



Department of Finance
ONE-STOP SHOP INTER-AGENCY TAX CREDIT AND DUTY DRAWBACK CENTER
Special Revalidation of TCCs 2006
Answers to Frequently Asked Questions

1. WHAT IS THE SPECIAL REVALIDATION OF TAX CREDIT CERTIFICATES?

Pursuant to Department Order No. 20-06 dated June 16, 2006, a Special Revalidation of all outstanding Tax Credit Certificates ("TCCs") issued by the Bureau of Internal Revenue (BIR), Bureau of Customs (BOC) and the Department of Finance- One-Stop Shop Inter-Agency Tax Credit and Duty Drawback Center ("DOF-Center") issued prior to August 1, 2006 shall be conducted.

The Special Revalidation entails the surrender of TCCs to the issuing government agency and subsequent replacement of the same with updated forms with enhanced security features thereby preventing the use of expired, stolen, fake, tampered, or recycled TCC that may still exist in the market.

2. WHAT TCCS ARE COVERED BY THE SPECIAL REVALIDATION?

The following TCCs shall be covered by the Special Revalidation Program:

- a. Jointly issued by the DOF-Center and the Bureau of Customs (BOC) under Section 106(c) of the Tariff and Customs Code of the Philippines processed by the DOF-Center's Duty Drawback Group;
These TCCs bear the signatures of the DOF-Center's Executive Director and the BOC Commissioner or his designated Approving Officer.

- b. Jointly issued by the DOF-Center and the Bureau of Internal Revenue (BIR) under Section 112 of the National Internal Revenue Code: *Refunds or Tax Credits of Input Tax*, as well as such TCCs transferred as provided by Revenue Regulations No. 5-2000 processed by the DOF-Center's Tax and Revenue Group.

These TCCs bear the signatures of the DOF-Center's Executive Director and the BIR Commissioner or his designated Approving Officer.

- c. Issued solely by the DOF-Center under Executive Order No. 226 and other laws. Claims for these TCCs are processed by the DOF-Center's Investment Incentives Group.

These TCCs bear the signature of the DOF-Center's Executive Director and the Investment Incentives Group Operations Head.

- d. Issued solely by the BIR National Office and Regional District Offices
- e. Issued solely by the BOC

This Special Revalidation Program shall also cover unexpired TCCs under Items (a) to (c) which were not applied for the Special Revalidation Programs held by the DOF-Center in 1999 and 2003.

This FAQ shall cover only TCCs in Items a, b, and c. For details on the Special Revalidation of TCCs issued by the BIR, please visit <http://www.bir.gov.ph> to get a copy of Revenue Memorandum Order 15-2006 dated August 16, 2006, or call (+632)981-8888. For TCCs issued by the BOC, please call the BOC TCC Committee at (+632)527-4427 and look for Mr. Danny Castro.

3. WHAT WILL BE DONE DURING THE SPECIAL REVALIDATION?

The Special Revalidation shall involve the cancellation of the TCC forms and replacement of the same with updated TCC forms with additional security features reflecting the TCC's remaining balance.

4. WHAT ARE THE REQUIREMENTS FOR REVALIDATION?

The TCC holders, either the original grantee or the transferee (in case of transferred TCC), shall directly file their applications for the Special Revalidation to the DOF-Center with the following documents:

1. Duly accomplished Application Form which can be procured from the DOF-Center;
2. Original TCC(s) subject of request for Special Revalidation;
3. Secretary's Certificate on the board resolution designating the TCC holder's authorized representative. Suggested format for this document can likewise be procured from the DOF-Center.

No fee shall be collected for applications for the Special Revalidation.

5. FOR TCCs ISSUED UNDER SEC. 112 OF THE NIRC, WILL THE SPECIAL REVALIDATION AFFECT THE TCC'S EXPIRY DATE?

The Special Revalidation shall not affect the TCC's expiry date and the TCC shall undergo regular revalidation as provided by Section 5 of Revenue Regulations No. 5-2000. If the TCC will expire while under process for Special Revalidation, the TCC owner is required to notify the DOF-Center of the same and subsequently request for the extension of the validity period of the TCC up to the next five years, if there still is.

6. WHAT WILL HAPPEN AFTER AUGUST 1, 2006? CAN I USE MY TCC WITHOUT SPECIAL REVALIDATION?

The DOF-Center shall stop issuing Tax Debit Memos to TCCs in old forms starting August 1, 2006. All TCC holders intending to use their TCCs and are applying for Tax Debit Memos ("TDM") are therefore required to apply for revalidation prior to the issuance of TDM.

Starting August 1, 2006, the DOF-Center shall only issue TDM for TCCs in updated TCC forms.

7. OUR OFFICE IS BASED OUTSIDE METRO MANILA. CAN I FILE MY APPLICATION VIA MAIL OR COURIER?

Instead of sending the original documents via courier, provincial claimants may send an advance copy of their application via **telefax no. (+632)526-0751, Subject: SPECIAL REVALIDATION APPLICATION**, for initial screening. However, actual processing will only proceed upon official receipt of the original documents via direct filing with the DOF-Center.

Sending the original documents by mail would risk losing the original TCC. The DOF-Center shall not be held liable for lost of documents sent via mail.

8. WHAT ARE THE CRITERIA FOR REVALIDATION?

The special revalidation shall cover the authentication of the TCC itself, validation of its remaining balance, and verification of the revalidation request to establish the following:

1. That the TCC has been duly issued by the DOF-Center;
2. That there have been no tampering on the certificate;
3. That the party requesting for the revalidation of the certificate is its rightful owner;
4. That the TCC is not yet expired; and
5. That the TCC is not yet fully utilized.

When these criteria are met, the TCC subject of request shall qualify for the issuance of the new form reflecting the remaining balance of the TCC.

9. WHAT IS THE PERIOD OF REVALIDATION?

The official period for the Special Revalidation shall start on August 1, 2006 and ends on December 31, 2006.

10. HOW DO I APPLY FOR THE REVALIDATION OF MY LOST TCC?

In case of lost TCC(s), the claimant shall submit a notice of loss to the DOF-Center within the revalidation period and shall be required to comply with the procedures and requirements provided under the guidelines for the replacement of lost TCCs.

11. HOW DO I APPLY FOR THE SPECIAL REVALIDATION OF MY TCC WHICH IS IN THE CUSTODY OF THE DOF-CENTER OR THE BOC AFTER UTILIZATION AT THE BOC?

If the TCC to be requested for Special Revalidation is with the DOF-Center, the TCC owner would need to file the application sans the original TCC but with a letter stating that the TCC is with the DOF-Center. If upon pre-screening, it is confirmed that the subject TCC is indeed with the DOF-Center, the application shall be accepted for processing.

If, on the other hand, the TCC is with the BOC, the TCC owner would need to request the BOC to endorse the TCC to the DOF-Center. Upon receipt of the TCC by the DOF-Center, the TCC shall be considered as having been in the custody of the DOF-Center. The application for Special Revalidation can only be filed when the TCC is already with the DOF-Center.

12. HOW DO I REQUEST FOR THE SPECIAL REVALIDATION OF MY TCC WHICH ARE WITH THE DOF-CENTER DUE TO UNRESOLVED ISSUES?

If a TCC is with the DOF-Center due to unresolved issues, the TCC owner need not file a request for special revalidation. Upon resolution of the issue, the TCC shall be released to the owner already in the updated form.

13. DO I NEED TO REQUEST FOR A SEPARATE REQUEST FOR SPECIAL REVALIDATION IF MY TCC WAS REQUESTED FOR TRANSFER BEFORE AUGUST 1, 2006?

TCCs filed for transfer before August 1, 2006 need not be applied for Special Revalidation. Upon approval of the request, the transferred TCC shall be issued to the transferee in updated form. If, on the other hand, the application for transfer is not approved, the TCC shall be released to the requesting party in updated form.

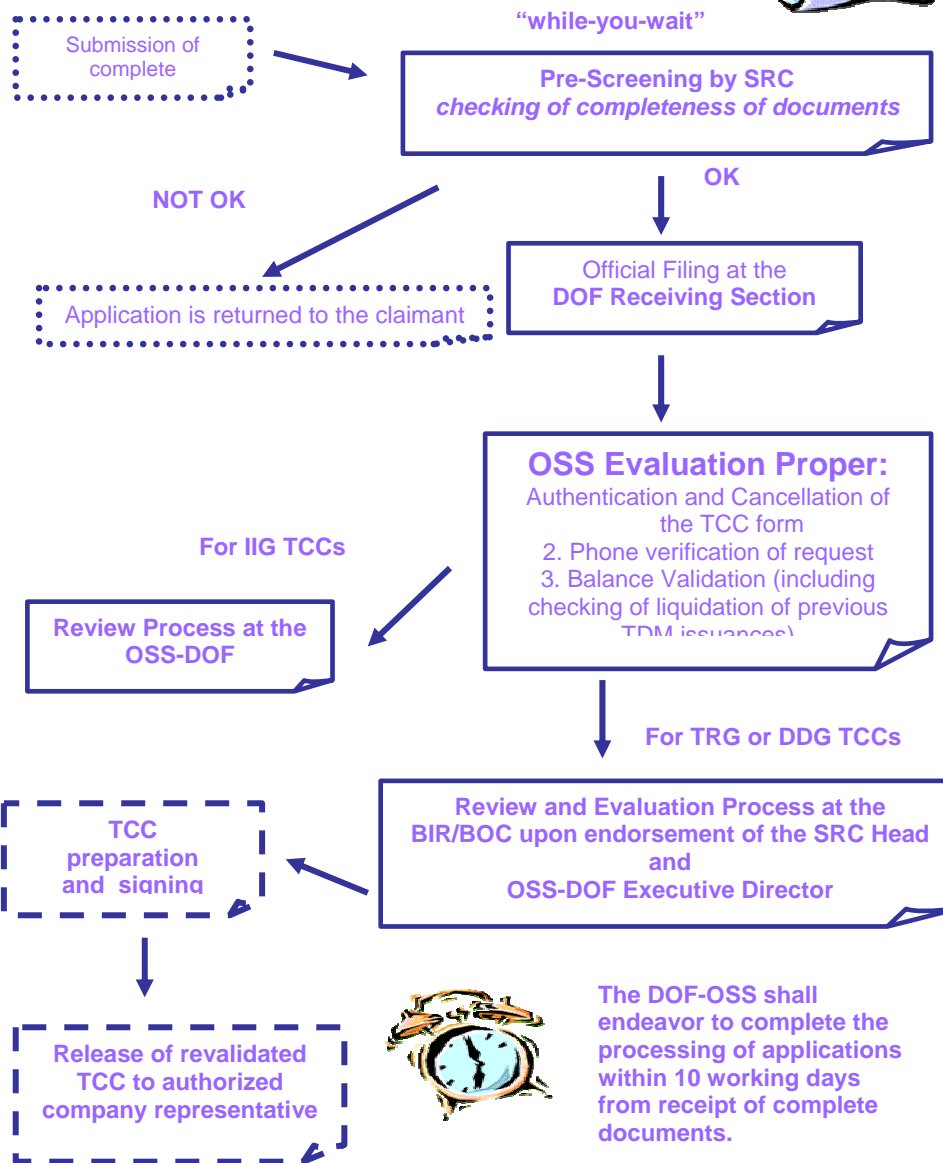
14. WHAT WILL HAPPEN TO THE TCC IF FILED FOR REVALIDATION AFTER DECEMBER 31, 2006?

TCCs which are filed for Special Revalidation after December 31, 2006 shall be considered as late applications. Such requests shall be subject to the approval of the DOF-Center's Executive Committee.

DDG TCCs: jointly issued by BOC and DOF-Center
 TRG TCCs: jointly issued by BIR and DOF-Center
 IIG TCCs: issued solely by the DOF-Center

The Process Flow

A Special Revalidation Committee, or the SRC, was created to facilitate the processing of Special Revalidation applications.



For more information, please get in touch with us!

Special Revalidation Committee
 One-Stop Shop Inter-Agency
 Tax Credit & Duty Drawback Center
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 Bangko Sentral ng Pilipinas Complex
 Roxas Blvd. Manila
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