit as Certified by the Bureau of Permits and Licensing Office;
- () Proof of Financial capacity to import goods (Bank Certificate or other form of financial certification) (Top 1000 Taxpayers and under SGL Companies are exempted)
- () Indorsement from the Collector, if applicable

4. List of Importable Items with clear description in technical and tariff, terms, estimated volumes and values for the next twelve (12) months (Use separate sheet if necessary).

[illegible]

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

SWORN UNDERTAKING

I hereby certify under oath that all the above information are true and correct; all documents submitted in support of tis application are true copies of the original, subject to verification; any misrepresentation and/or manifestation of fraud in this application shall be a ground for the disapproval of my application, and blacklisting of our firm and the undersigned as the applicant.

As specified in Section 2.2. of CMO No. 4-2014, I Hereby undertake to (a) to receive notice by e-mail; (b) to strictly abide with existing rules and regulations on the Statement of Full Description of Imported Articles covered by entry declarations; (c) to notify the BOC-AMO of any changes in the information contained in the application for accreditation; and (d) to obtain knowledge of the contents of a declaration, and to attest to the veracity thereof.

I fully understand that failure to comply with the undertaking will result in the cancellation and revocation of the accreditation as importer, without prejudice to the imposition of any other criminal sanction for violation of the Tariff and Customs Code of the Philippines, and other customs laws and regulations.

AFFIX 2x2 picture of
Proprietor / Applicant
Latest photo, w/c/ should
Not be more than three (3)
Month old

Very truly yours,

APPLICANT’S NAME & SIGNATURE

SUBSCRIBED AND SWORN to before me this _____ day of

In Manila, Philippines, affiant exhibiting to me his / her

Issued at _____ on _____

NOTARY PUBLIC

Doc No. _____
Page No. _____
Book No. _____
Series of _____