

DEPARTMENT OF FINANCE

CITIZEN'S CHARTER

2024 (6TH Edition)

FOREWORD

The road to prosperity requires tearing down the walls that are in the way of progress. That is why the Department of Finance (DOF) is committed to ensuring that the task of crafting sound fiscal policies for a thriving economy is complemented by public services that are fast, reliable, and responsive to the Filipino people's needs.

The 2024 Citizen's Charter of the DOF, which is a product of the collective diligence and dedication of the entire team, serves as our guiding framework in removing obstacles to prosperity and bringing public services closer to the people through transparent, efficient, and accountable governance.

It aligns seamlessly with the President's goal of Bagong Pilipinas, which envisions fully integrating digital technologies across the bureaucracy to enhance the ease of doing business, streamline processes, expedite responses, and promptly deliver the best possible public services to the Filipino people.

Through this Charter, the DOF demonstrates its commitment to fulfilling the agency's noble mission with empathy at the heart of public service. It exemplifies our steadfast resolve to listen and heed our people's voices by fostering openness and actively soliciting feedback to continually enhance our operations.

As we continue to build the economy's strong growth momentum, rest assured that we will continue creating a more effective and digitally transformed Philippine government to bring us closer to achieving a more inclusive and prosperous future for all Filipinos.

Maraming salamat at mabuhay ang Bagong Pilipinas.

G. REC Secretary of Finance MAY 0 6 2024



I. Mandate:

The primary mandate of the Department of Finance, under Executive Orders 127, 127-A, and 292, is to formulate, institutionalize, and administer sound fiscal policies. It is also obligated to generate revenues and manage the government's financial resources, all the while ensuring that the public funds are properly used. Further, it is tasked to manage the fiscal health of the country through management of public debt and rationalization, privatization, and public accountability of corporations and assets owned, controlled, or acquired by the government.

II. Vision:

The Department of Finance envisions to establish a robust economy with stable prices and strong growth, characterized by a stable fiscal situation supported by sound policies that ensures ample government resources for its vital programs. The DOF is committed to building a borrowing program that is able to avoid the crowding-out effect on the private sector, and minimizes costs, along with a public sector debt profile with long maturities and an optimum mix of currencies that minimizes the impact of currency movements. Overall, the ultimate goal is to foster economic growth that is inclusive and productive, one that is felt by every ordinary Filipino.

III. Mission:

Our mission in the Department of Finance (DOF) is to lead the establishment of a dynamic and globally-competitive economy. To achieve this, we commit to:

- Formulate, institutionalize and administer sound fiscal policies;
- Improve of tax collection efficiency and non-tax revenue efforts;
- Mobilize of adequate resources at most advantageous terms to meet budgetary requirements;
- Manage public sector debt; and
- Initiate and implement structural reforms.



IV. Service Pledge:

We, the Officials and Employees of the Department of Finance, trusting in the Almighty God, profess our commitment to public service, and as such we promise to:

P – ROMOTE diligent observance of the tenet that PUBLIC OFFICE IS A PUBLIC TRUST by serving our clients, the taxpaying public, with utmost responsibility, integrity, and loyalty;

L – EAD modest lives appropriate to our status as civil servants and uphold public interest over and above personal interest;

E – **NGENDER** a culture of excellence, competence, and professionalism among our workforce towards improved service delivery that will breed customer satisfaction;

D – **ETER** opportunities for red tape and graft and corruption by strictly observing compliance to service standards and providing COMPLAINT AND ASSISTANCE DESK that will immediately address the concerns of the transacting public;

G – **ENERATE** goodwill by providing prompt, courteous, and responsive service to the public;

E – **XERCISE** prudence and observe transparency in all transactions by providing access to information in our policies, programs, and services through the Citizen's Charter and the DOF Website (<u>www.dof.gov.ph</u>).

We commit to attend to all applicants or requesting parties who are within the premises of the agency concerned prior to the end of official working hours and during lunch break.



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n.	Section 5(c) of R.A. 10072 (The Philippine Red Cross Act of 2009) Goods of the Philippine Red Cross (PRC)	465 - 468



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o. Section 11 (b) and (c) of R.A. 10073 (GSP Charter of 2009) Goods purchased by or donated to the Girl Scouts of the Philippines (GSP)	469 - 472
6. Foreign Donations	
a. Section 800 of the last clause of the last paragraph of R.A. No. 10863 (CMTA) Donation of goods endorsed by the National Economic Development Authority (NEDA) in the interest of National Economic Development	473 - 477
b. Section 800(m) of R.A. 10863 (CMTA) Donation of goods to the Philippine government or any registered relief organization for free distribution to the needy	478 - 481
7. Granting of Tax Exemption on the Importations by Foreign Embassies and International Organizations file through Online	482 - 485
Mabuhay Lane	
1. Importation of Investment Promotions Agency (IPA)-registered enterprises state universities and colleges (SUCs), Department of Education (Deper Commission on Higher Education (CHED)-accredited schools	
a. Section 294 in relation to Section 295(C)(e) of R.A. 11534 (CREATE) Donation of capital equipment, raw materials, spare parts, or accessories by IPA-registered enterprises to TESDA, SUCs, DepEd and/or CHED accredited schools	486 - 490
2. Importation of Investment Promotions Agency (IPA) Registered Firms	
a. Section 294 (D) in relation to Section 295(C) of the NIRC, as amended by Section 16 of RA 11534 (CREATE Law) Capital equipment, spare parts and accessories imported by Board of Investments (BOI) registered new and expanding enterprises	491 - 495
 b. Fiscal Incentives Review Board (FIRB) Resolution No. 026-22 as clarified in the FIRB Resolution No. 033-22 Laptops, Desktops, and Other IT Peripherals by Information Technology and Business Processing Management (IT-BPM) Registered Business Enterprise (RBE) Transferees c. Section 294 (D) and (E) of the NIRC, as amended by Section 	496 - 500 501 - 505
16 R.A. 11534 of (CREATE Law) Spare parts by BOI registered firms	
d. Sec. 294 (E) in relation to Section 295(D) of the NIRC, as amended by Section 16 of RA 11534 (CREATE Law) Goods imported by IPA registered export enterprises	506 - 510



Office	Page Number
e. E.O. No. 226 (Omnibus Investments Code of 1987), Sec. 39(f) Capital equipment with accessories consigned to BOI registered firms	511 - 515
3. Importation of Energy, Petroleum, Coal, and Renewable Energy Firms	
a. P.D. No. 87 (The Oil Exploration and Development Act of 1972), Sec. 12(b) Machinery, equipment, spare parts, and all materials required for Indigenous petroleum operations	516 - 520
b. P.D. No. 972 (Coal Development Act of 1976) Sec. 16 (b) Machinery, equipment, spare parts, and all materials required for coal developers	521 - 525
c. R.A. No. 9513 (Renewable Energy Act of 2008), Sec. 15(b), and Sec. 21(a) Components, parts, and materials for the manufacture and/or fabrication of RE equipment and components	526 - 530
4. Importation of Completely Built Units of Electric Vehicles	
a. Sec. 24(b) par. 1 of R.A. No. 11697 (Electric Vehicle Industry Act) in relation to Executive Order No. 12 Completely built units of electric vehicles	531 - 535
b. Sec. 24(b) par. 2 of R.A. No. 11697 (Electric Vehicle Industry Act) Completely built units of charging stations	536 - 540
c. Sec. 24(b) par. 3 of R.A. No. 11697 (Electric Vehicle Industry Act) in relation to Sec. 294(D) of R.A. 11534 (CREATE) Capital equipment and components used in the manufacture or assembly of EVs and construction or installation of charging stations	541 - 545
5. Importation of Educational Institutions	
Sec. 4(3), Article 14 of the 1987 Philippine Constitution Non-stock, non-profit educational institutions	546 - 550
6. Importation of Asian Development Bank (ADB)	
a. Agreement Between the Asian Development Bank and the Government of the Republic of the Philippines Regarding the Headquarters of the Asian Development Bank, Secs. 34, 44 and 45 and R.A. No. 10963 (TRAIN), Sec. 109(k) Goods, articles, including motor vehicles, spare parts, and publications, used exclusively by the Asian Development Bank (ADB) its officers, and staff	551 - 555



	Office	Page Number			
Impo	ortation of Asian Development Bank Filed through ONLINE				
	b. Agreement Between the Asian Development Bank and The Government of the Republic of the Philippines regarding the Headquarters of the Asian Development Bank, Secs. 34, 44 and 45 and R.A. No. 10963 (TRAIN), Sec. 109(k) Goods, articles, including motor vehicles, spare parts, and publications, used exclusively by the Asian Development Bank (ADB) its officers, and staff				
7. Imp	ortation of Personal Effects and Household Goods and/or one (1) N	lotor Vehicle			
	E.O. No. 1037 (Creation of the Philippine Retirement Park System), Sec. 39(e) Household furniture of Philippine Retirement Authority retirees	560 - 564			
b.	R.A. No. 10863 (CMTA), Sec. 800(f) and R.A. No. 10963 (TRAIN), Sec. 109(c) Household goods and personal effects of Overseas Filipino Workers or Filipino Balikbayan	565 - 569			
	E.O. No. 1037 (Creation of the Philippine Retirement Park System), Sec. 39(e), R.A. No. 10863 (CMTA), Sec. 800(q) Coffins, urns, personal effects, and household goods of deceased person	570 - 574			
	R.A. No. 7157 (Philippine Foreign Service Act of 1991), Sec. 81 Household goods and personal effects including one (1) used motor car of DFA officers, staff, employees, and attachés of other government agencies	575 - 579			
e.	R.A. No. 10863, Sec. 800(i) and R.A. No. 10963, Sec. 109(d) Household goods and personal effects of persons coming to settle in the Philippines or Filipinos and/or their families and descendants who are now residents or citizens of other countries	580 - 584			
	Section V, Article 62 of R.A. 8756 (Omnibus Investments Code of 1987) in relation to Section 105(h) of the Tariff and Customs Code of the Philippines (TCCP), amended (R.A. No. 10863, Sec. 800(i) and R.A. No. 10963 (TRAIN), Sec. 109(D) Household goods and personal effects of an alien executive of the regional or area headquarters and regional operating headquarters of a multinational company	585 - 589			
	Chapter 1, Section 10 of R.A. 7916 (The Special Economic Zone Act of 1995), in relation to R.A. No. 10863 (CMTA), Sec. 800(i) and R.A. No. 10963 (TRAIN), Sec. 109(D) Household goods and personal effects of foreign nationals who have settle in the Philippines in connection with their registered activity under R.A. 7916 (The Special Economic Zone Act of 1995)	590 - 594			



Office	Page Number			
h. R.A. No. 10863 (CMTA), Sec. 800(h) Personal effects and household goods of foreigners with tourist visa or consultants of the government	595 - 599			
i. R.A. No. 11035 (Balik Scientist Act), Sec. 7(c)(2)(iv) and (v) Personal effects, household goods, professional equipment, instruments and materials and one (1) motor vehicle of the Balik Scientist Law	600 - 604			
8. Importation of Books, Newspaper, Magazine, Review, or Bulletin or An Educational Reading Materials Covered by the United Nations Education Cultural Organization (UNESCO) Agreement including Digital or Electro Thereof	onal, Scientific and			
a. R.A. No. 10963 (TRAIN), Sec. 109(R) Books, magazines, journal, reviews or bulletin or any such educational reading materials covered by the UNESCO Agreement including digital or electronic format thereof	605 – 609			
b. R.A. No. 10863 (CMTA), Sec. 800(t) and R.A. No. 10963 (TRAIN), Sec. 109(r) Books or publication the Koran, Ahadith, and other religious books (Printed Books)	610 - 614			
c. R.A. No. 8047 (Book Publishing Industry Development Act), Sec. 12 Books or raw materials to be used in book publishing	615 - 619			
d. Article 1(a) & (b) of the Florence Agreement Annexes (A-E) and R.A. No. 10963 (TRAIN), Sec. 109(R) Books, documents, educational, scientific, and cultural materials	620 - 624			
9 Importation of fertilizers, breeding stocks, and ingredients for making f	eeds, etc.			
a. R.A. No. 10963 (TRAIN), Sec. 109(B) Fertilizers, seeds, seedlings, and fingerlings; fish, prawn, livestock and poultry feeds, including ingredients, whether locally produced or imported, used in the manufacture of finished feeds	625 - 629			
10. Importation of donated equipment, instruments, and materials to Department of Science and Technology (DOST)				
a. R.A. No. 11035 (Balik Scientist Act), Sec. 6(e) Donated equipment, instruments, and materials to DOST	630 - 634			
11. Importation of Agriculture and Marine products				
a. R.A. No. 10963 (TRAIN), Section 109(B) in relation to the Agreement Establishing the ASEAN-Australia-New Zealand Free Trade (AANZFTA) Agricultural and marine food products in their original state livestock and poultry; breeding stocks and genetic materials	635 - 639			



Office	Page Number			
12. Importation of Relief Consignment				
a. R.A. 10863 (CMTA), Section 121 Goods such as food, medicine, equipment and materials for shelter, donated or leased to government institutions and accredited private entities for free distribution or use of victims of calamities.	640 - 644			
13. Authority to pay duties and taxes on exempt goods including Vehicles				
a. R.A. 10963 (TRAIN), Sec. 107(B) and 131(A) of the NIRC, as amended by Sec. 800 par. 1 of the CMTA Authority to pay duties and taxes on exempt goods including vehicles	645 - 649			
14. Importations of Stores for Consumption and Stores to be taken away				
a. Section 820 of R.A. 10863 (CMTA) Importations of stores for consumption and stores to be taken away	650 - 654			



Corporate Affairs and Strategic Infrastructure Group (CASIG) External Services



1. Granting of Approval on Government-Owned or-Controlled Corporations (GOCC) Requests to Open or Maintain an Account with Banks Other than the Authorized Government Depository Banks (AGDB)

This refers to the evaluation of requests of GOCCs, including local water districts, to open or maintain account/s with banks other than the AGDBs pursuant DOF Circular No. 002. 2022.

Office or Division:	Corporate Affairs and Strategic Infrastructure Group (CASIG), Central Records and Management Division (CRMD)		
Classification:	Highly Technical Transaction		
Type of Transaction:	G2G - Government-to-C	Government	
Who may avail:	GOCCs		
Checklist of R	equirements	Where to Secure	
Checklist of Requirements One (1) Original letter of request addressed to the Secretary/Undersecretary/ Assistant Secretary of Finance (SOF), signed by the head of the requesting GOCC or its duly designated officer, indicating the following: a. Terms of the deposit b. Purpose for opening or maintaining an account/s with the proposed bank/s and specific reasons for not meeting the conditions; and, c. That the GOCC shall comply with fiscal and financial reporting requirements of the DOF. 		GOCC	
 One (1) Certified transformed to the second term of term o	ne requesting GOCC to proposed bank/s for duly signed by the pproving the same of the actual financial st quarter of the current of the summary of daily last three months and	GOCC GOCC	
5. List of AGDBs within the products and service		GOCC	



6. Other additional supporting documents that may be requested in the course of evaluation for clarification, as applicable:

- a. One (1) Original copy of the certification from the AGDBs specifying the products or services that cannot be provided; and,
- b. Vicinity maps showing the (i) locations,
 (ii) distance between the requesting GOCC and the AGDBs; and, (iii) distance between the requesting GOCC and the proposed bank;
- c. One (1) Original copy of the independent report or certification from the Philippines National Police Provincial Office confirming the existence of the security risk;
- e. List of banks other than the AGDBs within the 50-kilometer radius, indicating their distance from the GOCC.

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit all the requirements to the CRMD located at the Ground Floor of the DOF Building.	1.1. Receive and record the request/ documents and forward the same to the designated official/s.	None	1 hour	Administrative Assistant CRMD Senior Administrative Assistant III or Administrative Aide VI CASIG
	1.2. Assign the request to the concerned Division.	None	5 hours	Director** CASIG
	1.3. Check the completeness of documents and evaluate the merits of the request.		14 working days	Financial Analyst***and Financial Analyst V**** CASIG

GOCC



	1.4 Draft Memorandum for the Secretary and Letter to the GOCC and forward the draft documents for the review and endorsement of the Director and Assistant Secretary.	None		
	1.5 Review and affix signature on the final documents and endorse to the Undersecretary/ Assistant Secretary	None	3 working days	<i>Director**</i> CASIG
	1.6 Review, approve, and affix signature in the documents for endorsement to the Secretary	None	2 working day	Undersecretary/ Assistant Secretary CASIG
	1.7 Record and transmit to the Office of the Secretary for signature and final approval	None	1 hour	Senior Administrative Assistant III or Administrative Aide VI CASIG
	1.8 Receive from the Office of the Secretary a scanned copy of the final letter (approval or disapproval) signed by the Secretary	None	1 hour	Senior Administrative Assistant III or Administrative Aide VI CASIG
	1.9 Release to the GOCC the final letter (approval or disapproval) signed by the secretary thru email.	None		
 Receive the final letter (approval or disapproval) signed by the secretary thru email 				
	TOTAL:	None	20 working days	



* The Designated Official may be the SOF or the Undersecretary, or Assistant Secretary of CASIG

** A Director may either be Director III or Director IV

***A Financial Analyst may either be Financial Analyst II (permanent or outsourced), Financial Analyst III (permanent or outsourced), Financial Analyst IV, Planning Officer IV, Administrative Officer V, Project Evaluation Officer II, or Project Evaluation Officer III.

**** The equivalent position for Financial Analyst V may be Chief Administrative Officer, Chief Financial Management Specialist, or Financial Analyst IV (officer-in-charge).



International Finance Group International Finance Operations Office (IFG - IFOO) External Service



1. Provision of Technical Guidance on Foreign Funded Project

This process covers the: (a) requests for foreign funding through bilateral and multilateral loans/grants and technical assistance by implementing agencies to DOF, and (b) processing of queries from bilateral/multilateral partners and implementing agencies, where DOF serves as the Philippine Government agency mandated to transact with development partners related to mobilization of foreign financing.

Office or Division:	International Finance Operations Office (IFOO)			
Classification:	Highly Technical			
Type of	G2G- Government to (Government		
Transaction:				
Who may avail:	a.) Implementing agencies with project feasibility studies completed and National Economic and Development Authority (NEDA) approval secured			
	b.) Development Partner/ Donor / Funder of government program or project			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		

Formal request via letter, memo, invitation, or	All documents and attachments will b	be
email	emanating from the client	

Client Steps	Agency Action	Fees to be Paid	Processing Time	Personnel Responsible
1. Submit a request letter, memorandum or invitation to International Finance Group (IFG) or the Records Section.	1.1 Encode the document in the tracking system upon receiving the request from the client or Records Section and forward it to the appropriate office	None	4 hours	Administrative Aide II Central Records Management Division (CRMD) Executive Assistant Office of the Undersecretary (IFG)
	1.2 Review the request and forward to the appropriate team	None	4 hours	Director III or Director IV IFOO
	1.3 Assign or conduct research, draft paper, and submit to the Director/OIC	None	14 days	Team Leader or Assigned Technical Staff IFOO



	1.4 Review the draft paper. Forward to the Assistant Secretary for clearance. Forward to the Undersecretary for approval.	None	2 days	Director III or Director IV IFOO
	1.5 Issue clearance and/or endorsement	None	2 days	Executive Assistant Office of the Undersecretary IFG
	1.6 Release the approved paper	None	1 day	Administrative Aide II CRMD
2. Proceed to the Records Section for the release or the document shall be sent to the client (if a government agency) or through e-mail if the request was made through said channel.	None	None	None	
	TOTAL:		20 days	



International Finance Group International Finance Policy Office (IFG - IFPO) External Service



1. Provision of Technical Guidance (Position, Comments, Inputs, and Recommendation) on Finance-Related Concerns¹

Formulation of Philippine position, comments, inputs, recommendations on matters related to the Association of Southeast Asian Nations (ASEAN), ASEAN Plus Three (ASEAN+3), Asia-Pacific Economic Cooperation (APEC), ASEAN-Canada Free Trade Agreement (FTA), ASEAN-Australia-New Zealand FTA (AANZFTA), Philippines-Korea FTA, Philippines-Japan Economic Partnership Agreement (PJEPA), Regional Comprehensive Economic Partnership (RCEP), Financing for Climate Change Adaptation and Mitigation, Financing for Disaster Risk Reduction and Management, Asia-Europe Meeting (ASEM), United Nation (UN), Organisation for Economic Co-operation and Development (OECD), International Group of 24 (G-24), and other International Financial Institutions (IFIs), Private and Government Sectors, etc. This process covers analysis, research, and liaising with other government agencies and international institutions, with the end product of a formal letter, memorandum, or communication outlining the Department of Finance's or the Philippine Government's position, as applicable.

Office or Division:	International Finance Policy Office (IFPO)			
Classification:	Highly Technical Transaction			
Type of Transaction:	G2G - Government to Government			
Who may avail:	a.) Other countries with which the Philippines has international			
	relations with			
	b.) International Organizations and Forums that the Philippines is a			
	member of or affiliated	with		
	c.) Local Public and private institutions and Community			
	Organizations that the Department coordinates with			
	d.) Other Government Agencies, Offices, Bureaus, and			
	Commissions in the Philippines			
CHECKLIST OF RE	WHERE TO SECURE			
Formal Request via	letter, memorandum,	All docume	nts and atta	chments will be
invitation, or email with all	supporting documents	emanating from the client		
such as letter request	from the agency,			
background of the request, and the documents for				
review or inputs (e.g., sta				
reports, concept papers, and project proposals)				
Client Steps	Agency Action	Fees to be Paid	Processing Time	Personnel Responsible

A. Complex Transactions

(May not usually require consultation agencies/stakeholders)

- Propose Philippine positions on financial services and financial cooperation matters in bilateral and regional trade agreements, international/multilateral agreements, regional or international initiatives, programs, or cooperation mechanisms, and other fora.
- Provide inputs and requested actions by local and international partners on bilateral and regional or international cooperation matters.

¹The processing time begins upon receipt or compliance of all the supporting documents relative to the request.



• Prepare briefers, materials, inputs to speeches or statements, talking points and kits of the President, Finance Secretary, Undersecretaries, Assistant Secretaries and Directors, to be used in various meetings.

	g			
1. Submit a request letter, email, memorandum, or invitation to the International Finance Group (IFG), Office of the Secretary or Records Section.	1.1. Receive a request from the client, Office of the Secretary, or Records Section.	None	48 minutes	Executive Assistant Office of the Undersecretary IFG
	1.2. Encode in the document tracking system	None	48 minutes	<i>Executive</i> <i>Assistant</i> Office of the Undersecretary IFG
	1.3. Forward to appropriate office head	None	2 hours and 24 minutes	Executive Assistant Office of the Undersecretary IFG
	1.4. Review request and forward to appropriate team	None	4 hours	Director IFPO
	1.5. Assign or conduct research, draft paper, and submit to the Director/OIC	None	3 working days	Division Chief/Team Leader or Assigned Technical Staff (ranks vary) IFPO
	1.6. Review the draft paper for onward or subsequent review of the Offices of the Assistant Secretary and the Undersecretary for approval.	None	1 working day	Director III or Director IV IFPO
	1.7. Review, approve, and issue the clearance and/or endorsement of the Assistant Secretary and/or the Undersecretary relative to the client's request	None	1.5 working days	Assistant Secretary and/or Undersecretary Office of the Undersecretary IFG
	1.8 Release the approved paper to the client through the CRMD or email if the	None	4 hours	Administrative Aide II CRMD



		r	1	1	OF THE FT	
	request was made					
	through said channel.					
2. Receive the	None	None	None			
document						
	TOTAL:	None	7 working			
			days			
CHECKLIST OF F	REQUIREMENTS		WHERE TO SE	ECURE		
Philippine Positions						
Formal Request via letter	r. memorandum.					
invitation, or email with a						
such as letter request fro		All docum	All documents and attachments will b			
background of the reques	• •		rom the client			
for review or inputs (e.g.,		e manating i				
agreements, reports, con						
project proposals)						
Request for Special Au	thority (SA)/Approval					
from the Office of the P						
Memorandum Circular	\ /					
and the Government Ap						
(GAA)						
	lead of Agency to the					
	ance (SOF) requesting					
-	cilitate the appropriate					
	tion for the negotiation					
	documents/agreements					
relating to the pro	ject which contains the					
following:						
	f the project/grant by the					
	nplementing Agency/ies					
addressed to th						
Project Brief/fac		All docum	ents and atta	achments	will	be
, ,	al, including the roles of	emanating f	rom the client			
Implementing A Draft Grant 						
Document to be	ζ,					
	d signatory for the grant					
	f the negotiating team;					
 Certification/Co 						
	Agency/ies that it will					
	I required government					
	the project, including					
•	iption of custom duties					
	y, and that it will secure					
the necessary b						
government cou						
	ort and confirmation of					
	nancing from project					
implementing a	gencies.					
T						



- b. Endorsement of the project/grant by the National Economic and Development Authority (NEDA) addressed to the SOF;
- c. Endorsement of the project/grant by the Department of Foreign Affairs addressed to the SOF;
- d. For Government-Owned or Controlled Corporations (GOCC) / Government Financial Institutions (GFI), supporting documents include:
 - (i) copy of relevant Board Resolution;
 - (ii) endorsement from the Head of Agency overseeing the GOCC/GFI, if applicable);
 - (iii) copy of Memorandum of Agreement between the GOCC/GFI and the implementing unit, if applicable.

International Commitments Fund

(ICF)Mandatory Contribution to International Organizations (IOs)

- a. Answers to Guide Questions provided by the ICF Secretariat
- Legal basis for contribution to the said IOs (i.e., agreements, resolutions, meetings, executive order, etc.)
- c. List of services/programs/projects provided by the IOs that have benefited the country and agency as well as the potential and actual benefits per service/program/project.
- d. For those with proposed increase in contributions, include justification for the increase in contribution.

Hosting of International Conference

- a. Answers to Guide Questions provided by the ICF Secretariat
- A one-page executive summary of the proposal stating the title, date, venue, rationale, expected outcome, legal basis and budget summary of the IC



 Legal basis for the Philippine hosting of the IC (i.e., agreements, resolutions, meetings, executive order, etc.) 	
Rationale, expected outcomes, and potential and actual benefits for the Philippines	

Client Steps	Agency Action	Fees to be Paid	Processing Time	Personnel Responsible		
 B. Highly Technical Transaction (Requires inputs/coordination and/or consultation with other agencies/stakeholders) Propose Philippine positions on financial services and financial cooperation matters in bilateral and regional trade agreements, international/multilateral agreements, regional or international initiatives, programs, or cooperation mechanisms, and other fora. Request for a Special Authority (SA)/OP approval which involves request and coordination with the implementing and other agencies as well as with development partners. Prepare, defend and monitor the Department's budget submission under the International commitments Fund for hostings and contributions to PH's memberships in international organizations or financial institutions. Organize training/capacity building initiatives to bridge the identified skills gap between IFG staff competencies vs office mandates. 						
1. Submit a request letter, email, memorandum or invitation to IFG, Office of the Secretary, or Records Section.	iii,request from theAssislum orclient, Office of theOfficeo IFG, OfficeSecretary, or RecordsUnderseretary, orSection.If C					
	1.2. Encode in document tracking system	None	48 minutes	Executive Assistant Office of the Undersecretary IFG		
	1.3. Forward to appropriate office head	None	2 hours and 24 minutes	Executive Assistant Office of the Undersecretary IFG		



	1.4. Review request and forward to appropriate team	None	4 hours	Director IFPO
	1.5. Assign or conduct research, draft paper, and submit to the Director/OIC	None	14 working days	Division Chief/Team Leader or Assigned Technical Staff (ranks vary) IFPO
	1.6. Review the draft paper for onward or subsequent review of the Offices of the Assistant Secretary and the Undersecretary for approval.	None	2 working days	Director III or Director IV International Finance IFPO
	1.7. Review, approve, and issue the clearance and/or endorsement of the Assistant Secretary and/or the Undersecretary relative to the client's request	None	2.5 working days	Assistant Secretary and/or Undersecretary Office of the Undersecretary IFG
	1.8 Release the approved paper to the client through the CRMD or email if the request was made through said channel.	None	4 hours	Administrative Aide II CRMD
2. Receive the document	None	None	None	
	TOTAL:	None	20 working days	



Policy Development and Management Group Central Administration Office (PDMSG-CAO)

External and Internal Services



1. Borrowing of Records

The Central Records Management Division (CRMD) is the central repository of all official records produced by the Department. These records are available for research purposes, upon request, within the agreed period.

Office or Division:	CRMD			
Classification:	Simple			
Type of Transaction:	G2G - Government-to-Government			
Who may avail:	DOF Offices/Divisions/U	nits		
Checklist of F	Requirements		Where to Se	cure
DOF Identification card (purposes only)	For presentation		ource Manager ht Division (7 th I	
One (1) Original Copy D Request for Previous Re		CRMD Winc Building)	low (Ground Fl	oor, DOF
Client Steps	Agency Action	Fees to be paid	Processing time	Personnel Responsible
1. File request or duly accomplished Request Form at the CRMD Section, Ground Floor, DOF Building	1.1 Receive and file request	None	3 minutes	Records Officer CRMD
	1.2 Check if the requesting party has unreturned previous record	None	3 minutes	Records Officer CRMD
	1.3 Retrieve the record/docket being requested	None	4 hours	Records Officer CRMD
	1.4 Forward the request to the Chief Administrative Officer for approval	None	3 minutes	Records Officer CRMD
	1.5 Approve the request for borrowing	None	2 minutes	Chief Administrative Officer CRMD
	1.6 Release the document/docket for borrowed.	None	3 minutes	Records Officer CRMD
2. Receive the requested document/docket in the CRMD Window	None	None	None	
	TOTAL:	None	4 hours and 14 minutes	



2. Issuance of Certified Copy and Photocopy of Current Records

As the official repository of all records of the Department, the CRMD safekeeps copies of all transactions prepared by and addressed among its personnel. As such, CRMD issues certified copy/photocopy of all official papers, records or documents existing in its files upon official request. For special types of records, prior approval from the concerned office is required.

Office or Division:	CRMD, Cash Section			
Classification:	Simple			
Type of Transaction:	G2C- Government-to-Citiz			
	G2B- Government-to-Bus			
	G2G- Government-to-Gov	vernment		
Who may avail:	All Individuals, Governme	nt and Private	e Entities in tra	insactions with
	the DOF			
Checklist of	Requirements		Where to Se	
One (1) Original Copy W			Party or CRM	
accomplished Request F	orm	(Ground Flo	or, DOF Build	ing)
				· · · · · ·
One (1) Photocopy of va Identification Card	lid government-issued			uing a valid ID
Client Steps	Agency Action	Fees to	Processin	Personnel
<u> </u>		be paid	g time	Responsible
1. File request or duly	1.1 Receive and file	None	2 minutes	Records Officer CRMD
accomplished Request	request			CRIVID
Form at the CRMD				
Section, Ground Floor,				
DOF Building			0	Deservela Officer
	1.2 Prepare	P25.00/ page for	3 minutes	Records Officer CRMD
	corresponding Order of payment and issue	certified		••••••
	to requestor (for	copy/phot		
	external clients only)	осору		
		P5.00/		
		page for		
		plain		
		photocopy		De servite Office a
	1.3 Prepare	P25.00/	3 minutes	Records Officer CRMD
	corresponding Receipt of Transaction and	page for certified		CITIND
	issue to requestor (for	copy/phot		
	external clients only)	осору		
		P5.00/		
		page for		
		plain		
		photocopy		
2. Pay corresponding fee		None	None	Administrtative
		NONE	None	
based on the Order of Payment at the Cashier	e 2. Receive Payment (for external clients only)	None	None	Assistant II Cash Section



Window, Ground Floor, DOF.				
3. Present the Official Receipt to the Records Officer in the CRMD Window	3.1 Retrieve the record/document being requested	None	3 minutes	Records Officer CRMD
	3.2 Photocopy the record/document, affix initial and forward to Chief Administrative Officer	None	2 minutes	Records Officer CRMD
	3.3 Certify/sign the document	None	1 minute	Chief Administrative Officer CRMD
	3.4 Seal and issue to the requesting party.	None	2 minutes	Records Officer CRMD
3. Receive the requested record/document in the CRMD Window	None	None	None	
	TOTAL:	P25.00/	16	
		page for certified copy/phot	minutes (external clients)	
		ocopy P5.00/ page for plain photocopy	13 minutes (internal clients)	

(CY 2024)



3. Issuance of Certified Copy and Photocopy of Non-Current Records

As the official repository of all records of the Department, the CRMD safekeeps copies of all transactions prepared by and addressed among its personnel. As such, CRMD issues certified copy/photocopy of all official papers, records or documents existing in its files upon official request and for special type of records, needs prior approval of concerned office.

Office or Division:	CRMD, Cash Section			
Classification:	Simple			
Type of Transaction:	G2C - Government-to-Citizen G2B - Government-to-Business G2G - Government-to-Government			
Who may avail:	All Individuals, Governme the DOF	ent and Privat	e Entities in tra	ansactions with
Checklist of I	Requirements		Where to Se	cure
One (1) Original Copy W accomplished Request F		Requesting Floor, DOF I	•) Window (Ground
One (1) Photocopy of va Identification Card	lid government-issued	Government	Agencies issu	ing a valid ID
Client Steps	Agency Action	Fees to be paid	Processing time	Personnel Responsible
1. File request or duly accomplished Request Form at the CRMD Section, Ground Floor, DOF Building	1.1 Receive and file request	None	2 minutes	Records Officer CRMD
	1.2 Prepare corresponding Order of payment and issue to requestor (for external clients only)	P25.00/ page for certified copy/photo copy P5.00/ page for plain photocopy	3 minutes	Records Officer CRMD
2 Dov corresponding	1.3 Prepare corresponding Receipt of Transaction and issue to requestor (for external clients only)	P25.00/ page for certified copy/photo copy P5.00/ page for plain photocopy	3 minutes	Records Officer CRMD
2. Pay corresponding fee based on the Order of Payment at the Cashier Window, Ground Floor, DOF.	2. Receive Payment (for external clients only)	None	None	Administrtative Assistant II Cash Section



3. Present the Official Receipt to the Records Officer in the CRMD Window	3.1 Retrieve the record/document being requested	None	4 hours	Records Officer CRMD
	3.2 Photocopy the record/document, initial and forward to Chief Administrative Officer		2 minutes	Records Officer CRMD
	3.3 Certify/sign the document	None	1 minutes	Chief Administrative Officer CRMD
	3.4 Seal and issue to the requesting party.	None	2 minutes	Records Officer CRMD
4. Receive the requested record/document in the CRMD Window	None	None	None	
	TOTAL:	P25.00/ page for certified copy/photo copy P5.00/ page for plain photocopy	 4 hours and 13 minutes (external clients) 4 hours and 10 minutes (internal clients) 	

(CY 2024)



4. COLLECTION OF PAYMENT AND ISSUANCE OF OFFICIAL RECEIPT

Collecting of payment based on the amount reflected on the order of payment issued by other DOF offices.

Office or Division:	General Services Divisi	on (GSD) - Cas	sh Section	
Classification:	G2G – Government-to- G2B – Government-to- G2C – Government-to-	Business		
Type of Transaction:	Simple			
Who may avail:	The public who secured	d the Order of F	ayment from D	OF offices
Checklist of F	Requirements		Where to Secu	ıre
Order of Payment	Revenue Office (RO) Central Records and Management Office (CRMD) GSD Human Resource Management and Development Division (HRMDD) Accounting Division		ent and	
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
 Submit the Order of Payment with the attachment to the DOF Cashier Window, DOF Building, Ground Floor 	1. Receive the Order of Payment and check for the completeness of the attachment and accuracy of the entries.	None	5 minutes	Administrative Assistant II Cash Section
fees at the DOF Cashier window.	 2.1 Accept the payment based on the Order of Payment 2.2 Issue the official receipt. 	None	5 minutes	Administrative Assistant II Cash Section
2. Receive the	None	None	None	
official receipt	None			



5. Request for Job Request Form This refers to the repair of DOF properties from the concerned DOF Service Providers.				
Office or Division:	GSD - Facilities Manag	GSD - Facilities Management Section		
Classification:	Simple			
Type of Transaction:	G2G - Government to C	Government (li	nternal)	
Who may avail:	All DOF Officials and E	mployees		
Checklist of I	Requirements		Where to Sec	ure
Job Request Form		General Serv	vices Division	
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Request for Job Request Form	1.1. Provide Job Request Form (JRF) to the requestor	None	5 minutes	Requestor DOF Official or Employee
	1.2. Review and evaluate the submitted JRF.	None	1 hour	Administrative Aide 6 Administrative Assistant III Administrative Officer IV GSD
	1.3. Endorse request for approval of the Chief Administrative Officer.	None	15 minutes	Chief Administrative Officer GSD
	1.4. Endorse to the concerned service provider to process the request.	None	10 minutes	Administrative Assistant III, GSD Administrative Officer IV Service Provider
2. Acknowledgement of conducted work and feedback	2.1. Secure acknowledgment and feedback from the requestor upon delivery of service.	None	10 minutes	Service Provider Requestor



TOTAL:		None	1 hour and 55 minutes	
	accomplished JRF for record-keeping and feedback analysis.	Tione		Administrative Assistant III GSD Administrative Officer V
	2.2. Submit the	None	15 minutes	Service Provider



6. Request for Vehicle Reservation through Vehicle Reservation System (VRS)

The Online Vehicle Reservation System or OVRS intends to improve the manual reservation of Motor Vehicles into a web-based online system that helps the Transportation Management Section to make efficient scheduling and dispatch of DOF motor vehicles intended for official use.

Office or Division:	GSD - Transportation M	lanagement Se	action	
Classification:		Simple		
Type of Transaction:	G2G - Government to (Government (In	ternal)	
Who may avail:		All DOF Officials and Employees		
	Requirements Where to Secure		ILO	
Oncokiist of	Requirements		gement Informa	
Vehicle Reservation Sy	vstem	General Servi	•	
		Fees to be	Processing	Person
Client Steps	Agency Action	paid	Time	Responsible
1. Log-in to the VRS.		None		
2. Submit a Request for Vehicle Reservation citing the passenger's name, contact number, requesting office, travel date/time, purpose, destination, and location.	2.1. Receive the request for vehicle reservation in the VRS.	None	5 minutes	Administrative Assistant III GSD Administrative Aide IV GSD
	2.2. Determine the assignment of driver and vehicle for the request. Submit the VRS request for approval.	None	10 minutes	Administrative Officer V GSD
	2.3. Review and approve the request for the assignment of vehicle and driver. A system-generated email will be sent to the requestor upon approval.	None	15 minutes	Chief Administrative Officer Supervising Administrative Office GSD



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			Administrative Officer V GSD
feedback form for record-keeping and feedback analysis.			Administrative Assistant III
 2.7. Submit the	None	15 minutes	Driver
form to the end-user for evaluation.			End-user
2.6. Provide feedback	None	5 minutes	Driver
			Administrative Aide IV GSD
2.4. Inform the driver of its assignment.	None	5 minutes	Administrative Assistant III



7. Issuance of Travel Authority (Personal Travel)

Pursuant to Executive Order 459 series of 2005, all government officials and employees seeking authority to travel abroad for personal reasons shall seek approval from their respective heads of agencies, regardless of the length of their travel.

Office or Division:	Central Administration Of		
		ement and Development Division (HRMDD)	
	Central Records Management Division (CRMD)		
	Policy Development and Management Services Group (PDMSG)		
	Office of the Secretary (OSEC)		
Classification:	Simple		
Type of Transaction:	G2G - Government-to-Go		
Who may avail:		nnel, bureaus, and attached agencies	
	Requirements	Where to Secure	
1. One (1) Original Copy		Requesting Party	
Request for Travel Aut			
2. One (1) Original Copy	•	Requesting Party	
	loyee recommended by		
Head of Office/Bureau			
3. One (1) Original Copy		Requesting Party	
	or Leave form - CS Form		
-	or the covered period (2		
	oved Compensatory Time-		
Off (CTO) for a maxim	um of (5) consecutive		
days			
4. Four (4) Original Copy	••	Requesting Party	
	/ accomplished clearance		
form - CS Form No. 7,			
	calendar days or more,	Deguacting Darts	
	Clearance duly signed by	Requesting Pany	
pending administrative	that the applicant has no		
	Clearance duly signed by	Poguacting Darty	
	that the applicant has no	Requesting Faity	
unliquidated cash adva			
•		Poguating Party	
7. One (1) Original Copy	the recommending official,	Requesting Party	
stating the following:	the recommending official,		
J	estination, and purpose;		
b. The estimated cost	•••		
c. How the trip will be	•		
d. If own account:			
	by Income Tax Return of		
	he preceding tax year,		
and			
e. if on other person's	account:		
	by Income Tax Return of		
	preceding tax year		
I			



Liabilities, and Net Wor	ui 	Fees to be	Droopsing	Personnel
Client Steps	Agency Action	paid	Processing time	Responsible
A. Bureau and Attached	Agencies			•
1. Submit Request for TA together with the complete documentary requirements	1.1 Receive and release request for TA to OSEC			
a. For Bureau and Other Attached Agencies, submit to CRMD.		None	30 minutes	Administrative Assistant II Central Records Management Division
b. For DOF Officials and Employees, submit to OSEC receiving section.		None	10 minutes	Administrative Assistant II Office of the Secretary
	1.2 Review, evaluate, and forward the request for TA to the CAO Director IV	None	2 hours	Executive Assistant II. Office of the Secretary
	1.3 Review, evaluate, and endorse request for TA to HRMDD.	None	1 hour	Director IV Central Administration Office
	1.4 Receive the request for TA including all documentary requirements	None	5 minutes	Administrative Assistant II Human Resource Management and Development Division
	1.5 Review and evaluate completeness of documentary requirements	None	20 minutes	Administrative Assistant II Human Resource Management and Development Division
	1.6 Prepare the TA	None	20 minutes	Administrative Assistant II Human Resource Management and Development Division



1.7 Review and evaluate prepared TA	None	20 minutes	Administrative Officer V Human Resource Management and Development Division
1.8 Review and affix initial on TA	None	2 hours	Supervising Administrative Officer Chief Administrative Officer Human Resource Management and Development Division
1.9 Barcode and record initialed TA in database and release to the CAO Director.	None	10 minutes	Administrative Assistant II Human Resource Management and Development Division
1.10 Review, evaluate, and affix initial on TA.	None	1 hour	Director IV Central Administration Office
1.11 Record and release to PDMSG.	None	20 minutes	Administrative Aide III Central Administration Office
1.12 Review, evaluate, and endorse TA to OSEC.	None	3 Hours	Undersecretary/ Assistant Secretary PDMSG
1.13 Receive the TA including all documentary requirements and forward to account officer for review	None	10 minutes	Administrative Officer Office of the Secretary
1.14 Review, evaluate, and endorse TA to the Secretary for signature.	None	1 hour	Executive Assistant III Office of the Secretary
1.15 Review and sign TA	None	2 hours	Secretary Office of the Secretary



	1.16 Record signed TA and release to CRMD	None	20 minutes	Administrative Officer Office of the Secretary
	1.17 Release to concerned personnel/authorized representative	None	1 day	Administrative Aide Central Records Management Division
2. Concerned Personnel receive the requested TA	None	None	None	
TOTAL: A. Bureau and Other Attac B. DOF Officials and Empl	-	None	2 days, 6 hours and 35 minutes 2 days, 5 hours and 15 minutes	

*As per Memorandum dated October 26, 2022, and February 3, 2023, beginning February 7, 2023, all documents on request for TA shall be routed first to OSEC for initial review and evaluation. The Authority to Travel of Director-level and above, attached bureaus and agencies, DOF Officials, and employees shall be approved by the Secretary of Finance. This resulted in three (3) additional agency actions/steps and one (1) less signatory



8. Issuance of Travel Authority (TA) and Endorsement to DFA/OP

The HRMDD is responsible for the preparation of the Travel Authority and Endorsement to be issued by the Department, authorizing personnel to attend foreign official commitments.

Office or Division:	Central Administration O			inagement and
	Development Division (C	AO-HRMDL))	
Classification:	Simple			
Type of Transaction:				
Who may avail:	All concerned DOF perso	onnel, burea		•
	Requirements		Where to Se	ecure
One (1) Original Copy I Request for Travel Auth		Requesting	g Party	
One (1) Original Copy I	nvitation Letter	Inviting Ins	stitution	
Client Steps	Agency Action	Fees to be paid	Processing time	Personnel Responsible
A. Bureau and Othe B. DOF Officials an	er Attached Agencies d Employees			
1. Submit Request for Travel Authority	1.1 Receive request and forward to Office of the Secretary:			
a. For Bureau and Other Attached Agencies, submit to CRMD.		None	2 minutes	Administrative Assistant II Central Records Management Division
b. For DOF Officials and Employees, submit to OSEC receiving section.		None	None	Administrative Assistant II Office of the Secretary
	1.2 Receive request, review for approval and release to CAO	None	2 minutes	Executive Assistant III Office of the Secretary
	1.3 Receive request, review and forward to HRMDD	None	2 minutes	Director IV Central Administration Office
	1.4 Receive request	None	2 minutes	Administrative Assistant II Human Resource Management and Development Division
	1.5 Check/evaluate completeness of required documents	None	2 minutes	Administrative Officer Human Resource Management and Development Division



		N	10	
	1.6 Prepare Travel Authority, Endorsement to DFA and OP (if needed)	None	10 minutes	Administrative Officer Human Resource Management and Development Division
	1.7 Review and affix initial	None	9 minutes	Administrative Officer V
				Supervising Admin Officer
				Chief Admin Officer Human Resource Management and Development Division
	1.8 Record initialed documents and release to CAO	None	5 minutes	Administrative Assistant II Human Resource Management and Development Division
	1.9 Review and affix initial	None	5 minutes	Director IV Central Administration Office
	1.10 Record initialed documents and release to PDMSG	None	2 minutes	Administrative Assistant II Central Administration Office
	1.11 Review, evaluate, and endorse travel authority to Office of the Secretary	None	5 minutes	Undersecretary / Assistant Secretary Office of the PDMSG
	1.12 Review and sign	None	5 minutes	Secretary Office of the Secretary
	1.13 Release Travel Authority to CRMD	None	2 minutes	Administrative Assistant II Office of the Secretary
	1.14 Give the copy of Travel Authority to requesting client	None	2 minutes	Administrative Assistant II Central Records Management Division
2. Concerned Personnel receive the requested Travel Authority	None	None	None	
TOTAL: A. Bureau and Other Atta	ached Agencies		52 minutes	
B. DOF Officials and Emp	oloyees	None	50 Minutes	



9. Procurement of Goods through Competitive Bidding

Goods refer to all items, supplies, materials and general support services, except Consulting Services and infrastructure projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services, such as, the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term "related" or "analogous services" shall include, but is not limited to, lease of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity (2016 IRR of RA 9184).

RA 9184).				
Office/Division:	Central Administration Division (PMD)	on Office (CAC) – Procurem	ent Management
Classification:	Highly Technical			
Type of Transaction:	G2G - Government t	o Governmen	t	
Who may avail:	Department of Finan	ce (DOF) Offi	ces	
CHECKLIST REQUIREME		V	VHERE TO SE	CURE
1. Two (2) Original C Accomplished Purchase	•		End-use	r
 2. One (1) Original Copy Appecifications indicating as but not limited to: Quantity Material (if applicable) Color (if applicable) Dimensions (if applicable) Estimated cost with Estimated delivery Sample picture, lay to be procured Purpose 3. Approved Annual Procured Supplemental APP (1 Presse) 	the following, such ole) icable) Market Study date rout or swatch of item	End–user PMD, DOF Website and Transparency Sea Section		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Personnel Responsible
 Submit the Purchase 1. Request with the Technical Specifications to PMD for review 	1 The PMD shall receive and provide its recommendation if the PR and/or Technical Specification is/are in order and if included in the APP.	None	3 Days	Administrative Aide III Administrative Officer V PMD



				OF THE T
	1.2 If the requested procurement is in order and included in the APP, the PMD shall forward the PR to the Director, CAO for approval and assigning of PR Number			
	1.3 If the requested procurement is not included in the APP, the PMD shall return the PR to the end-user.			
2. If the requested procurement is in order and included in the APP, the Bid and Awards Committee (BAC) Secretariat shall prepare the bidding documents.	2. If the requested procurement is in order and included in the APP, the BAC Secretariat shall set a schedule to conduct a Pre- Procurement Conference.	None	2 Days	BAC Secretariat Administrative Officer V PMD
2.1 If the requested procurement is not included in the APP, the end-user shall submit a request for amendment of the end-user's Project Procurement Management Plan (PPMP).	2.1 Once the request for amendment is approved, the end-user shall transmit to the PMD the said approved request. The PMD shall include the subject item of procurement in the next amendment of the DOF's APP. Upon approval by the BAC and the Head of Procuring Entity (HoPE) of the amended APP, the end-user		(10 Days, depends on the submission of the end- user and approval of the BAC)	End-user BAC Members Head Of Procuring Entity (HoPE)



				OF THE VI
	may re-submit the documents for processing by the PMD.			
	2.2 The BAC shall decide to approve or disapprove the posting of the bidding documents during the Pre- Procurement Conference.	None	1 Day	End-user BAC Members HoPE Technical Working Group (TWG) Members
	2.3 If the posting is approved, the BAC Secretariat shall post the bidding documents on the DOF and Philippine Government Electronic Procurement System (PhilGEPS)websites, and conspicuous place.			
 The end-user may resubmit the procurement project to PMD. 	3. If the posting is disapproved, the BAC Secretariat shall return the PR and its attachments to the end-users resubmission, if any.			
4. The end-user shall attend all scheduled procurement activities from posting to approval	4.1 All the concerned procurement actors shall attend to all the scheduled procurement	None	119 Days (Annex C of the 2016 IRR of RA 9184)	End-user BAC Secretariat BAC Members



	from the winning bidder.	None	9184)	Winning Bidder
	4.3 Receive the signed Contract and Notice to Proceed (NTP)	None	7 Days (Annex C of the 2016 IRR of RA	BAC Secretariat HoPE
	Security from the winning bidder.		2016 IRR of RA 9184)	BAC Secretariat Winning Bidder
	4.2 Receive the accepted NOA Performance	None	10 Days (Annex C of the	Chief Accountant CRMD
				Observers Participating Bidders
of Notice of Award (NOA).	activities from posting to the approval of NOA.			HoPE TWG Members



Policy Development and Management Group Central Financial Management Office (PDMSG-CFMO) External and Internal Services



1. Issuance of Tax Certificate on Tax Deducted from Suppliers and Remitted to Bureau of Internal Revenue (BIR)

The CFMO – Accounting Division furnishes Tax Certificate on Tax Deducted from Suppliers/Contractors and Remitted to BIR for Government Money Payment (GMP/VAT) and Expanded Withholding Tax (EWT) deducted on payments made to various suppliers/consultants/contractors and remitted to BIR supported by BIR Form 2307.

Office or Division:	Central Financial Management Office (CFMO) – Accounting Division				
Classification:	Simple				
Type of Transaction:	G2C – Government to C	itizen			
	G2B – Government to B	usiness			
	G2G – Government to G	overnmen	t		
Who may avail:	may avail: Suppliers/Contractors/Consultants/Job Order (JO) employees				
Checklist of I	Requirements		Where to Se	cure	
One (1) Original Copy E			Accounting Di	vision	
Document Request Slip			0		
Client Steps	Agency Action	Fees to be paid	Processing time	Personnel Responsible	
1. Submit duly accomplished Document Request Slip in the Disbursement and Remittance Section, Accounting Division	1.1. Review completeness of information received in the Document Request Slip and accuracy of the tax withheld in the Disbursement Voucher	None	22 minutes	Accountant I Accounting Division	
	1.2. Produce BIR Form 2307 and affixes initials and signature thereon	None	8 minutes	Accountant I Chief Accountant Accounting Division	
	2.1. Furnish signed BIR Form 2307 to the requesting person	None	3 minutes	Accountant I Accounting Division	
2. Receive BIR Forms 2307 and signs on the logbook of the Disbursement and Remittance Section, Accounting Division	None	None	None		
	TOTAL:	None	33 minutes		



2. Actual Inspection of Delivered Items

This service involves physical inspection of delivered items pertaining to printed forms, accountable forms and other miscellaneous forms; office supplies including, but not limited to, USB flash drives, toners, inks and cartridges, medicines, medical and dental supplies and equipment, office uniforms and other wearables for official use; supplies and materials for special events. Waste Materials Report related to supplies and materials, to ensure they meet the specified requirements and specifications.

The Technical Property Inspector (TPI) is officially designated and authorized to inspect and validate deliveries through an issued Department Personnel Order.

Office or Division:	Central Financial Management Office (CFMO) - Planning and Management Services Division (PMSD)			nd Management
Classification:	Simple			
Type of Transaction:	G2G - Government-to-Go	vernment (Int	ternal)	
Who may avail:	Procurement Managemer	nt Division (PI		
	F REQUIREMENTS		WHERE TO SECU	RE
purchase) – 1 copy 4. Approved Purchase C (JO)/Contract – 1 cop	tance Report - 4 copies (or Sales Invoice OR) in case of emergency Order (PO)/Job Order	PMD PMD Supplier PMD		
 PHOTOCOPY: 1. Signed (as inspected) DR (or SI/OR in case of emergency purchase) – 1 copy 		PMD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Issue the Notice of Delivery upon confirmation of the schedule of delivery with the supplier.	 1.1 Receive and sign the Notice of Delivery and retain the fourth copy for file. * The TPI or any authorized representative from the PMSD shall be available at the time of the scheduled delivery. 	None	5 minutes	TPI or authorized Administrative Officer PMSD
	1.2 Record the details of the actual inspection to the monitoring sheet.	None	15 minutes	
2. Prepare and hand over the IAR to the TPI at the actual	2.1 Receive the IAR with supporting documents.	None	5 minutes	TPI or authorized Administrative Officer
delivery, along with the DR / SI/ OR and PO and witness the actual inspection.	2.2 Inspect and verify whether the delivered items satisfy the requirements stated in the approved PO	None	6 hours and 40 minutes	PMSD



	and DR/SI/OR as to			
	quantity and specifications.			
	* The TPI inspects the			
	delivered items with the			
	presence of the Supply			
	Officer (SO)/ Property			
	Custodian (PC), and a			
	representative from the			
	PMD.			
	2.3 Acknowledge and sign	None	5 minutes	
	the DR/SI/OR as inspected.			
	2.4 Sign and specify the date of inspection, and put a check mark on the "Inspection" portion of the	None	20 minutes	
	IAR.			
	* In case of rejection of delivered items due to non- conformance with the specifications and other			
	terms and conditions stated in the PO: - Recommend rejection of			
	the delivered items; - Indicate the particular reason/s for rejection in the IAR; and			
	- Return all the documents to the PMD.			
	2.5 Return the IAR and other supporting documents to the PMD and retain one original copy of the signed IAR for file.	None	5 minutes	
3. Receive the IAR	3.1. Receive and file the	None	5 minutes	TPI or authorized
and other supporting documents from the PMSD and give a	photocopy of DR/SI/ OR along with the original copy of the signed IAR.	None	5 minutes	Administrative Officer PMSD
photocopy of the	3.2 Record the details of	None	20 minutes	1
signed DR/SI/OR to	the actual inspection and			
the TPI.	reference numbers in the			
	monitoring sheet and			
	provide the PMD			
	representative with a			
	Feedback Survey Form			
	upon completing the actual			
	inspection.			



Policy Development and Management Group Central Management Information Office (PDMSG-CMIO)

Internal Services



1. Request for User Account Management Service

This service manages User Accounts tasks such as creating, modifying, deleting, and password resetting. It also oversees migration, role-based access control, and the activation or reactivation of User Accounts. These tasks are performed for the following systems:

- a. Active Directory
- b. Dashboard
- c. Data
- d. Database
- e. Data Warehouse
- f. Email Account
- g. Storage Facility
- h. System User Account
- i. Privileged Access Management

Office or Division:	Central Management Information Office (CMIO) / IT Planning and Operations Division (ITPOD)		
Classification:	Simple		
Type of Transaction:	G2G - Government-to-Government (Internal)		
Who may avail:	DOF Employees		
Checklist of Requirements		Where to Secure	
Duly accomplished and approved request		CMIO	
for	m		

ΙΟΙΠΙ				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
 Initialize request of service through calls, emails, text messages, or walk-ins 	1.1 Receive and encode request details and select the appropriate category of request/ service in the IT Helpdesk System to generate a ticket number.	None	15 minutes	Administrative Officer IV, Computer File Librarian II, Response Support Specialist, Administrative Aide IV, Administrative Assistant V, (Level 1 Service Engineer)
	 1.2 Probe/ verify request for appropriate resolution 1.2a Indicate successful completion of the request and close 	None	30 minutes	Administrative Officer IV, Computer File Librarian II, Response Support Specialist, Administrative Aide IV, Administrative Assistant V,



	the ticket in the IT Helpdesk upon resolving the client requests			(Level 1 Service Engineer)
	1.2b Elevate or assign the request to designated Level 2 Engineer (IT Personnel) if not resolved.			
	1.3 Receive/claim the ticket number and verify the request details.	None	10 Minutes	Information Systems Analyst II, Computer Programmer II, ICT Response Engineer, Information Systems Analyst III, Information Technology Officer II
				(Level 2 Service Engineer)
	1.4 Review and approve client request.	None	10 minutes	Information Technology Officer III
				(Level 3 Service Engineer)
	1.5 Execute, and carry out standard procedures for the client request.	None	8 Hours	Information Systems Analyst II, Computer Programmer II, ICT Response Engineer, Information Systems Analyst III, Information Technology Officer II
				(Level 2 Service Engineer)
2. Receive notification and validate request completion by advising the IT personnel if	2.Close ticket and send feedback, otherwise, execute appropriate resolution until the ticket is closed.		5 minutes	Information Systems Analyst II, Computer Programmer II, ICT Response Engineer, Information



performed resolution is acceptable/ unacceptable.				Systems Analyst III, Information Technology Officer II
				(Level 2 Service Engineer)
	TOTAL:	None	45 minutes (Up to Level 1 Engineer)	
			1 day and 1 hour and 10 minutes (Up to Level 3)	



2. Request for Back-up and Recovery

This service is dedicated to the protection of data through the creation of secure backups and the implementation of recovery strategies in the event of data loss. It aims to ensure operational continuity by swiftly restoring data during unexpected situations and reducing data loss or corruption risks. The service includes creating, modifying, and deleting File Storage Facilities, digital archiving, email account backup, and restoration. It also provides data backup and recovery for the following systems:

a. Email b. Data c. Database d. Data Warehouse e. Storage Facility				
Office or Division:	Central Managemen Warehouse and Bus			
Classification:	Complex			, ,
Type of Transaction:	G2G - Government-	to-Goverr	nment (Internal)	
Who may avail:	DOF Employees			
Checklist of R	equirements		Where to S	Secure
Duly accomplished an for			CMIC)
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Initialize request of service through calls, emails, text messages, or walk-ins	1.1 Receive and encode request/issues/ concern details and select the appropriate category of request/ service in the IT Helpdesk System to generate a ticket number.	None	15 minutes	Administrative Officer IV, Computer File Librarian II, Response Support Specialist, Administrative Aide IV, Administrative Assistant V, (Level 1 Service Engineer)
	 1.2 Probe/ verify the request for appropriate resolution 1.2a Indicate successful completion of the request and close the ticket in the IT Helpdesk upon 	None	30 minutes	Administrative Officer IV, Computer File Librarian II, Response Support Specialist, Administrative Aide IV, Administrative Assistant V,



resolving the client requests / issues / concerns.			(Level 1 Service Engineer)
1.2.b Elevate or assign request to designated Level 2 Engineer (IT Personnel) if not resolved.			
1.3 Receive/claim ticket number then verify and analyze the requirements.	None	30 Minutes	Information Systems Analyst II, Computer Programmer II, ICT Response Engineer, Information Systems Analyst III, Information Technology Officer II
			(Level 2 Service Engineer)
1.4 Review and approve client requests.	None	30 minutes	Information Technology Officer III
			(Level 3 Service
1.5 Execute, and carry out standard procedures for the client request.	None	3 days	Engineer) Information Systems Analyst II, Computer Programmer II, ICT Response Engineer, Information Systems Analyst III, Information Technology Officer II
			(Level 2 Service Engineer)
2. Close the ticket and send feedback, otherwise, execute the appropriate resolution until the ticket is closed		5 minutes	Information Systems Analyst II, Computer Programmer II, ICT Response Engineer, Information Systems Analyst
	 requests / issues / concerns. 1.2.b Elevate or assign request to designated Level 2 Engineer (IT Personnel) if not resolved. 1.3 Receive/claim ticket number then verify and analyze the requirements. 1.4 Review and approve client requests. 1.5 Execute, and carry out standard procedures for the client request. 2. Close the ticket and send feedback, otherwise, execute the appropriate 	requests / issues / concerns.1.2.b Elevate or assign request to designated Level 2 Engineer (IT Personnel) if not resolved.1.3 Receive/claim ticket number then verify and analyze the requirements.None1.4 Review and approve client requests.None1.5 Execute, and carry out standard procedures for the client request.None2. Close the ticket and send feedback, otherwise, execute the appropriate resolution until theNone	requests / issues / concerns.Image: Second



resolution is acceptable/ unacceptable.				III, Information Technology Officer II (Level 2 Service Engineer)
	TOTAL:	None	45 minutes (Up to Level 1 Engineer) 3 days and 1 hour and 50 minutes (Up to Level 3)	



				See THE F		
3. Request for Equipment Management This service involves procedures for requesting support on ICT equipment management including deployment, application (app) installation, troubleshooting, repair, connection, and/or set-up for the following equipment:						
b. Scanner c. Printer d. Barcode e. PABX	d. Barcode Printer/Scannere. PABX					
Office or Division:	CMIO / ITPOD					
Classification:	Simple					
Type of Transaction:	G2G - Government-	to-Govern	ment (Internal)			
Who may avail:	DOF Employees					
Checklist of R			Where to S			
Duly accomplished ar for			CMIC)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible		
 Initialize request of service through calls, emails, text messages, or walk-ins 	1.1 Receive and encode request/issues/ concern details and select the appropriate category of request/ service in the IT Helpdesk System to generate a ticket number.	None	15 minutes	Administrative Officer IV, Computer File Librarian II, Response Support Specialist, Administrative Aide IV, Administrative Assistant V (Level 1 Service Engineer)		
	 1.2 Probe/ verify the request for appropriate resolution 1.2a Indicate successful completion of the request and close the ticket in the IT Helpdesk upon resolving the client 	None	30 minutes	Administrative Officer IV, Computer File Librarian II, Response Support Specialist, Administrative Aide IV, Administrative Assistant V, (Level 1 Service Engineer)		



	requests/issues/ concerns.			
	1.2.b Elevate or assign the request to designated Level 2 Engineer (IT Personnel) if not resolved.			
	1.3 Receive/claim ticket number and verify the request details.	None	10 Minutes	Information Systems Analyst II, Computer Programmer II, ICT Response Engineer, Information Systems Analyst III, Information Technology Officer II
				(Level 2 Service Engineer)
	1.4 Review and approve client requests.	None	10 minutes	Information Technology Officer III
				(Level 3 Service
	1.5 Execute, and carry out standard procedures for the client request.	None	8 Hours	Engineer) Information Systems Analyst II, Computer Programmer II, ICT Response Engineer, Information Systems Analyst III, Information Technology Officer II
				(Level 2 Service Engineer)
2. Receive notification and validate request completion by advising the IT personnel if performed resolution is	2.Close ticket and send feedback, otherwise, execute appropriate resolution until the ticket is closed.	None	5 minutes	Information Systems Analyst II, Computer Programmer II, ICT Response Engineer, Information Systems Analyst III, Information



acceptable/ unacceptable.				Technology Officer II
				(Level 2 Service Engineer)
	TOTAL:	None	45 minutes	Lingineer
			(Up to Level 1 Engineer)	
			1 day and 1	
			hour and 10	
			(Up to Level 3)	



The service manage database creation, n	DOF EmployeesequirementsWhere to Securead approved requestCMIO			
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
 Initialize request of service through calls, emails, text messages, or walk- ins 	1.1 Receive and encode request / issues /concern details and select the appropriate category of request/ service in the IT Helpdesk System to generate a ticket number.	None	15 minutes	Administrative Officer IV, Computer File Librarian II, Response Support Specialist, Administrative Aide IV, Administrative Assistant V (Level 1 Service Engineer)
	 1.2 Probe/ verify request for appropriate resolution 1.2a Indicate successful completion of the request and close the ticket in the IT Helpdesk upon resolving the client requests / issues / concerns. 1.2b Elevate or assign request to designated Level 2 Engineer (IT Personnel) if not resolved. 	None	30 minutes	Administrative Officer IV, Computer File Librarian II, Response Support Specialist, Administrative Aide IV, Administrative Assistant V, (Level 1 Service Engineer)



	1.3 Receive/claim ticket number and verify the request details.	None	10 Minutes	Information Systems Analyst II, Computer Programmer II, ICT Response Engineer, Information Systems Analyst III, Information Technology Officer II (Level 2 Service
	1.4 Review and approve client request.	None	10 minutes	Engineer) Information Technology Officer III (Level 3 Service
	1.5 Execute, and carry out standard procedures for the client request.	None	8 Hours	Engineer) Information Systems Analyst II, Computer Programmer II, ICT Response Engineer, Information Systems Analyst III, Information Technology Officer II (Level 2 Service
2. Receive notification and validate request completion by advising the IT personnel if performed resolution is acceptable/ unacceptable.	2.Close ticket and send feedback, otherwise, execute appropriate resolution until the ticket is closed.		5 minutes	Engineer) Information Systems Analyst II, Computer Programmer II, ICT Response Engineer, Information Systems Analyst III, Information Technology Officer II (Level 2 Service Engineer)
	TOTAL:	None	45 minutes (Up to Level 1 Engineer) 1 day and 1 hour and 10 minutes	Engineer)



				O OF THE PT	
5. Request for Information and Communication Technologies (ICT) Assistance for Meetings/Events					
This service refers to ICT assistance at DOF meetings/events such as technical					
support, ICT equipme	•	uch as:			
a. Videoco					
b. Telepro					
	Bulletin Boards				
d. Other D	evices				
Office or Division: Classification:	CMIO / ITPOD				
	Simple				
Type of Transaction:	G2G - Government-	to-Goverr	nment (Internal)		
Who may avail:	DOF Employees				
Checklist of R			Where to S	Secure	
1. Detailed reques			CMIO		
on meetings/eve			CivilO		
on mootings, ove		Fees			
Client Steps	Agency Action	to be	Processing	Person	
•		paid	Time	Responsible	
1. Initialize request	1.1 Receive and	None	15 minutes	ICT Frontline Desk	
of service	encode			Support,	
through calls,	request/issues/			Computer	
emails, text	concern details			File Librarian	
messages, or	and select the			II, ICT Response Support Specialist	
walk-ins	appropriate			Support Specialist	
	category of				
	request/			(Level 1 Service	
	service in the			Engineer)	
	IT Helpdesk				
	System to				
	generate a				
	ticket number.				
	1.2 Probe/ verify	None	10 minutes	ICT Frontline Desk	
	the request for			Support,	
	appropriate			Computer	
	resolution			File Librarian	
	1.2a Indicate			II, ICT Response	
	1.2a Indicate successful			Support Specialist	
	completion of the			(Level 1 Service	
	request and close the ticket in the IT			Engineer)	
	Helpdesk upon				
	resolving the client				
	requests/issues/				
	concerns.				
				I]	



	TOTAL:	None	1 day and hour	
resolution is acceptable/ unacceptable.				(Level 2 ICT Service Engineer)
advising the IT personnel if the performed	resolution until the ticket is closed.			Technologist III, Administrative Aide IV
2. Receive notification and validate request completion by	2. Close ticket and send feedback, otherwise, execute the appropriate		15 minutes	Computer Programmer III, Computer Maintenance
				(Level 2 ICT Service Engineer)
	carry out standard procedures for the client request.			Programmer III, Computer Maintenance Technologist III, Administrative Aide IV
	1.4 Execute, and	None	1 day	Engineer) Computer
	ticket number and verify the request details.			Programmer III, Computer Maintenance Technologist III, Administrative Aide IV (Level 2 Service
	1.3 Receive/claim	None	15 Minutes	Computer
	1.2b Elevate or assign request to designated Level 2 Engineer (IT Personnel) if not resolved.			



6. Request for Network Connectivity

This service ensures that end-user computers are physically connected to the DOF network and are configured to access the DOF Network services through:

- a. Bring-Your-Own-Device (BYOD) Connectionb. DOF device Internet Connection
- c. Remote Connection

Office or Division:	Central Management Information Office (CMIO) / IT Infrastructure Division (ITID)				
Classification:	Simple				
Type of Transaction:	G2G - Government-to-Government (Internal)				
Who may avail:	DOF Employees				
Checklist of F	Requirements		Where to S	ecure	
 Accomplished and A ICT Resource/Equip Cable/Wi-Fi AP ava 	ment for configuration	G	CMIO Helpdes eneral Service eneral Service	es Division	
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
 Initialize request of service through calls, emails, text messages, or walk- ins 	 1.1 Receive and encode request details and select the appropriate category of request/ service in the IT Helpdesk System to generate a ticket number. 1.2 Probe/ verify request for appropriate resolution then print 	None	15 mins 15 mins	ICT Frontline Desk Support, Computer File Librarian II, ICT Response Support Specialist (Level 1 ICT Service Engineer) ICT Frontline Desk Support, Computer	
	request form.			File Librarian II, ICT Response Support Specialist (Level 1 ICT Service Engineer)	
 Accomplish and submit request (IT Helpdesk)/clearance routing slip 	2.1 Receive and address request. 2.1a Indicate successful completion of the	None	30 minutes	ICT Frontline Desk Support, Computer File Librarian II, ICT Response	



 3. Confirm request completion by advising the IT 	request and close the ticket in the IT Helpdesk upon resolving the client requests / issues / concerns. 2.1b Elevate or assign request to designated Level 2 Engineer (IT Personnel) if not resolved. 2.2Execute, and carry out standard ICT procedure for network connectivity.	None	1 hour 15 mins	Support Specialist (Level 1 ICT Service Engineer) Computer Maintenance Technologist II/Information Technology Officer II (Level 2 Engineer) Computer Maintenance Technologist
personnel if performed action is acceptable/ unacceptable.	appropriate resolution until the ticket is closed.			II/Information Technology Officer II
	TOTAL:	None	2 hours and 15 minutes	(Level 2 Engineer)



7. Request for Enl	nancement of existin	a ICT	Projects	
This service request covers the development and/or enhancement of systems, websites				
or portals, and dashboa	rds, digitization of physica	al docur	nents, and pro	ovision of PABX.
a. Dashboards	3			
b. ICT System	S			
c. Website d. Web Portals				
e. Digitization				
Office or Division:	Central Management Inf	ormatic	n Office	
Classification:	Simple			
Type of Transaction:	G2G - Government-to-G	overnm	ent (Internal)	
Who may avail:	DOF Employees		·	
Checklist of R	lequirements		Where to S	Secure
 Accomplished and A Project Details and I 		CMIO F	lelpdesk Offic	cer
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
 Initialize request of service through calls, emails, text messages, or walk- ins 	1.1. Receive and encode request / issues /concern details and select the appropriate category of request/ service in the IT Helpdesk System to generate a ticket number.	None	15 minutes	Administrative Officer IV, Computer File Librarian II, Response Support Specialist, Administrative Aide IV, Administrative Assistant V (Level 1 Service Engineer)
	 1.2 Probe/ verify request for appropriate resolution 1.2a Indicate successful completion of the request and close the ticket in the IT Helpdesk upon resolving the client requests / issues / concerns. 	None	30 minutes	Administrative Officer IV, Computer File Librarian II, Response Support Specialist, Administrative Aide IV, Administrative Assistant V, (Level 1 Service Engineer)



The duration of Project Implementation may span from 3 to 6 months, contingent upon budget availability and the complexity of the requested project. As a result, only the request for Approval of Project Proposal is outlined in the Citizen's Charter.



Revenue Operations Group (ROG) External Services



Denial Accreditation of of Registration Tax 1. Appeal and as with **Practice** Agents/Practitioners Respect to Their Tax and Representation under Section 6(G) of the National Internal Revenue Code (NIRC)

Under Section 6(G) of the NIRC, The Commissioner shall accredit and register, based on their professional competence, integrity and moral fitness, individuals and general professional partnerships and their representatives who prepare and file tax returns, statements, reports, protests, and other papers with or who appear before, the Bureau for taxpayers.

Individuals and general professional partnerships and their representatives who are denied accreditation by the Commissioner may appeal such denial to the Secretary of Finance (SOF). The SOF shall rule on the Appeal within forty (40) working days from receipt of such appeal. Failure of the SOF to rule on the Appeal within the prescribed period shall be deemed as approval of the application for accreditation of the appellant.

Office or Division:	Revenue Operations Group (ROG)			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Citizen who received a	n unfavorable decision from the		
	Commissioner			
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
Two (2) Original Copies of	the Appeal filed within	Requesting Party		
15 days from date of receip	0			
which must contain the foll	0			
a. must be under oath				
b. addressed to the SC				
· · ·	of Finance, DOF			
•	mplex, Roxas Blvd.			
	po St., City of Manila;			
	ading "Appeal of			
	Agent/Practitioner";			
d. allege and show that				
within the reglemen e. allege the material				
application for	accreditation was			
requested;	accreditation was			
f. state that exactly	the same facts were			
-	Bureau of Internal			
Revenue (BIR);				
g. define the issues so	ught to be resolved;			
h. contain the facts ar	•			
to dispute the	decision of the			
Commissioner;				
i. signed by or on beha	alf of the taxpayer filing			
the appeal, provide	ed that, only lawyers			



				On THE 1
 engaged by the taxpayer and/or tax agents accredited by the BIR may sign on behalf of the taxpayer; j. accompanied by a certified true copy of the Commissioner's challenged ruling; k. contain a stamp of the Office of the Commissioner of Internal Revenue, indicating that a copy of the Appeal to review the ruling was received by the Commissioner; Duplicate copy of the records on file with the BIR pertaining to his Appeal, which set of records must be authenticated and certified by the BIR 		Certification	-	nposed by the BIR.
Client Steps	Agency Action	Fees to be Paid	Processing Time	Personnel Responsible
1. Submit the Appeal with the required attachments through the Central Records and Management Division (CRMD)	1.1. Receive the Appeal and transmit to the Office of the Secretary (OSEC)	None	One (1) working day	Administrative Officer CRMD
	1.2. Receive, evaluate and assign the appeal to ROG	None	Three (3) working days	SOF OSEC
	1.3. Assign the appeal to ROG technical staff/handling lawyer	None	Two (2) working days	Undersecretary / Assistant Secretary ROG
	1.4. Conduct technical review of the Appeal and complete staff work, including preparation of Memorandum and draft Letter/Decision	None	Eighteen (18) working days	<i>Attorney/Handling lawyer</i> ROG
	1.5. Review the draft Memorandum and Letter/Decision to the Appeal; the ROG technical staff/handling lawyer will reflect the appropriate revisions, if any.	None	Ten (10) working days	Undersecretary/ Assistant Secretary/Director/ Chief ROG
	1.6.Submit to theSecretarytheMemorandumand	None	One (1) working day	Administrative Officer ROG



	draft Letter/Decision for his review			
	1.7.ReviewandsignaturebytheSecretaryoftheLetter/DecisionandMemorandum.	None	Three (3) working days	SOF OSEC Undersecretary/ Assistant Secretary/ Attorney ROG
	1.8. Forward to the CRMD the signed Letter/Decision	None	One (1) working day	Administrative Assistant ROG
	1.9. Send out the Letter Decision to the client	None	One (1) working day	Administrative Officer CRMD
2. Received the Letter Decision	None	None	None	
	TOTAL:	None	Forty (40) Working Days (see note)	

Section 6(G) of the NIRC provides for a specific period within which the SOF can rule on the appeal. The SOF has sixty (60) days from receipt of the appeal to rule on the same. Likewise, Section 6(G) of the NIRC provides that in the event that the SOF fails to act within the 60-day period, the application for accreditation of the appellant shall be deemed approved.



2. Petition for Reconsideration of Suspension/Cancellation of Accreditation and Registration as Tax Agents/Practitioners with Respect to Their Tax Practice and Representation under Section 6(G) of the National Internal Revenue Code (NIRC)

Under Section 6(G) of the NIRC, The Commissioner shall accredit and register, based on their professional competence, integrity and moral fitness, individuals and general professional partnerships and their representatives who prepare and file tax returns, statements, reports, protests, and other papers with or who appear before, the Bureau for taxpayers.

Furthermore, Section 8 of RR 11-2006 provides that the accreditation of tax agents may be suspended or cancelled based on the grounds provided in Section 8.

Section 8(D) further provides that the decision of the Commissioner of Internal Revenue of cancelling the accreditation of the Tax Agent shall be immediately executory. Nevertheless, the Tax Agent may file a Petition for Reconsideration with the Secretary of Finance (SOF) within 15 days from receipt of the Commissioner's decision. The SOF shall act on the Petition within forty (40) working from the filing of such Petition. In the event that the Secretary is unable to act on the Petition within the period prescribed, the decision of the Commissioner shall be deemed sustained.

Office or Division:	Revenue Operations Group (ROG)		
Classification:	Highly Technical		
Type of Transaction:	G2C - Government to		
Who may avail:	Tax Agent whose acc	creditation was cancelled or suspended under	
	Section 8 of RR No. 1	1-2006	
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE	
Two (2) Original Copies	s of the Petition for	Requesting Party	
Reconsideration filed within	n 15 days from date of		
receipt of the adverse rulir	ng which must contain		
the following:	-		
a. must be under o	ath;		
b. addressed to the	e SOF and be filed with		
the ROG, Depar	tment of Finance, DOF		
•	Complex, Roxas Blvd.		
•	Dcampo St., City of		
Manila;	,,,,,,,		
	eading "Petition for		
	of Cancellation of		
Accreditation	as Tax		
Agent/Practition			
e e	w that the Petition for		
0	was filed within the		
reglementary pe			
-	rial facts upon which		
	for accreditation was		
requested;			



f. state that exactly the same facts were presented to the BIR;	
g. define the issues sought to be resolved;	
h. contain the facts and the law relied upon to dispute the decision of the Commissioner;	
 i. signed by or on behalf of the taxpayer filing the appeal, provided that, only lawyers engaged by the taxpayer and/or tax agents accredited by the BIR may sign on behalf of the taxpayer; j. accompanied by a certified true copy of 	
j. accompanied by a certified true copy of the Commissioner's challenged ruling;	
 k. contain a stamp of the Office of the Commissioner of Internal Revenue, indicating that a copy of the Petition for Reconsideration to review the ruling was received by the Commissioner; 	
Duplicate copy of the records on file with the BIR	Office of the Commissioner - BIR

pertaining to his Petition for Reconsideration, which set of records must be authenticated and Ce certified by the BIR

Certification Fee may be imposed by the BIR.

Client Steps	Agency Action	Fees to be Paid	Processing Time	Personnel Responsible
1. Submit the Petition for Reconsideration with the required attachments through the Central Records and Management Division ("CRMD")	1.1. Receive the Petition and transmit to the OSEC	None	One (1) working day	Administrative Officer CRMD
	1.2 Receive, evaluate and assign the Petition to ROG	None	Three (3) working days	SOF OSEC
	1.3. Assign the Petition to ROG technical staff/handling lawyer	None	Two (2) working days	Undersecretary/ Assistant Secretary
	1.4. Conduct technical review of the petition and complete staff work, including preparation of	None	Eighteen (18) working days	<i>Attorney/Handling lawyer</i> ROG



Memorandum and draft Letter/Decision Image: State of the state	 			
Memorandumand Letter Decision to the Appeal; the ROG technical staft/handling lawyer will reflect the appropriate revisions, 				
Secretary Memorandum draft Letter Decision for his reviewworking dayOfficer ROG1.7.Review and signature becision Decision and Memorandum.NoneThree (3) working daysSOF OSEC1.7.Review and signature by the Secretary of the Letter Decision and Memorandum.NoneThree (3) working daysSOF OSEC1.8.Forward to the CRMD the signed Letter DecisionNoneOne (1) working dayAdministrative Assistant Secretary/ Attorney ROG1.8.Forward to the CRMD the signed Letter DecisionNoneOne (1) working dayAdministrative Assistant ROG1.9.Send out the Letter Decision to the clientNoneNoneOne (1) working dayAdministrative Officer Central Records Management Division2.Receive the Letter/ NoneNoneNoneNoneNoneTOTAL:NoneForty (40) Working DaysWorking	Memorandum and Letter Decision to the Appeal; the ROG technical staff/handling lawyer will reflect the appropriate revisions,	None	working	Assistant Secretary/Director/ Chief
signaturebythe Secretary of the Letter Decisionworking daysOSECUndersecretary/ Assistant Memorandum.and Memorandum.Undersecretary/ Assistant Secretary/ Attorney ROG1.8. Forward to the CRMD the signed Letter DecisionNoneOne (1) working dayAdministrative Assistant ROG1.9. Send out the Letter Decision to the clientNoneOne (1) working dayAdministrative Officer Central Records Management Division2. Receive the Letter/ DecisionNoneNoneNoneTOTAL:NoneForty (40) Working Days	Secretary the Memorandum and draft Letter Decision	None		Officer ROG
CRMDthesigned Letter Decisionworking dayAssistant ROG1.9.Sendoutthe Letter Decision to the clientNoneOne (1) working dayAdministrative Officer Central Records Management Division2.Receive the Letter/ DecisionNoneNoneNone2.Receive the Letter/ 	signature by the Secretary of the Letter Decision and	None	working	OSEC Undersecretary/ Assistant Secretary/ Attorney
Letter Decision to the client working day Officer Central Records Management Division 2. Receive the Letter/ Decision None None None TOTAL: None Forty (40) Working Days Days	CRMD the signed	None	. ,	Assistant
Decision TOTAL: None Forty (40) Working Days	Letter Decision to the	None		Officer Central Records
Working Days	None	None	None	
Caption C(C) of the NIDC provides for a specific pariod within which the SOE can rule on the Datition for			Working Days (see note)	

Section 6(G) of the NIRC provides for a specific period within which the SOF can rule on the Petition for Reconsideration. The SOF has sixty (60) days from receipt of the Petition for Reconsideration to rule on the same. Likewise, Section 6(G) of the NIRC provides that in the event that the SOF fails to act within the 60-day period, the application for accreditation of the appellant shall be deemed approved.



3. Review of Rulings of Commissioner of Internal Revenue

A taxpayer who receives an adverse ruling from the Commissioner of Internal Revenue may, within thirty (30) days from the date of receipt of such ruling, seeks its review by the Secretary of Finance (SOF) pursuant to Section 4 of the National Internal Revenue Code (NIRC).

. , , , ,	I			
Office or Division:	Revenue Operations C	Group (ROG)		
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to			
Who may avail:		orable ruling from the Commissioner Internal		
	Revenue			
CHECKLIST OF RE		WHERE TO SECURE		
Two (2) Original Copies	•	Requesting Party		
Review filed within 30 day				
of the adverse ruling wh	nich must contain the			
following:				
a. must be under o				
	e Secretary of Finance			
	with the Revenue oup, Department of			
•	uilding, BSP Complex,			
	ner Pablo Ocampo St.,			
City of Manila;				
	eading "Request for			
	au of Internal Revenue			
(BIR) Ruling No.				
	that the request was			
filed within the re	eglementary period;			
e. indicate the Tax	Identification Number			
of the taxpayer;				
-	erial facts upon which			
the ruling was re				
-	y the same facts were			
presented to the				
resolved;	sues sought to be			
,	ts and the law relied			
	te the ruling of the			
Commissioner;				
,	behalf of the taxpayer			
	al, provided that, only			
•	ed by the taxpayer			
	nts accredited by the			
BIR may sign on	behalf of the taxpayer;			
	a certified true copy of			
the Commission	er's challenged ruling;			



I. contain a stan Commissioner indicating that review the rulin Commissioner; m. specifically sta does not have or case in a co	e, o e er nt			
same issues an Duplicate copy of the reco pertaining to his request, must be authenticated an	which set of records	Division of B		nal Tax Affairs
Client Steps	Agency Action	Fees to be	Processing	Personnel
1. Submit the Requestfor Review with therequired attachmentsthrough the CentralRecordsManagementDivision(CRMD)	1.1. CRMD initially receives the Request for Review ("Request") and transmits the same to the Office of the Secretary	Paid None	Time One (1) working day	Responsible Administrative Officer CRMD
(2,2,2,2)	1.2. Receives, evaluates the Request and assigns it to ROG.	None	Three (3) working days	SOF OSEC
	1.3. Assigns the Request to ROG lawyer	None	Two (2) working days	Undersecretary/ Assistant Secretary/ ROG
	1.4. Conduct technical review of the Request and complete staff work including preparation of Memorandum and draft Letter Decision	None	Twenty-one (21) working days	<i>Attorney/Handling lawyer</i> ROG
	1.5. Review of the draft Memorandum and Letter Decision by the Assistant Secretary and for submission to the Undersecretary	None	Seven(7) working days	Assistant Secretary/ Chief/Director ROG
	1.6. Submit to the Undersecretary the draft Memorandum and draft Letter	None	One (1) working day	Administrative Officer ROG



	Decision for his/her review			
	1.7. Final Review of the draft Memorandum by the Undersecretary. ROG lawyer will reflect the revisions, if any. Then submit the final Memorandum and Letter Decision to the Secretary	None	Ten (10) working days	SOF OSEC Undersecretary/ Assistant Secretary/ Attorney ROG
	1.8. Review and signature by the Secretary of Finance	None	Three (3) working days	SOF OSEC
	1.9. Forward to the CRMD the signed Letter Decision	None	One (1) working day	Administrative Assistant ROG
	1.10. Send out the Letter Decision to the client	None	One (1) working day	Administrative Officer CRMD
2. Receive the Letter Decision	None	None	None	
	TOTAL:	None	Fifty (50) Working Days (see note2)	

² The Processing Time/ turn-around time does not include the number of days when the taxpayer is requested to submit additional document/s to support its Request for Review.



4. Automatic Review of Actions of the Commissioner of Customs

Any decision by the Bureau of Customs (BOC) adverse to the government on forfeiture and other cases pursuant to Section 1127 and 1128 of the Customs Modernization and Tariff Act (CMTA).

Office or Division:	-	Revenue Operations Group (ROG)		
Classification:	Highly Technical	6,		
Type of Transaction:	G2G - Government to Government			
Who may avail:	BOC			
CHECKLIST OF R			VHERE TO SE	CURE
One (1) Original memora		BOC		
from the Commissione				
documents required by re	levant law or issuance.			
Client Steps	Agency Action	Fees to be Paid	Processing Time	Personnel Responsible
1. Submit the Request for Review with the required attachments through the Central Records and Management Division (CRMD)	1.1. CRMD initially receives the Request for Review ("Request") and transmits the same to the Office of the Secretary	None	One (1) working day	Administrative Officer CRMD
	1.2. Evaluates the Request and assigns it to ROG	None	Three (3) working days	SOF OSEC
	1.3. Assigns the Request to ROG lawyer	None	Two (2) working days	Undersecretary/ Assistant Secretary/ Attorney ROG
	1.4. Conduct technical review of the Request and complete staff work, including preparation of Memorandum and draft Letter Decision	None	Twenty-one (21) working days	Attorney/ handling lawyer ROG
	1.5. Review of the draft Memorandum and Letter Decision by the Assistant Secretary and for submission to the Undersecretary	None	Seven (7) working days	Assistant Secretary/ Chief/Director ROG



	1.6. Submit to the Undersecretary the draft Memorandum and draft Letter Decision for his/her review	None	One (1) working day	Administrative Officer ROG
	1.7. Final Review of the draft Memorandum by the Undersecretary. ROG lawyer will reflect the revisions, if any. Then submit the final Memorandum and Letter Decision to the	None	Ten (10) working days	SOF OSEC Undersecretary/ Assistant Secretary/ Attorney ROG
	Secretary 1.8. Review and signature by the SOF	None	Three (3) working days	SOF OSEC
	1.9. Forward to the CRMD the signed Letter Decision	None	One (1) working day	Administrative Assistant ROG
	1.10. Send out the Letter Decision to the client	None	One (1) working day	Administrative Officer CRMD
2. Received the Letter/Memorandum Decision	None	None	None	
	TOTAL:	None	Fifty (50) Working Days (see note3)	

³The Processing Time/turn-around time does not include the number of days when the BOC is requested to submit additional document/s to support the review.



5. Provision of Technical Guidance (Position, Comments, Inputs, Recommendations) on Tax and Customs Policy Administration matters (G to G)

Formulation of positions, comments, inputs, and recommendations on tax and customs policy and administration matters. This process covers analysis, research, liaising with other government agencies and international institutions with indorsements, formal letters, memoranda, or other communications outlining the Department of Finance's position or action, as output.

Office or Division:	Revenue Operations Group (ROG)			
Classification:	Complex to Highly Teo	chnical		
Type of Transaction:	Government to Govern	nment		
Who may avail:	a. Other government	agencies, offices, bureaus, commissions, and		
	local government units (BIR, BOC, DFA, and other Trade Related			
	Agencies, etc).			
	b. Other countries with which the Philippines has international			
	relations with (FTA, etc.)			
	c. International Organizations and Fora that the Philippines is a			
	member of or affiliated with.			
CHECKLIST OF RE	EQUIREMENTS	WHERE TO SECURE		
	1.44			

One (1) formal request via letter, memorandum, Requesting Party or invitation.

or invitation.					
Client Steps	Agency Action	Fees to be Paid	Processing Time	Personnel Responsible	
1. Submit the Request for Review with the required attachments through the Central Records and Management Division (CRMD)	1.1. CRMD initially receives the Request for Review ("Request") and transmits the same to the Office of the Secretary (OSEC)	None	One (1) working day	Administrative Officer CRMD	
	1.2. Evaluates the Request and assigns it to ROG	None	Three (3) working days	SOF OSEC	
	1.3. Assigns the Request to ROG lawyer	None	Two (2) working days	Undersecretary/ Assistant Secretary ROG	
	1.4. Conduct technical review of the Request and complete staff work, including preparation of Memorandum and draft Letter Decision	None	Sixteen (16) working days	Attorney/ Technical Staff/ ROG	



				On THE 1
	1.5. Review of the draft Memorandum and Letter Decision by the Assistant Secretary and for submission to the Undersecretary	None	Five (5) working days	Assistant Secretary/ Chief/Director ROG
	1.6. Submit to the Undersecretary the draft Memorandum and draft Letter Decision for his/her review	None	One (1) working day	Administrative Officer ROG
	1.7. Final Review of the draft Memorandum by the Undersecretary. ROG lawyer will reflect the revisions, if any. Then submit the final Memorandum and Letter Decision to the Secretary	None	Seven (7) working days	SOF OSEC Undersecretary/ Assistant Secretary/ Attorney ROG
	1.8. Review and signature by the Secretary of Finance	None	Three (3) working days	Secretary of Finance Office of the Secretary
	1.9. Forward to the CRMD the signed Letter Decision	None	One (1) working day	Administrative Assistant ROG
	1.10. Send out the Letter Decision to the client	None	One (1) working day	Administrative Officer CRMD
2. Received the Letter/Memorandum Decision	None	None	None	
	TOTAL:	None	Forty (40) Working Days (see note4)	

⁴The Processing Time/ turn-around time does not include the number of days when the client is requested to submit additional document/s to support its Request for Review.



6. Provision of Technical Guidance (Position, Comments, Inputs, and Recommendations) on Tax and Customs Policy Administration matters (G to C)

This service involves the formulation of positions, comments, inputs, and recommendations on tax and customs policy matters. This process covers analysis, research, liaising with other government agencies and international institutions with the end products of a formal letters, memoranda or communication outlining the Department of Finance's position, as applicable.

Office or Division:	Revenue Operations C	Group (ROG)			
Classification:	Complex to Highly Tec	1 \ /			
Type of Transaction:	G2C - Government to	G2C - Government to Citizen			
Who may avail:	Private citizens and ins	Private citizens and institutions			
CHECKLIST OF R			VHERE TO SE	CURE	
	al request via letter,	Requesting I	Party		
memorandum, or invitatio	n.	-			
Client Steps	Agency Action	Fees to be Paid	Processing Time	Personnel Responsible	
1. Submit the Request for Review with the required attachments through the Central Records and Management Division (CRMD)	1.1. CRMD initially receives the Request for Review ("Request") and transmits the same to the Office of the Secretary	None	One (1) working day	Administrative Officer CRMD	
	1.2. Receives, evaluates the Request and assigns it to ROG	None	Three (3) working days	SOF OSEC	
	1.3. Assigns the Request to ROG lawyer/technical staff.	None	Two (2) working days	Undersecretary/ Assistant Secretary/ ROG	
	1.4. Conduct technical review of the Request and complete staff work, including preparation of Memorandum and draft Letter Decision	None	Sixteen (16) working days	Attorney/ Technical Staff ROG	
	1.5. Review of the draft Memorandum and Letter Decision by the Assistant Secretary and for	None	Five (5) working days	Assistant Secretary/ Director/Chief ROG	



	submission to the			
	submission to the Undersecretary			
	1.6. Submit to the Undersecretary the draft Memorandum and draft Letter Decision for his/her review	None	One (1) working day	Administrative Officer ROG
	1.7. Final Review of the draft Memorandum by the Undersecretary. ROG lawyer/technical staff will reflect the proposed revisions, if any. Then submit the final Memorandum and Letter Decision to the Secretary	None	Seven (7) working days	Secretary of Finance Office of the Secretary Undersecretary/ Assistant Secretary/ Attorney Revenue Operations Group
	1.8. Review and signature by the SOF	None	Three (3) working days	SOF OSEC
	1.9. Forward to the CRMD the signed Letter Decision	None	One (1) working day	Administrative Assistant ROG
	1.10. Send out the Letter Decision to the client	None	One (1) working day	Administrative Officer CRMD
2. Received the Letter/Memorandum Decision				
TOTAL:			Forty (40) Working Days (see note5)	

⁵ The Processing Time/ turn-around time does not include the number of days when the client is requested to submit additional document/s to support its request. Simple indorsements should be forwarded within seven (7) working days.



Revenue Office External Services



CO OF THE ONLY					
10863 (Customs a. R.A. No. 10863 (C				· · · · ·	
Equipment for use	in the salvage of vessels		witt Division (OTD)	D	
Office or Division:		Revenue Office (RO) – Customs and Tariff Division (CTD) Revenue Operations Group (ROG) Central Records Management Division (CRMD)			
Classification:	Complex				
Type of Transaction:	G2B - Government-to-Bus	siness			
Who may avail:	Shipping Lines with appro		registration		
•			WHERE TO SECU	RE	
ONE-TIME REGISTRATION:				_	
 License Number Name of broker or representation 	nsignee cation Number ration Number (if applicable) ation Number (if applicable) ation Number (if applicable) ess number ress Representative, if any cation Number (for broker only) mment-issued ID (for representative only) mber		 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party 		
5. Email address 6. Contact number		- Requesting party - Requesting party			
APPLICATION (TO BE SUBMIT	TTED IN TWO (2) SETS)				
 ORIGINAL COPY: 1. Completely filled-out DOF-R 2. Authorization Letter (if autho 3. Notarized Affidavit of End-Us 	rized representative)	- Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u>			
 PHOTOCOPY: 4. Import Bill of Lading/AWB 5. Commercial Invoice (Packing 6. Certification from Philippine equipment is appropriate for not available locally 		- Shipping Comp - Shipper from c - PCG			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
A. Registration					
through RO Kiosk or at	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO	



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 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 	1.2 Evolucio the	Nore	Nera	Administrative
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice 	None	None	Administrative Assistant RO
	of disapproval if incorrect and incomplete			
 Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website Officer of the Day Checklisting 	None	None	None	
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Officer of the Day, Tax Specialist RO
	1.2 Encode the required entries in the e-TES ^{Lite} and	None	None	Administrative Assistant



				Our The Providence
	generate the application number.			CTD
	1.3 Return the application documents to the applicant for submission in CRMD.			
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to Action Officer.	None	30 minutes	Division Chief CTD
	2.4 Evaluate the application and its supporting documents.2.4a If application is	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	sufficient, proceed to agency action no. 3.1			СТД
	2.4b If application has discrepancy(cies), the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



				on the tr
	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director IV RO
	3.5 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 3.6 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release. 	None	2 hours	Administrative Assistant ROG
	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following: 4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI 4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance 4.4 A system-generated email notice will be sent to 	None	8 hours 12 minutes	Administrative Officer CRMD



	the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance.			
5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



b. R.A. No. 10863 (CMTA), Sec. 800(b)
Equipment for use in the salvage of aircrafts

	in the salvage of all charts				
Office or Division:	Revenue Office (RO) – Customs and Tariff Division (CTD) Revenue Operations Group (ROG) Central Records and Management Division (CRMD)				
Classification:	Complex				
Type of Transaction:	G2B - Government-to-Bus	siness			
Who may avail:	Airline Companies with ap	Airline Companies with approved e-TES ^{Lite} registration			
			WHERE TO SECU	RE	
ONE-TIME REGISTRATION:					
 A. Applicant 1. Name of consignee 2. Tax Identification Number 3. SEC Registration Number (if 4. DTI Registration Number (if a 5. BOI Registration Number (if a 6. Email address 7. Telephone number 8. Official address B. Broker or Representative, 1. Tax Identification Number (for 	applicable) applicable) if any r broker only)	Department of Board of Invest Requesting pai Requesting pai Requesting pai Requesting pai Bureau of Inter	nal Revenue Exchange Commission Trade and Industry ments rty rty rty nal Revenue		
2. Valid Government-issued ID 3. License Number	(for representative only)	- Requesting part - Professional R			
4. Name of broker or representation	ative	 Professional Regulation Commission Requesting party 			
5. Email address 6. Contact number		- Requesting party - Requesting party			
 APPLICATION (TO BE SUBMI ORIGINAL COPY: 1. Completely filled-out DOF-F 2. Authorization Letter (if authorization Letter (if authorization Letter (if authorization Letter (if authorization filled) PHOTOCOPY: 4. Import Bill of Lading/AWB 5. Commercial Invoice (Packir 6. Certification from Civil Aviat (CAAP) that the equipment salvage of aircraft and not a 	RO Form No. 91 prized representative) lse/Ownership ng List, if applicable) ion Authority of the Philippines is appropriate for use in the				
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON	
		BE PAID	TIME	RESPONSIBLE	
A. Registration 1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None None Administrative Assistant RO			



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 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 	1.2 Evolucia tha	None	Nono	Administrativa
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 	None	None	Administrative Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
 Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website Officer of the Day Checklisting 	None	None	None	
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Officer of the Day, Tax Specialist RO
	1.2 Encode the required entries in the e-TES ^{Lite} and	None	None	Administrative Assistant



				- GUT THE VI
	generate the application number.			CTD
	1.3 Return the application documents to the applicant for submission in CRMD.			
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to Action Officer.	None	30 minutes	Division Chief CTD
	2.4 Evaluate the application and its supporting documents.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
	2.4a If application is sufficient, proceed to agency action no. 3.1			Specialist) CTD
	2.4b If application has discrepancy(cies), the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working down			
	within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



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	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director IV RO
	3.5 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 3.6 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release. 	None	2 hours	Administrative Assistant ROG
	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following: 4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI 4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance 4.4 A system-generated 	None	8 hours 12 minutes	Administrative Officer CRMD
	email notice will be sent to			



	the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance.			
5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



c. R.A. No. 10863 (CMTA), Sec. 800(c)
Cost of repairs of vessels

Cost of repairs of vessels					
Revenue Office (RO) – Customs and Tariff Division (CTD) Revenue Operations Group (ROG) Central Records and Management Division (CRMD)					
Complex					
G2B - Government-to-Business					
Shipping Lines with approved e-TES ^{Lite} registration					
REQUIREMENTS WHERE TO SECURE					
 A. Applicant Name of consignee Tax Identification Number SEC Registration Number (if applicable) DTI Registration Number (if applicable) BOI Registration Number (if applicable) Email address Telephone number Official address Broker or Representative, if any Tax Identification Number (for broker only) 			 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Requesting party 		
 Tax Identification Number (for broker only) Valid Government-issued ID (for representative only) License Number Name of broker or representative Email address Contact number APPLICATION (TO BE SUBMITTED IN TWO (2) SETS) 			 Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party 		
 ORIGINAL COPY: 1. Completely filled-out DOF-RO Form No. 91 2. Authorization Letter (if authorized representative) 3. Notarized Affidavit of End-Use/Ownership 			- Requesting party/Applicant through the DOF Website https://bit.ly/form-91-authorize-and-affidavit-template		
 PHOTOCOPY: 4. Import Bill of Lading/AWB 5. Commercial Invoice (Packing List, if applicable) 6. Certification from Maritime Industry Authority (MARINA) that repair is not available locally 7. Registration from MARINA 		 Shipping Company Shipper from country of origin MARINA MARINA 			
AGENCY ACTION	FEES TO	PROCESSING TIME	PERSON RESPONSIBLE		
1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO		
	Revenue Office (RO) – Cu Operations Group (ROG) (CRMD) Complex G2B - Government-to-Bus Shipping Lines with appro REQUIREMENTS applicable) pplicable) f any broker only) for representative only) tive TTED IN TWO (2) SETS) O Form No. 91 wized representative) se/Ownership g List, if applicable) ndustry Authority (MARINA) that AGENCY ACTION 1.1 Assist the applicant in encoding the required	Revenue Office (RO) – Customs and Ta Operations Group (ROG) Central Reco (CRMD) Complex G2B - Government-to-Business Shipping Lines with approved e-TES ^{Lite} REQUIREMENTS applicable) pplicable) pplicable) pplicable) f any tbroker only) for representative only) tive Bureau of Inter Requesting par Requestin	Revenue Office (RO) – Customs and Tariff Division (CTD) 1 Operations Group (ROG) Central Records and Managemer (CRMD) Complex G2B - Government-to-Business Shipping Lines with approved e-TES ^{Lite} registration REQUIREMENTS WHERE TO SECU applicable) pplicable) pplicable) - Requesting party - Bureau of Internal Revenue - Securities and Exchange Commission - Department of Trade and Industry - Board of Investments - Requesting party - Requesting party - Requesting party - Requesting party - Professional Regulation Commission - Requesting party - Professional Regulation Commission - Requesting party - Requesting pa		



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 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 	1.2 Evolucia tha	None	Nono	Administrativa
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 	None	None	Administrative Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
 Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website Officer of the Day Checklisting 	None	None	None	
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Officer of the Day, Tax Specialist RO
	1.2 Encode the required entries in the e-TES ^{Lite} and	None	None	Administrative Assistant



				- GUT THE VT
	generate the application number.			CTD
	1.3 Return the application documents to the applicant for submission in CRMD.			
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to Action Officer.	None	30 minutes	Division Chief CTD
	2.4 Evaluate the application and its supporting documents.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
	2.4a If application is sufficient, proceed to agency action no. 3.1			Specialist) CTD
	2.4b If application has discrepancy(cies), the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working down			
	within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



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	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director IV RO
	3.5 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 3.6 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release. 	None	2 hours	Administrative Assistant ROG
	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following: 4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI 4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance 4.4 A system-generated email notice will be sent to 	None	8 hours 12 minutes	Administrative Officer CRMD



	the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance.			
5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



d. R.A. No. 10863 (CMTA), Sec. 800(c)
Cost of repairs of aircrafts

Cost of repairs of	allorans			
Office or Division:	Revenue Office (RO) – Customs and Tariff Division (CTD) Revenue Operations Group (ROG) Central Records and Management Division (CRMD)			
Classification:	Complex			
Type of Transaction:	G2B - Government-to-Bus	siness		
Who may avail:	Airline Companies with ap	proved e-TES	S ^{Lite} registration	
CHECKLIST O	REQUIREMENTS		WHERE TO SECU	RE
ONE-TIME REGISTRATION:				
 A. Applicant 1. Name of consignee 2. Tax Identification Number 3. SEC Registration Number (if applicable) 4. DTI Registration Number (if applicable) 5. BOI Registration Number (if applicable) 6. Email address 7. Telephone number 8. Official address 			nal Revenue Exchange Commission Trade and Industry tments rty rty	
 Valid Government-issued ID License Number Name of broker or representa Email address Contact number 	or Representative, if any tification Number (for broker only) vernment-issued ID (for representative only) Number broker or representative dress number		 Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party Requesting party 	
 APPLICATION (TO BE SUBMITTED IN TWO (2) SETS) ORIGINAL COPY: Completely filled-out DOF-RO Form No. 91 Authorization Letter (if authorized representative) Notarized Affidavit of End-Use/Ownership PHOTOCOPY: Import Bill of Lading/AWB Commercial Invoice (Packing List, if applicable) Certification from CAAP that repair is not available locally 		 Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping Company Shipper from country of origin CAAP CAAP 		
7. Registration from CAAP	AGENCY ACTION	FEES TO	PROCESSING	PERSON
A. Registration		BE PAID	TIME	RESPONSIBLE
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
If First time applicant, start from Client Step A. Registration				



If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of diagonary of it incorrect. 	None	None	Administrative Assistant RO
l	of disapproval if incorrect and incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. <i>Officer of the Day</i> Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 	None	None	Officer of the Day, Tax Specialist RO
	1.1b Return application documents to the applicant if incomplete .			
	1.2 Encode the required entries in the e-TES ^{Lite} and generate the application number.	None	None	Administrative Assistant CTD



	1.3 Return the application documents to the applicant for submission in CRMD.			
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	 1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant. 1.3 A system-generated 			
	email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to <i>Action Officer</i> .	None	30 minutes	Division Chief Customs and Tariff Division
	2.4 Evaluate the application and its supporting documents.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
	2.4a If application is sufficient, proceed to agency action no. 3.1			Specialist) CTD
	2.4b If application has discrepancy(cies), the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD



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	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director IV RO
	3.5 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 3.6 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release. 	None	2 hours	Administrative Assistant ROG
	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following: 4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI 4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance 4.4 A system-generated email notice will be sent to the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance. 	None	8 hours 12 minutes	Administrative Officer CRMD



5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



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e. R.A. No. 10863 (C Goods for repair, r	MTA), Sec. 800(d) processing, or reconditioning	g and for subs	sequent re-exportation	า
	Revenue Office (RO) – C	ustoms and T	ariff Division (CTD) F	Revenue
Office or Division:	Operations Group (ROG) Central Records and Management Division			
	(CRMD)			
Classification:	Complex			
Type of Transaction:	G2G- Government-to-Gov G2B - Government-to-Bus			
	Public who are qualified to		emption with approve	d e-TES ^{Lite}
Who may avail:	registration			
CHECKLIST OF	REQUIREMENTS		WHERE TO SECU	RE
ONE-TIME REGISTRATION:				
 A. Applicant Name of consignee Tax Identification Number SEC Registration Number (if DTI Registration Number (if a BOI Registration Number (if a Email address Telephone number Official address B. Broker or Representative, i Tax Identification Number (fo Valid Government-issued ID License Number Rame of broker or representative Email address Contact number 	pplicable) applicable) f any r broker only) (for representative only) ative	 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party 		
 ORIGINAL COPY: 1. Completely filled-out DOF-R 2. Authorization Letter (if authorization Letter)) 3. Notarized Affidavit of End-U 	prized representative)	- Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u>		
 PHOTOCOPY: Import Bill of Lading/AWB Commercial Invoice (Packing List, if applicable) Contract/Agreement (for repair/processing/reconditioning) Clearance from regulatory agency (if applicable) Export Bill of Lading/AWB (if applicable) Export Invoice/Packing List (if applicable) Export Declaration (if applicable) 		- Shipping Comp - Requesting pa - Bureau of Cust	ountry of origin rty/Applicant egulatory Agency bany rty/Applicant toms (BOC)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO



the documents in				
support of registration.				
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day 				
Checklisting				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 	None	None	Administrative Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective 	None	None	Officer of the Day, Tax Specialist RO
	division for encoding the required entries in the e- TES ^{Lit} if complete.			
	1.1b Return application documents to the applicant if incomplete.			



	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant CTD
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to Action Officer.	None	30 minutes	Division Chief CTD
	 2.4 Evaluate the application and its supporting documents. 2.4a If application is sufficient, proceed to agency action no. 3.1 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
	2.4b If application has discrepancy(cies), the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



3.2 Review / ap TEI / Non-TEI / of compliance is also made wi shipment requir verification / ins 3.3 Review / ap TEI / Non-TEI / of compliance is also made wi shipment requir verification / ins 3.3 Review / ap TEI / Non-TEI / of compliance is also made wi shipment requir verification / ins 3.4 Review / ap TEI / Non-TEI / of compliance is also made wi shipment requir verification / ins 3.5 Review / ap TEI / Non-TEI / of compliance is also made wi shipment requir verification / ins 3.5 Review / ap TEI / Non-TEI / of compliance. is also made wi shipment requir verification / ins 3.5 Review / ap TEI / Non-TEI / of compliance as supported to CI		N 1	4.1	
TEI / Non-TEI / of compliance is also made wi shipment requir verification / ins3.4 Review / ap TEI / Non-TEI / of compliance is also made wi shipment requir verification / ins3.5 Review / ap TEI / Non-TEI / of compliance.3.5 Review / ap TEI / Non-TEI / of compliance.3.6 A system-gr email notice will the applicant in approval of the and the same wi forwarded to CF release to the a4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.4.2 Prepare the TEI / Non-TEI / of compliance a supporting doct CRMD for relea4.3 Release/de approved TEI / formal letter of of through the follow4.3a Deliver to	formal letter Assessment hether the res	None	4 hours	Division Chief CTD
TEI / Non-TEI / of compliance is also made wi shipment requir verification / ins3.5 Review / ap TEI / Non-TEI / of compliance.3.6 A system-ge email notice wil the applicant in approval of the and the same w forwarded to CF release to the at 	prove the formal letter Assessment hether the res	None	4 hours	Director III RO
TEI / Non-TEI / of compliance.3.6 A system-ge email notice wil the applicant in approval of the and the same w forwarded to CF release to the a4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD4.1 Transmit the 	formal letter Assessment hether the res	None	4 hours	Director IV RO
 email notice will the applicant in approval of the and the same will that the application has been processed by the Revenue Office and will be forwarded to CRMD for release. 4.2 Prepare the TEI / Non-TEI / of compliance for through the follow formal letter of compliance formaletter of compliance formal letter of compliance format letter	prove the	None	8 hours	Assistant Secretaryor Undersecretary ROG
TEI / Non-TEI / of compliance for 4.3 Release/de approved TEI / formal letter of through the follow 4.3a Deliver to	Il be sent to forming the application will be RMD for applicant. e approved formal letter and uments to	None	2 hours	Administrative Assistant ROG
 4.3b Deliver it to consignee's post releasing the for for compliance 4.4 A system-ge email notice will 	formal letter for release. Non-TEI / compliance owing: the Bureau DC) if Non-TEI to the stal mail If ormal letter enerated	None	8 hours 12 minutes	Administrative Officer CRMD



	the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance.			
5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



provide corporate/individual information and upload the documents in support of registration.				
A. Registration 1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to	1.1 Assist the applicant in encoding the required entries.	BE PAID TIME RESPONS None None Administration None None Administration RO None Administration		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Name of broker or representa Email address Contact number APPLICATION (TO BE SUBMI ORIGINAL COPY: Completely filled-out DOF-F Authorization Letter (if authorization Letter (if authorization Letter) Notarized Affidavit of End-L PHOTOCOPY: Import Bill of Lading/AWB Commercial Invoice (Packir 	 representative Requesting party Requesting party Requesting party Requesting party Requesting party Requesting party Requesting party/Appl tter (if authorized representative) /it of End-Use/Ownership Shipping Company Shipper from country of Requesting party/Appl 		rty rty rty/Applicant through the DC <u>I-91-authorize-and-affidavit-t</u> pany ountry of origin rty/Applicant	emplate
 7. Telephone number 8. Official address B. Broker or Representative, if any 1. Tax Identification Number (for broker only) 2. Valid Government-issued ID (for representative only) 3. License Number 		 Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission 		
ONE-TIME REGISTRATION: A. Applicant 1. Name of consignee 2. Tax Identification Number 3. SEC Registration Number (if 4. DTI Registration Number (if a 5. BOI Registration Number (if a 6. Email address 7. Telephone number	applicable)	 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party 		
CHECKLIST OF	FREQUIREMENTS		WHERE TO SECU	RE
Who may avail:	Public who are qualified to registration		emption with approve	d e-TES ^{Lite}
Type of Transaction:	G2G- Government-to-Gov G2B - Government-to-Bus G2C - Government-to-Citi	siness		
Classification:	Complex			
Office or Division:	Revenue Office (RO) – Cu Operations Group (ROG) (CRMD)		· · · ·	
	MTA), Sec. 800(e) ups, and other small goods l	pestowed as t	rophies or prizes	



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 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents.	None	None	Administrative Assistant RO
	1.2a Send an email notice of approval if correct and complete			
	1.2b Send an email notice of disapproval if incorrect and incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. <i>Officer of the Day</i> Checklisting				
1. Present the application and supporting documents at the RO window.	1.1 Check the completeness of supporting documents.	None	None	Officer of the Day, Tax Specialist RO
	1.1a Forward the application the respective division for encoding the required entries in the e-TES ^{Lit} if complete.			
	1.1b Return application documents to the applicant if incomplete.			
	1.2 Encode the required entries in the e-TES ^{Lite} and	None	None	Administrative Assistant



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	generate the application number.			CTD
	1.3 Return the application documents to the applicant for submission in CRMD.			
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to Action Officer.	None	30 minutes	Division Chief CTD
	2.4 Evaluate the application and its supporting documents.2.4a If application is	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	sufficient, proceed to agency action no. 3.1			CTD
	2.4b If application has discrepancy(cies), the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director IV RO
	3.5 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 3.6 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release. 	None	2 hours	Administrative Assistant ROG



	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following: 4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI 4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance 4.4 A system-generated email notice will be sent to the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance. 	None	8 hours 12 minutes	Administrative Officer CRMD
5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



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g. R.A. No. 10863 (C					
Goods for public e	entertainment, and for displa	y in public exp	positions		
	Revenue Office (RO) – Cu				
Office or Division:	Operations Group (ROG)	Central Rec	ords and Managemer	nt Division	
	(CRMD)				
Classification:	Complex				
Type of Transaction:	G2G- Government-to-Gov G2B - Government-to-Bus				
	Public who are qualified to		emption with approve	d e-TES ^{Lite}	
Who may avail:	registration				
CHECKLIST OF	REQUIREMENTS		WHERE TO SECU	RE	
ONE-TIME REGISTRATION:					
A. Applicant					
1. Name of consignee		- Requesting par			
 Tax Identification Number SEC Registration Number (if 	applicable)	 Bureau of Inter Securities and 	nal Revenue Exchange Commission		
4. DTI Registration Number (if a	applicable)	- Department of	Trade and Industry		
 BOI Registration Number (if a Email address 	applicable)	 Board of Invest Requesting particular 			
7. Telephone number		- Requesting pa	rty		
8. Official address	- Requesting party				
B. Broker or Representative, i	if any				
1. Tax Identification Number (fo 2. Valid Government-issued ID		- Bureau of Internal Revenue - Requesting party			
3. License Number		- Professional Regulation Commission			
 Name of broker or representa Email address 	ative	- Requesting party			
6. Contact number		- Requesting party - Requesting party			
APPLICATION (TO BE SUBMI	TTED IN TWO (2) SETS)				
ORIGINAL COPY:					
1. Completely filled-out DOF-F	RO Form No. 91	- Requesting party/Applicant through the DOF Website			
2. Authorization Letter (if authorization Lett		https://bit.ly/form-91-authorize-and-affidavit-template			
3. Notarized Affidavit of End-U	ise/Ownership				
PHOTOCOPY:		Shinning Company			
 Import Bill of Lading/AWB Commercial Invoice (Packir 	ng List if applicable)	- Shipping Company - Shipper from country of origin			
6. Certificate of Venue and Da	ite	- Venue Owner/Management			
 Authorization from Exhibitor Clearance from regulatory a 	r (if consigned to broker/ forwarder)	- Exhibitor - Appropriate Regulatory Agency			
9. Liquidation Report and Can		- Requesting pa			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
A. Registration					
1. One-time registration	1.1 Assist the applicant in	None	None	Administrative	
through RO Kiosk or at	encoding the required	Administrative Assistant			
DOF Website	entries.				
https://teslite.dof.gov.ph to					
provide					
corporate/individual information and upload					
the documents in					
support of registration.					



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 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 	1.2 Evaluate the	None	None	Administrative
	correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete			Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	1.1 Check the completeness of supporting documents.	None	None	Officer of the Day, Tax Specialist RO
	1.1a Forward the application the respective division for encoding the required entries in the e-TES ^{Lit} if complete.			
	1.1b Return application documents to the applicant if incomplete.			



	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant CTD
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to Action Officer.	None	30 minutes	Division Chief CTD
	 2.4 Evaluate the application and its supporting documents. 2.4a If application is sufficient, proceed to agency action no. 3.1 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
	2.4b If application has discrepancy(cies), the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



				on the ti
	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director IV RO
	3.5 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 3.6 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release. 	None	2 hours	Administrative Assistant ROG
	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following: 4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI 4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance 4.4 A system-generated 	None	8 hours 12 minutes	Administrative Officer CRMD
	email notice will be sent to			



	the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance.			
5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



h. R.A. No. 10863 (CMTA), Sec. 800(j) Technical and scientific films

Office or Division:	Revenue Office (RO) – Customs and Tariff Division (CTD) Revenue Operations Group (ROG) Central Records and Management Division (CRMD)			
Classification:	Complex			
Type of Transaction:	G2G- Government-to-Gov G2B - Government-to-Bus			
Who may avail:	Public who are qualified to registration	o apply for exe	emption with approve	d e-TES ^{Lite}
CHECKLIST OI	REQUIREMENTS		WHERE TO SECU	RE
ONE-TIME REGISTRATION:				
A. Applicant 1. Name of consignee 2. Tax Identification Number 3. SEC Registration Number (if 4. DTI Registration Number (if a 5. BOI Registration Number (if a 6. Email address 7. Telephone number 8. Official address	applicable) applicable)		nal Revenue Exchange Commission Trade and Industry tments rty rty	
B. Broker or Representative, 1. Tax Identification Number (fo 2. Valid Government-issued ID 3. License Number 4. Name of broker or representa 5. Email address 6. Contact number	r broker only) (for representative only) ative	- Bureau of Inter - Requesting pa - Professional R - Requesting pa - Requesting pa - Requesting pa	rty egulation Commission rty rty	
 APPLICATION (TO BE SUBMITTED IN TWO (2) SETS) ORIGINAL COPY: Completely filled-out DOF-RO Form No. 91 Authorization Letter (if authorized representative) Notarized Affidavit of End-Use/Ownership PHOTOCOPY: Import Bill of Lading/AWB Commercial Invoice (Packing List/Brochure, if applicable) Certificate of Venue and Date Authorization from Exhibitor (if consigned to broker/ forwarder) Movie and Television Review and Classification Board (MTRCB) Permit (if applicable) Liquidation Report and Cancellation of Bond (if applicable) 			ountry of origin Management	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration 1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO



the documents in				
support of registration.				
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day 				
Checklisting				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 	None	None	Administrative Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective 	None	None	Officer of the Day, Tax Specialist RO
	division for encoding the required entries in the e- TES ^{Lit} if complete.			
	1.1b Return application documents to the applicant if incomplete.			



	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant CTD
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to Action Officer.	None	30 minutes	Division Chief CTD
	 2.4 Evaluate the application and its supporting documents. 2.4a If application is sufficient, proceed to agency action no. 3.1 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
	2.4b If application has discrepancy(cies), the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



TEI / No of comp is also r shipmer verificat3.3 Rev TEI / No of comp is also r shipmer verificat3.4 Rev TEI / No of comp is also r shipmer verificat3.4 Rev TEI / No of comp is also r shipmer verificat3.5 Rev TEI / No of comp is also r shipmer verificat3.6 A sy email no the appl approva and the forwarde release4. Receive an email4.1 Trar				on the tr
TEI / No of comp is also r shipmer verificat3.4 Rev TEI / No of comp is also r shipmer verificat3.4 Rev TEI / No of comp is also r shipmer verificat3.5 Rev TEI / No of comp3.6 A sy email no the appl approva and the forwarde release4. Receive an email4.1 Tran	iew / approve the on-TEI / formal letter bliance. Assessment made whether the nt requires ion / inspection.	None	4 hours	Division Chief CTD
TEI / No of comp is also n shipmer verificat 3.5 Rev TEI / No of comp 3.5 Rev TEI / No of comp 3.6 A sy email no the appl approva and the forwarde release 4. Receive an email	iew / approve the on-TEI / formal letter bliance. Assessment nade whether the nt requires ion / inspection.	None	4 hours	Director III RO
TEI / No of comp3.6 A sy email no the appl approva and the forwarde release4. Receive an email4.1 Tran	iew / approve the on-TEI / formal letter bliance. Assessment nade whether the nt requires ion / inspection.	None	4 hours	Director IV RO
email no the appl approva and the forwarde release 4. Receive an email 4.1 Tran	iew / approve the on-TEI / formal letter iliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
been processed by the of comp Revenue Office and will supporti	vstem-generated otice will be sent to licant informing the al of the application same will be ed to CRMD for to the applicant. Insmit the approved on-TEI / formal letter oliance and ing documents to for release.	None	2 hours	Administrative Assistant ROG
4.2 Prep TEI / No of comp 4.3 Rele approve formal le through 4.3a De of Custo releasin 4.3b De consign	bare the approved on-TEI / formal letter bliance for release. ease/deliver the ed TEI / Non-TEI / etter of compliance the following: eliver to the Bureau oms (BOC) if ig TEI / Non-TEI eliver it to the ee's postal mail If ig the formal letter	None	8 hours 12 minutes	Administrative Officer CRMD



	the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance.			
5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



i. R.A. No. 10863 (C Goods for making	MTA), Sec. 800(k) or recording motion picture f	films		
Office or Division:	Revenue Office (RO) – Customs and Tariff Division (CTD) Revenue Operations Group (ROG) Central Records and Management Division (CRMD)			
Classification:	Complex			
Type of Transaction:	G2B - Government-to-Bus	siness		
Who may avail:	Public who are qualified to registration	o apply for exe	emption with approve	d e-TES ^{Lite}
CHECKLIST OI	F REQUIREMENTS		WHERE TO SECU	RE
ONE-TIME REGISTRATION:				
 A. Applicant 1. Name of consignee 2. Tax Identification Number 3. SEC Registration Number (if 4. DTI Registration Number (if a 5. BOI Registration Number (if a 6. Email address 7. Telephone number 8. Official address 	applicable)		nal Revenue Exchange Commission Trade and Industry tments rty rty	
 B. Broker or Representative, 1. Tax Identification Number (fo 2. Valid Government-issued ID 3. License Number 4. Name of broker or representation 5. Email address 6. Contact number APPLICATION (TO BE SUBMINITY)	r broker only) (for representative only) ative	- Bureau of Inter - Requesting pa - Professional R - Requesting pa - Requesting pa - Requesting pa	rty egulation Commission rty rty	
ORIGINAL COPY: 1. Completely filled-out DOF-F 2. Authorization Letter (if authorization Letter (if authorization Letter (if authorization Letter)) 3. Notarized Affidavit of End-L	orized representative)		rty/Applicant through the DO n-91-authorize-and-affidavit-t	
 PHOTOCOPY: 4. Import Bill of Lading/AWB 5. Commercial Invoice (Packir 6. Certificate of Venue and Da 7. Liquidation Report and Can 	ite	- Shipping Comp - Shipper from c - Venue Owner/l - Requesting pa	ountry of origin Management	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO



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 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 	1.2 Evolucia tha	None	Nono	Administrativa
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 	None	None	Administrative Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
 Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website Officer of the Day Checklisting 	None	None	None	
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Officer of the Day, Tax Specialist RO
	1.2 Encode the required entries in the e-TES ^{Lite} and	None	None	Administrative Assistant



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	generate the application number.			CTD
	1.3 Return the application documents to the applicant for submission in CRMD.			
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to Action Officer.	None	30 minutes	Division Chief CTD
	2.4 Evaluate the application and its supporting documents.2.4a If application is	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	sufficient, proceed to agency action no. 3.1			CTD
	2.4b If application has discrepancy(cies), the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



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	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director IV RO
	3.5 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 3.6 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release. 	None	2 hours	Administrative Assistant ROG
	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following: 4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI 4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance 4.4 A system-generated 	None	8 hours 12 minutes	Administrative Officer CRMD
	email notice will be sent to			



	the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance.			
5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



j. R.A. No. 10863 (CMTA), Sec. 800(k)	
Photographic and cinematographic films	

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Office or Division:	Revenue Office (RO) – Customs and Tariff Division (CTD) Revenue Operations Group (ROG) Central Records and Management Division (CRMD)					
Classification:	Complex	Complex				
Type of Transaction:	· ·	G2B - Government-to-Business				
Who may avail:	Public who are qualified to apply for exemption with approved e-TES ^{Lite} registration					
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE				
ONE-TIME REGISTRATION:						
 A. Applicant Name of consignee Tax Identification Number SEC Registration Number (if applicable) DTI Registration Number (if applicable) BOI Registration Number (if applicable) Email address Telephone number Official address B. Broker or Representative, if any Tax Identification Number (for broker only) Valid Government-issued ID (for representative only) License Number Name of broker or representative Email address ORIGINAL COPY: 		 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party 				
 Completely filled-out DOF-RO Form No. 91 Authorization Letter (if authorized representative) Notarized Affidavit of End-Use/Ownership 		- Requesting party/Applicant through the DOF Website https://bit.ly/form-91-authorize-and-affidavit-template				
 PHOTOCOPY: 4. Import Bill of Lading/AWB 5. Commercial Invoice (Packing List, if applicable) 6. Certificate of Identification/Inspection and Loading 		- Shipping Company - Shipper from country of origin - BOC				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
 A. Registration 1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u>to provide corporate/individual information and upload the documents in support of registration. If First time applicant, start from Client Step A. Registration 	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO		



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If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting				
choomony	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect 	None	None	Administrative Assistant RO
	and incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. <i>Officer of the Day</i> Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 	None	None	Officer of the Day, Tax Specialist RO
	1.1b Return application documents to the applicant if incomplete.			
	1.2 Encode the required entries in the e-TES ^{Lite} and generate the application number.	None	None	Administrative Assistant CTD



	1.3 Return the application documents to the applicant for submission in CRMD.			
C. Filing				
0. i iiiig				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	 1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant. 1.3 A system-generated 			
	email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to Action Officer.	None	30 minutes	Division Chief CTD
	 2.4 Evaluate the application and its supporting documents. 2.4a If application is sufficient, proceed to 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
	agency action no. 3.1 2.4b If application has			
	discrepancy(cies) , the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD



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	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director IV RO
	3.5 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 3.6 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release. 	None	2 hours	Administrative Assistant ROG
	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following: 4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI 4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance 4.4 A system-generated email notice will be sent to the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance. 	None	8 hours 12 minutes	Administrative Officer CRMD



5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



Office or Division:	Operations Group (ROG)	Revenue Office (RO) – Customs and Tariff Division (CTD) Revenue Operations Group (ROG) Central Records and Management Division (CRMD)				
Classification:	Complex					
Type of Transaction:	G2B - Government-to-Business					
Who may avail:	Public who are qualified to registration	o apply for exe	emption with approve	d e-TES ^{Lite}		
CHECKLIST OF	REQUIREMENTS		WHERE TO SECU	RE		
ONE-TIME REGISTRATION:						
 A. Applicant 1. Name of consignee 2. Tax Identification Number 3. SEC Registration Number (if applicable) 4. DTI Registration Number (if applicable) 5. BOI Registration Number (if applicable) 6. Email address 7. Telephone number 8. Official address 		 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party 				
 Tax Identification Number (fo Valid Government-issued ID License Number Name of broker or representa Email address Contact number 	oroker or representative Iress		 Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party Requesting party 			
 APPLICATION (TO BE SUBMITTED IN TWO (2) SETS) ORIGINAL COPY: Completely filled-out DOF-RO Form No. 91 Authorization Letter (if authorized representative) Notarized Affidavit of End-Use/Ownership PHOTOCOPY: Import Bill of Lading/AWB Commercial Invoice (Packing List, if applicable) Liquidation Report and Cancellation of Bond (if applicable) 		 Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping Company Shipper from country of origin Requesting party/Applicant 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
A. Registration						
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO		



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 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 	1.2 Evolucia tha	None	Nono	Administrativa
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 	None	None	Administrative Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
 Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website Officer of the Day Checklisting 	None	None	None	
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Officer of the Day, Tax Specialist RO
	1.2 Encode the required entries in the e-TES ^{Lite} and	None	None	Administrative Assistant



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	generate the application number.			CTD
	1.3 Return the application documents to the applicant for submission in CRMD.			
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to Action Officer.	None	30 minutes	Division Chief CTD
	2.4 Evaluate the application and its supporting documents.2.4a If application is	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	sufficient, proceed to agency action no. 3.1			CTD
	2.4b If application has discrepancy(cies), the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



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	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director IV RO
	3.5 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 3.6 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release. 	None	2 hours	Administrative Assistant ROG
	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following: 4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI 4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance 4.4 A system-generated 	None	8 hours 12 minutes	Administrative Officer CRMD
	email notice will be sent to			



	the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance.			
5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



I. R.A. No. 10863 (CMTA), Sec. 800(p)
Recovered goods and salvage of vessels

				_		
Office or Division:						
Classification:	Complex					
Type of Transaction:	G2B - Government-to-Business					
Who may avail:	Shipping Lines with appro	ved e-TES ^{Lite}	registration			
CHECKLIST OF	F REQUIREMENTS WHERE TO SECURE			RE		
ONE-TIME REGISTRATION:						
 A. Applicant 1. Name of consignee 2. Tax Identification Number 3. SEC Registration Number (if applicable) 4. DTI Registration Number (if applicable) 5. BOI Registration Number (if applicable) 6. Email address 7. Telephone number 8. Official address 		 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party 				
 Valid Government-issued ID License Number 	 Name of broker or representative Email address 		 Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party Requesting party 			
 ORIGINAL COPY: 1. Completely filled-out DOF-RO Form No. 91 2. Authorization Letter (if authorized representative) 3. Notarized Affidavit of End-Use/Ownership PHOTOCOPY: 4. Import Bill of Lading/AWB 5. Commercial Invoice (Packing List, if applicable) 6. Inventory Report of the Customs Examiner from BOC 7. Certification/Report from MARINA 8. Marine Protest from MARINA 						
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON		
		BE PAID	TIME	RESPONSIBLE		
A. Registration 1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None None Administrativ Assistant RO				



 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents.	None	None	Administrative Assistant RO
	1.2a Send an email notice of approval if correct and complete			
	1.2b Send an email notice of disapproval if incorrect and incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. <i>Officer of the Day</i> Checklisting				
1. Present the application and supporting documents at the RO window.	1.1 Check the completeness of supporting documents.	None	None	Officer of the Day, Tax Specialist RO
	1.1a Forward the application the respective division for encoding the required entries in the e-TES ^{Lit} if complete.			
	1.1b Return application documents to the applicant if incomplete.			
	1.2 Encode the required entries in the e-TES ^{Lite} and	None	None	Administrative Assistant



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	generate the application number.			CTD
	1.3 Return the application documents to the applicant for submission in CRMD.			
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to Action Officer.	None	30 minutes	Division Chief CTD
	2.4 Evaluate the application and its supporting documents.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
	2.4a If application is sufficient, proceed to agency action no. 3.1			Specialist) CTD
	2.4b If application has discrepancy(cies), the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working down			
	within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



.2 Review / approve the EI / Non-TEI / formal letter f compliance. Assessment a also made whether the hipment requires erification / inspection. .3 Review / approve the EI / Non-TEI / formal letter f compliance. Assessment a also made whether the hipment requires erification / inspection. .4 Review / approve the EI / Non-TEI / formal letter f compliance. Assessment a also made whether the bipment requires	None None None	4 hours 4 hours	Division Chief CTD Director III RO
.3 Review / approve the EI / Non-TEI / formal letter f compliance. Assessment also made whether the hipment requires erification / inspection. .4 Review / approve the EI / Non-TEI / formal letter f compliance. Assessment also made whether the		4 hours	
EI / Non-TEI / formal letter f compliance. Assessment also made whether the	None		
erification / inspection.		4 hours	Director IV RO
.5 Review / approve the EI / Non-TEI / formal letter f compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
.6 A system-generated mail notice will be sent to be applicant informing the pproval of the application nd the same will be orwarded to CRMD for elease to the applicant. .1 Transmit the approved EI / Non-TEI / formal letter f compliance and upporting documents to CRMD for release.	None	2 hours	Administrative Assistant ROG
.2 Prepare the approved EI / Non-TEI / formal letter f compliance for release. .3 Release/deliver the pproved TEI / Non-TEI / ormal letter of compliance nrough the following: .3a Deliver to the Bureau f Customs (BOC) if eleasing TEI / Non-TEI .3b Deliver it to the onsignee's postal mail If eleasing the formal letter or compliance	None	8 hours 12 minutes	Administrative Officer CRMD
6 me provide 1.1 E for up R2 E for3 Provide 1.3 E for up R2 E for3 Provide 1.3 or electron .3 or elec	A system-generated ail notice will be sent to applicant informing the proval of the application d the same will be warded to CRMD for ease to the applicant. Transmit the approved I / Non-TEI / formal letter compliance and porting documents to RMD for release. Prepare the approved I / Non-TEI / formal letter compliance for release. Release/deliver the proved TEI / Non-TEI / mal letter of compliance ough the following: Deliver to the Bureau Customs (BOC) if easing TEI / Non-TEI b Deliver it to the nsignee's postal mail If easing the formal letter compliance A system-generated	A system-generated hail notice will be sent to eapplicant informing the proval of the application d the same will be warded to CRMD for ease to the applicant. Transmit the approved I / Non-TEI / formal letter compliance and porting documents to RMD for release. Prepare the approved I / Non-TEI / formal letter compliance for release. Release/deliver the proved TEI / Non-TEI / mal letter of compliance ough the following: Deliver to the Bureau Customs (BOC) if easing TEI / Non-TEI Deliver it to the msignee's postal mail If easing the formal letter compliance	A system-generated hail notice will be sent to examplicant informing the proval of the application d the same will be warded to CRMD for ease to the applicant. Transmit the approved I / Non-TEI / formal letter compliance and opporting documents to RMD for release. None 2 hours Prepare the approved I / Non-TEI / formal letter compliance for release. None 8 hours Prepare the approved I / Non-TEI / formal letter compliance for release. None 8 hours Release/deliver the proved TEI / Non-TEI / mal letter of compliance ough the following: None 8 hours a Deliver to the Bureau Customs (BOC) if easing TEI / Non-TEI Hours If easing the formal letter compliance b Deliver it to the hsignee's postal mail If easing the formal letter compliance A system-generated If



	the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance.			
5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



m. R.A. No. 10863 (CMTA), Sec. 800(r)
Non-commercial samples

Non-commerciai	samples			
Office or Division:	Revenue Office (RO) – Customs and Tariff Division (CTD) Revenue Operations Group (ROG) Central Records and Management Division (CRMD)			
Classification:	Complex			
Type of Transaction:	G2G- Government-to-Government G2B - Government-to-Business			
Who may avail:	Public who are qualified to apply for exemption with approved e-TES ^{Lite} registration			
CHECKLIST OI	FREQUIREMENTS		WHERE TO SECU	RE
ONE-TIME REGISTRATION:				
 A. Applicant 1. Name of consignee 2. Tax Identification Number 3. SEC Registration Number (if 4. DTI Registration Number (if a 5. BOI Registration Number (if a 6. Email address 7. Telephone number 8. Official address 	applicable) applicable)		nal Revenue Exchange Commission Trade and Industry ments rty rty	
 B. Broker or Representative, 1. Tax Identification Number (fo 2. Valid Government-issued ID 3. License Number 4. Name of broker or representa 5. Email address 6. Contact number APPLICATION (TO BE SUBMI	r broker only) (for representative only) ative	 Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party Requesting party 		
 ORIGINAL COPY: 1. Completely filled-out DOF-F 2. Authorization Letter (if authorization Letter) 3. Notarized Affidavit of End-L 4. Department of Finance (DC PHOTOCOPY: 5. Import Bill of Lading/AWB 6. Commercial Invoice (Packir) 	RO Form No. 91 orized representative) Jse/Ownership JF) – Prior Approval	 Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> DOF – Revenue Office (RO) Shipping Company Shipper from country of origin DOH 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration 1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO



	Г Т			
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 	1.2 Evolucia tha	None	Nono	Administrativa
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 	None	None	Administrative Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
 Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website Officer of the Day Checklisting 	None	None	None	
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Officer of the Day, Tax Specialist RO
	1.2 Encode the required entries in the e-TES ^{Lite} and	None	None	Administrative Assistant



				- GUT THE VI
	generate the application number.			CTD
	1.3 Return the application documents to the applicant for submission in CRMD.			
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to Action Officer.	None	30 minutes	Division Chief CTD
	2.4 Evaluate the application and its supporting documents.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
	2.4a If application is sufficient, proceed to agency action no. 3.1			Specialist) CTD
	2.4b If application has discrepancy(cies), the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working down			
	within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



				on the ti
	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director IV RO
	3.5 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 3.6 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release. 	None	2 hours	Administrative Assistant ROG
	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following: 4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI 4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance 4.4 A system-generated 	None	8 hours 12 minutes	Administrative Officer CRMD
	email notice will be sent to			



	the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance.			
5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



n. R.A. No. 10863 (C Commercial samp					
Office or Division:	Revenue Office (RO) – Customs and Tariff Division (CTD) Revenue Operations Group (ROG) Central Records and Management Division (CRMD)				
Classification:	Complex	Complex			
Type of Transaction:	G2G- Government-to-Government G2B - Government-to-Business				
Who may avail:	Public who are qualified to	Public who are qualified to apply for exemption with approved e-TES ^{Lite} registration			
CHECKLIST OI	REQUIREMENTS		WHERE TO SECU	RE	
ONE-TIME REGISTRATION:					
 A. Applicant 1. Name of consignee 2. Tax Identification Number 3. SEC Registration Number (if 4. DTI Registration Number (if a 5. BOI Registration Number (if a 6. Email address 7. Telephone number 8. Official address 	applicable)		nal Revenue Exchange Commission Trade and Industry tments rty rty		
B. Broker or Representative, 1. Tax Identification Number (fo 2. Valid Government-issued ID 3. License Number 4. Name of broker or representa 5. Email address 6. Contact number	r broker only) (for representative only) ative	 Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party Requesting party 			
 APPLICATION (TO BE SUBMI ORIGINAL COPY: 1. Completely filled-out DOF-F 2. Authorization Letter (if authority) 3. Notarized Affidavit of End-L 4. Department of Finance (DC PHOTOCOPY: 5. Import Bill of Lading/AWB 6. Commercial Invoice (Packing 7. Certification from DOH (if maching Appropriate Government Ag 8. Certificate of Venue and Da 9. Report and Cancellation of 	RO Form No. 91 prized representative) Jse/Ownership JF) – Prior Approval ng List, if applicable) nedicine) or Clearance from gency (if other than medicine) tte	 Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> DOF – RO Shipping Company Shipper from country of origin DOH/Appropriate Government Agency Venue Owner/Management Requesting party/Applicant 			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
A. Registration 1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO	



the documents in				
support of registration.				
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day 				
Checklisting				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 	None	None	Administrative Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective 	None	None	Officer of the Day, Tax Specialist RO
	division for encoding the required entries in the e- TES ^{Lit} if complete.			
	1.1b Return application documents to the applicant if incomplete.			



	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant CTD
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to Action Officer.	None	30 minutes	Division Chief CTD
	 2.4 Evaluate the application and its supporting documents. 2.4a If application is sufficient, proceed to agency action no. 3.1 2.4b If application has 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
	2.4b If application has discrepancy(cies), the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



2 Review / approve the EI / Non-TEI / formal letter compliance. Assessment also made whether the ipment requires erification / inspection. 3 Review / approve the EI / Non-TEI / formal letter compliance. Assessment also made whether the ipment requires erification / inspection. 4 Review / approve the EI / Non-TEI / formal letter compliance. Assessment also made whether the ipment requires	None None None	4 hours 4 hours	Division Chief CTD Director III RO
EI / Non-TEI / formal letter compliance. Assessment also made whether the ipment requires erification / inspection. 4 Review / approve the EI / Non-TEI / formal letter compliance. Assessment also made whether the		4 hours	
EI / Non-TEI / formal letter compliance. Assessment also made whether the	None		
rification / inspection.		4 hours	Director IV RO
5 Review / approve the El / Non-TEI / formal letter compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
6 A system-generated nail notice will be sent to e applicant informing the oproval of the application nd the same will be rwarded to CRMD for lease to the applicant. 1 Transmit the approved EI / Non-TEI / formal letter compliance and apporting documents to RMD for release.	None	2 hours	Administrative Assistant ROG
 2 Prepare the approved 2 I / Non-TEI / formal letter compliance for release. 3 Release/deliver the proved TEI / Non-TEI / rmal letter of compliance rough the following: 3a Deliver to the Bureau Customs (BOC) if leasing TEI / Non-TEI 3b Deliver it to the presence of the provence of the pro	None	8 hours 12 minutes	Administrative Officer CRMD
e phd weight of the second sec	applicant informing the roval of the application the same will be varded to CRMD for ase to the applicant. Transmit the approved / Non-TEI / formal letter compliance and porting documents to MD for release. Prepare the approved / Non-TEI / formal letter compliance for release. Release/deliver the proved TEI / Non-TEI / nal letter of compliance bugh the following: a Deliver to the Bureau Customs (BOC) if pasing TEI / Non-TEI b Deliver it to the	applicant informing the roval of the application the same will be varded to CRMD for ase to the applicant. Transmit the approved / Non-TEI / formal letter ompliance and porting documents to MD for release. Prepare the approved / Non-TEI / formal letter ompliance for release. Release/deliver the proved TEI / Non-TEI / nal letter of compliance bugh the following: a Deliver to the Bureau Customs (BOC) if pasing TEI / Non-TEI b Deliver it to the signee's postal mail If pasing the formal letter	applicant informing the rroval of the application I the same will be varded to CRMD for tase to the applicant. Transmit the approved / Non-TEI / formal letter ompliance and porting documents to MD for release.None8 hours 12 minutesPrepare the approved / Non-TEI / formal letter ompliance for release.None8 hours 12 minutesRelease/deliver the troved TEI / Non-TEI / nal letter of compliance pugh the following: a Deliver to the Bureau Customs (BOC) if tasing TEI / Non-TEINone8 hours to the signee's postal mail If tasing the formal letter



	the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance.			
5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



o. R.A. No. 10863 (CMTA), Sec. 800(u)
Goods previously exported and subsequently imported

Office or Division:	Revenue Office (RO) – Customs and Tariff Division (CTD) Revenue Operations Group (ROG) Central Records and Management Division (CRMD)					
Classification:		Complex				
Type of Transaction:	G2G- Government-to-Government G2B - Government-to-Business G2C - Government-to-Citizen					
Who may avail:	registration	Public who are qualified to apply for exemption with approved e-TES ^{Lite} registration				
	F REQUIREMENTS		WHERE TO SECU	RE		
 ONE-TIME REGISTRATION: A. Applicant Name of consignee Tax Identification Number SEC Registration Number (if a DTI Registration Number (if a BOI Registration Number (if a BOI Registration Number (if a BOI Registration Number (if a Chail address Telephone number Official address Broker or Representative, i Tax Identification Number (fo Valid Government-issued ID License Number Name of broker or representative, i Email address Contact number ORIGINAL COPY: Completely filled-out DOF-F 	applicable) applicable) if any r broker only) (for representative only) ative TTED IN TWO (2) SETS)	 Department of Board of Investing particular sequesting particular sequ	nal Revenue Exchange Commission Trade and Industry tments rty rty mal Revenue rty egulation Commission rty rty rty	T- W/ch cite		
 Authorization Letter (if authors) Notarized Affidavit of End-L PHOTOCOPY: Import Bill of Lading/AWB Commercial Invoice (Packing Export Bill of Lading/AWB Export Bill of Lading/AWB Export Invoice and Packing Export Declaration Proof of Payment on Origina Certificate of Identification/I Certification from foreign prime 	orized representative) lse/Ownership ng List, if applicable) List al Importation (if applicable) nspection/Loading	representative) https://bit.ly/form-91-authorize-and-affidavit-template vnership - Shipping Company , if applicable) - Shipping Company , ortation (if applicable) - BOC ortation (if applicable) - BOC ition/Loading - BOC				
rejection (if rejected goods) 12. Foreign Government Certifi 13. Certification from Philippine antiques) 14. Clearance from Regulatory	National Museum (if artworks/	 - USFDA or Other Foreign Regulating Body - Philippine National Museum - Appropriate Regulatory Agency 				
CLIENT STEPS		FEES TO BE PAID	PROCESSING	PERSON RESPONSIBLE		
A. Registration						
1. One-time registration through RO Kiosk or at		None None Administrativ RO				



				ON THE PHIL
DOF Website https://teslite.dof.gov.ph_to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.			
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email potice 	None	None	Administrative Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. <i>Officer of the Day</i> Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the 	None	None	Officer of the Day, Tax Specialist RO



				Ste The
	required entries in the e-			
	TES ^{Lit} if complete.			
	1.1b Return application			
	documents to the applicant			
	if incomplete.			
	1.2 Encode the required	None	None	Administrative
	entries in the e-TES ^{Lite} and			Assistant
	generate the application			CTD
	number.			
	1.3 Return the application			
	documents to the applicant			
	for submission in CRMD.			
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with			
	application number and			
	CRMD received stamp to			
	applicant.			
	1.3 A system-generated			
	email notice will be sent to			
	the applicant notifying the			
2. Receive email notice	receipt of the application. 2.1 Assign the application to			
of acceptance of the	respective RO Divisions.			
application.				
	2.2 Route the application to			
	CTD.			
	2.3 Assign application to	None	30 minutes	Division Chief
	Action Officer.			CTD
	2.4 Evaluate the application	None	4 hours	Action Officer
	and its supporting documents.			(Tax Specialist II, Sr. Tax Specialist, Supervising Tax
	2.4a If application is			Supervising Tax Specialist)
	sufficient, proceed to			CTD
	agency action no. 3.1			
	2.4b If application has			
	discrepancy(cies), the			
	Action Officer will issue a			
	notice of compliance to the			
	applicant to be complied			
	within two (2) working days,			
	otherwise, a formal letter of			
	compliance will be issued.			



				Ou THE PIN
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director IV RO
	3.5 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD	 3.6 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release. 	None	2 hours	Administrative Assistant ROG
for release.	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following: 4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI 	None	8 hours 12 minutes	Administrative Officer CRMD



	 4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance 4.4 A system-generated email notice will be sent to the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance. 			
5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



Office or Division:		Revenue Office (RO) – Customs and Tariff Division (CTD) Revenue Operations Group (ROG) Central Records and Management Division (CRMD)			
Classification:	Complex				
Type of Transaction:	G2B - Government-to-Business				
Who may avail:	Mining Companies with a	pproved e-TE	S ^{Lite} registration		
CHECKLIST OF	REQUIREMENTS		WHERE TO SECU	RE	
 ONE-TIME REGISTRATION: A. Applicant Name of consignee Tax Identification Number SEC Registration Number (if a DTI Registration Number (if a BOI Registration Number (if a Email address Telephone number Official address B. Broker or Representative, i Tax Identification Number (fo Valid Government-issued ID License Number Ramil address Contact number ORIGINAL COPY: Completely filled-out DOF-F 	applicable) applicable) if any r broker only) (for representative only) ative TTED IN TWO (2) SETS)	 Department of Board of Investing particular Requesting particular Requesting particular Bureau of Inter Requesting particular Professional R Requesting particular 	nal Revenue Exchange Commission Trade and Industry tments rty rty rty mal Revenue rty egulation Commission rty rty	F Website	
 Authorization Letter (if authorized representative) Notarized Affidavit of End-Use/Ownership PHOTOCOPY: Import Bill of Lading/AWB Commercial Invoice (Packing List, if applicable) Certificate from Department of Environment and Natural Resources (DENR) upon the recommendation of the Director of Mines and Geosciences Bureau (MGB) as to purpose of importation Certificate of Non-Local Availability from DENR 		https://bit.ly/form - Shipping Comp - Shipper from c - DENR - DENR		<u>emplate</u>	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
A. Registration 1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO	



 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents.	None	None	Administrative Assistant RO
	1.2a Send an email notice of approval if correct and complete			
	1.2b Send an email notice of disapproval if incorrect and incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. <i>Officer of the Day</i> Checklisting				
1. Present the application and supporting documents at the RO window.	1.1 Check the completeness of supporting documents.	None	None	Officer of the Day, Tax Specialist RO
	1.1a Forward the application the respective division for encoding the required entries in the e-TES ^{Lit} if complete.			
	1.1b Return application documents to the applicant if incomplete.			
	1.2 Encode the required entries in the e-TES ^{Lite} and	None	None	Administrative Assistant



				OF THE VICE
	generate the application number.			CTD
	1.3 Return the application documents to the applicant for submission in CRMD.			
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to Action Officer.	None	30 minutes	Division Chief CTD
	2.4 Evaluate the application and its supporting documents.2.4a If application is	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	sufficient, proceed to agency action no. 3.1			CTD
	2.4b If application has discrepancy(cies), the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



TEI / Nor of compli is also m shipment verificatio3.3 Revie TEI / Nor of compli is also m shipment verificatio3.3 Revie TEI / Nor of compli is also m shipment verificatio3.4 Revie TEI / Nor of compli is also m shipment verificatio3.4 Revie TEI / Nor of compli is also m shipment verificatio3.5 Revie TEI / Nor of compli as also m shipment verificatio3.6 A sys email not the applic approval and the s forwarder release to4. Receive an email that the application has been processed by the	ew / approve the h-TEI / formal letter ance. Assessment	None	4 hours	Division Chief
3.3 Revie TEI / Nor of compli is also m shipment verification 3.4 Revie TEI / Nor of compli is also m shipment verification 3.4 Revie TEI / Nor of compli is also m shipment verification 3.5 Revie TEI / Nor of compli 3.6 A systemail not the applic approval and the st forwarded release to 4. Receive an email that the application has been processed by the	ade whether the			CTD
TEI / Nor of compli is also m shipment verificatio3.5 Revie TEI / Nor of compli3.6 A sys 	ew / approve the n-TEI / formal letter ance. Assessment ade whether the	None	4 hours	Director III RO
TEI / Nor of compli3.6 A sys email not the applic approval and the s forwarder release to4. Receive an email that the application has been processed by the4.1 Trans TEI / Nor of compli	ew / approve the h-TEI / formal letter ance. Assessment ade whether the t requires on / inspection.	None	4 hours	Director IV RO
 email not the applic approval and the s forwarded release to 4. Receive an email that the application has been processed by the email not the applic approval and the s forwarded release to 	ew / approve the n-TEI / formal letter	None	8 hours	Assistant Secretaryor Undersecretary ROG
	stem-generated tice will be sent to cant informing the of the application same will be d to CRMD for o the applicant. smit the approved n-TEI / formal letter ance and g documents to or release.	None	2 hours	Administrative Assistant ROG
4.2 Prepa TEI / Nor of compli 4.3 Relea approved formal lef through t 4.3a Delii of Custor releasing 4.3b Delii consigne releasing for compl 4.4 A sys	are the approved h-TEI / formal letter ance for release. ase/deliver the d TEI / Non-TEI / tter of compliance he following: ver to the Bureau ms (BOC) if tTEI / Non-TEI ver it to the e's postal mail If the formal letter liance stem-generated tice will be sent to	None	8 hours 12 minutes	Administrative Officer CRMD



	the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance.			
5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



•	10863 (CMTA), Sec. 800(w) spare parts, and accessories thereof imported by Agro-Industrial Companies Revenue Office (RO) – Customs and Tariff Division (CTD) Revenue Operations Group (ROG) Central Records and Management Division						
	(CRMD)						
Classification:	Complex	Complex					
Type of Transaction:	G2B - Government-to-Business						
Who may avail:	Agro-Industrial Companies with approved e-TES ^{Lite} registration						
	FREQUIREMENTS		WHERE TO SECU	RE			
ONE-TIME REGISTRATION:							
 A. Applicant 1. Name of consignee 2. Tax Identification Number 3. SEC Registration Number (if applicable) 4. DTI Registration Number (if applicable) 5. BOI Registration Number (if applicable) 6. Email address 7. Telephone number 8. Official address 		 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party 					
 B. Broker or Representative, if any 1. Tax Identification Number (for broker only) 2. Valid Government-issued ID (for representative only) 3. License Number 4. Name of broker or representative 5. Email address 6. Contact number APPLICATION (TO BE SUBMITTED IN TWO (2) SETS)		 Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party Requesting party 					
 ORIGINAL COPY: Completely filled-out DOF-RO Form No. 91 Authorization Letter (if authorized representative) Notarized Affidavit of End-Use/Ownership 		- Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u>					
 PHOTOCOPY: 4. Import Bill of Lading/AWB 5. Commercial Invoice (Packing List, if applicable) 6. Certificate from Department of Agriculture (DA) or Department of Trade and Industry (DTI) 		- Shipping Company - Shipper from country of origin - DA/DTI					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE			
A. Registration							
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO			



 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 	1.0 Evolucio the	None	Nono	Administrativa
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 	None	None	Administrative Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
 Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website Officer of the Day Checklisting 	None	None	None	
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Officer of the Day, Tax Specialist RO
	1.2 Encode the required entries in the e-TES ^{Lite} and	None	None	Administrative Assistant



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	generate the application number.			CTD
	1.3 Return the application documents to the applicant for submission in CRMD.			
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to Action Officer.	None	30 minutes	Division Chief CTD
	2.4 Evaluate the application and its supporting documents.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
	2.4a If application is sufficient, proceed to agency action no. 3.1			Specialist) CTD
	2.4b If application has discrepancy(cies), the Action Officer will issue a notice of compliance to the applicant to be complied			
	within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



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	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director IV RO
	3.5 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
4. Receive an email that the application has been processed by the Revenue Office and will	 3.6 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to 	None	2 hours	Administrative Assistant ROG
be forwarded to CRMD for release.	4.2 Prepare the approved TEL / Non-TEL / formal letter	None	8 hours 12 minutes	Administrative Officer
	of compliance for release. 4.4 A system-generated email notice will be sent to the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance. 4.4 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following:			CRMD
	4.4a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI			



released/delivered.	TOTAL:	None	4 working days 3 hours and 42 minutes	
5. Receive an email notification confirming that the result of the application has been	None	None	None	
	4.4b Deliver it to the consignee's postal mail If releasing the formal letter for compliance			



r. R.A. No. 10863 (C Spare parts of ves	MTA), Sec. 800(x) sels or aircrafts engaged in f	oreign trade		
Office or Division:	Revenue Office (RO) – Cu Operations Group (ROG) (CRMD)			
Classification:	Complex			
Type of Transaction:	G2B - Government-to-Bus	siness		
Who may avail:	Foreign Registry Airlines/S	Shipping Com		
	F REQUIREMENTS		WHERE TO SECU	RE
 ONE-TIME REGISTRATION: A. Applicant Name of consignee Tax Identification Number SEC Registration Number (if a DTI Registration Number (if a BOI Registration Number (if a Email address Telephone number Official address Broker or Representative, Tax Identification Number (fo Valid Government-issued ID License Number Semail address Contact number ORIGINAL COPY: Completely filled-out DOF-F Authorization Letter (if authorization Letter (if authorizatio	applicable) applicable) if any or broker only) (for representative only) ative TTED IN TWO (2) SETS) RO Form No. 91 porized representative)	 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party 		
 Notarized Affidavit of End-L PHOTOCOPY: Import Bill of Lading/AWB Commercial Invoice (Packir Certificate of Foreign Regis Document to show that ves trade 	ng List, if applicable)	 Shipper from c Shipper/Owner 	- Shipping Company - Shipper from country of origin - Shipper/Owner - Requesting party/Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration 1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO



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 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 	1.2 Evolucia tha	None	Nono	Administrativa
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 	None	None	Administrative Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
 Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website Officer of the Day Checklisting 	None	None	None	
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Officer of the Day, Tax Specialist RO
	1.2 Encode the required entries in the e-TES ^{Lite} and	None	None	Administrative Assistant



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	generate the application number.			CTD
	1.3 Return the application documents to the applicant for submission in CRMD.			
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to Action Officer.	None	30 minutes	Division Chief CTD
	2.4 Evaluate the application and its supporting documents.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
	2.4a If application is sufficient, proceed to agency action no. 3.1			Specialist) CTD
	2.4b If application has discrepancy(cies), the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working down			
	within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



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	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director IV RO
	3.5 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 3.6 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release. 	None	2 hours	Administrative Assistant ROG
	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following: 4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI 4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance 4.4 A system-generated 	None	8 hours 12 minutes	Administrative Officer CRMD
	email notice will be sent to			



	the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance.			
5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



Office or Division:	Revenue Office (RO) – C Operations Group (ROG) (CRMD)			
Classification:	Complex			
Type of Transaction:	G2G- Government-to-Government G2B - Government-to-Business G2C - Government-to-Citizen			
Who may avail:	Public who are qualified to registration	o apply for exe	emption with approve	d e-TES ^{Lite}
CHECKLIST OF	REQUIREMENTS		WHERE TO SECU	RE
ONE-TIME REGISTRATION:				
 A. Applicant 1. Name of consignee 2. Tax Identification Number 3. SEC Registration Number (if applicable) 4. DTI Registration Number (if applicable) 5. BOI Registration Number (if applicable) 6. Email address 7. Telephone number 8. Official address 		 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party 		
 B. Broker or Representative, i 1. Tax Identification Number (fo 2. Valid Government-issued ID 3. License Number 4. Name of broker or representation 5. Email address 6. Contact number APPLICATION (TO BE SUBMIN 	r broker only) (for representative only) ative	 Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party 		
 ORIGINAL COPY: 1. Completely filled-out DOF-R 2. Authorization Letter (if authority) 3. Notarized Affidavit of End-U PHOTOCOPY: 4. Import Bill of Lading/AWB 	prized representative)	- Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u>		
 Import Bill of Lading/AWB Commercial Invoice (Packing List, if applicable) Certificate of Identification/Inspection and Loading Export Bill of Lading/AWB Export Invoice and Packing List Export Declaration Proof of Payment on Original Importation (if applicable) 		 Shipping Company Shipper from country of origin BOC Shipping Company Requesting party/Applicant BOC BOC BOC 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO



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the documents in				
support of registration.				
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day 				
Checklisting				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 	None	None	Administrative Assistant RO
	1 2h Sand an amail nation			
	1.2b Send an email notice of disapproval if incorrect and incomplete			
 Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) Receive email indicating the deficiency (cicc) and 	None	None	None	
deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e- 	None	None	Officer of the Day, Tax Specialist RO
	TES ^{Lit} if complete.			
	documents to the applicant if incomplete.			



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	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant CTD
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to Action Officer.	None	30 minutes	Division Chief CTD
	 2.4 Evaluate the application and its supporting documents. 2.4a If application is sufficient, proceed to agency action no. 3.1 2.4b If application has 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
	discrepancy(cies) , the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



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	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director IV RO
	3.5 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 3.6 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release. 	None	2 hours	Administrative Assistant ROG
	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following: 4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI 4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance 4.4 A system-generated 	None	8 hours 12 minutes	Administrative Officer CRMD
	email notice will be sent to			



	the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance.			
5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



t. R.A. No. 10863 (CMTA), Sec. 800(z) Trailer chassis					
Office or Division:	Revenue Office (RO) – Customs and Tariff Division (CTD) Revenue Operations Group (ROG) Central Records and Management Division (CRMD)				
Classification:	Complex				
Type of Transaction:	G2B - Government-to-Bus	G2B - Government-to-Business			
Who may avail:	Public who are qualified to apply for exemption with approved e-TES ^{Lite} registration			d e-TES ^{Lite}	
CHECKLIST OF	REQUIREMENTS		WHERE TO SECU	RE	
ONE-TIME REGISTRATION:					
 A. Applicant 1. Name of consignee 2. Tax Identification Number 3. SEC Registration Number (if 4. DTI Registration Number (if a 5. BOI Registration Number (if a 6. Email address 7. Telephone number 8. Official address 	pplicable) applicable)		nal Revenue Exchange Commission Trade and Industry tments rty rty		
 B. Broker or Representative, i 1. Tax Identification Number (fo 2. Valid Government-issued ID o 3. License Number 4. Name of broker or representation 5. Email address 6. Contact number APPLICATION (TO BE SUBMINITY)	r broker only) (for representative only) ttive	- Bureau of Inter - Requesting pa - Professional R - Requesting pa - Requesting pa - Requesting pa	rty egulation Commission rty rty		
	PY: - Requesting party/Applic / filled-out DOF-RO Form No. 91 - Requesting party/Applic on Letter (if authorized representative) https://bit.ly/form-91-authorized			F Website emplate	
 Registration from MARINA Registration from Land Tran applicable) 	and Exchange Commission (SEC)	- Shipping Company - Shipper from country of origin - SEC - MARINA - LTO			
A. Registration 1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant Revenue Office	



 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 	1.2 Evolucio the	None	Nono	Administrativa
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 	None	None	Administrative Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
 Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at 	None	None	None	
DOF website B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant 	None	None	<i>Officer of the Day</i> , Tax Specialist RO
	if incomplete. 1.2 Encode the required entries in the e-TES ^{Lite} and	None	None	Administrative Assistant



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	generate the application number.			CTD
	1.3 Return the application documents to the applicant for submission in CRMD.			
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to Action Officer.	None	30 minutes	Division Chief CTD
	2.4 Evaluate the application and its supporting documents.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
	2.4a If application is sufficient, proceed to agency action no. 3.1			Specialist) CTD
	2.4b If application has discrepancy(cies), the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



TEI / No of comp is also r shipmer verificat3.3 Rev TEI / No of comp is also r shipmer verificat3.4 Rev TEI / No of comp is also r shipmer verificat3.4 Rev TEI / No of comp is also r shipmer verificat3.5 Rev TEI / No of comp is also r shipmer verificat3.6 A sy email no the appl approva and the forwarde release4. Receive an email4.1 Trar				on the tr
TEI / No of comp is also r shipmer verificat3.4 Rev TEI / No of comp is also r shipmer verificat3.4 Rev TEI / No of comp is also r shipmer verificat3.5 Rev TEI / No of comp3.6 A sy email no the appl approva and the forwarde release4. Receive an email4.1 Tran	iew / approve the on-TEI / formal letter bliance. Assessment made whether the nt requires ion / inspection.	None	4 hours	Division Chief CTD
TEI / No of comp is also n shipmer verificat 3.5 Rev TEI / No of comp 3.5 Rev TEI / No of comp 3.6 A sy email no the appl approva and the forwarde release 4. Receive an email 4.1 Tran	iew / approve the on-TEI / formal letter bliance. Assessment nade whether the nt requires ion / inspection.	None	4 hours	Director III RO
TEI / No of comp3.6 A sy email no the appl approva and the forwarde release4. Receive an email4.1 Tran	iew / approve the on-TEI / formal letter bliance. Assessment nade whether the nt requires ion / inspection.	None	4 hours	Director IV RO
email no the appl approva and the forwarde release 4. Receive an email 4.1 Tran	iew / approve the on-TEI / formal letter iliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
been processed by the of comp Revenue Office and will supporti	vstem-generated otice will be sent to licant informing the al of the application same will be ed to CRMD for to the applicant. Insmit the approved on-TEI / formal letter oliance and ing documents to for release.	None	2 hours	Administrative Assistant ROG
4.2 Prep TEI / No of comp 4.3 Rele approve formal le through 4.3a De of Custo releasin 4.3b De consign	pare the approved on-TEI / formal letter pliance for release. ease/deliver the ed TEI / Non-TEI / etter of compliance the following: pliver to the Bureau oms (BOC) if ig TEI / Non-TEI eliver it to the ee's postal mail If ig the formal letter	None	8 hours 12 minutes	Administrative Officer CRMD



	the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance.			
5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



Congressional F a. R.A. No. 10863 (CMTA), Sec. 800(v) pplies, ground equipment, e			
Office or Division:	Revenue Office (RO) – C Operations Group (ROG) (CRMD)			
Classification:	Complex			
Type of Transaction:	G2B - Government-to-Bus	siness		
Who may avail:	Airline Companies with Corregistration	ongressional I		
CHECKLIST OF ONE-TIME REGISTRATION:	REQUIREMENTS		WHERE TO SECU	RE
 A. Applicant Name of consignee Tax Identification Number SEC Registration Number (if DTI Registration Number (if a BOI Registration Number (if a Email address Telephone number Official address Broker or Representative, if Tax Identification Number (fo Valid Government-issued ID License Number Rame of broker or representative, if Email address Contact number Contact number Completely filled-out DOF-F Authorization Letter (if authors) Notarized Affidavit of End-U 	applicable) applicable) f any r broker only) (for representative only) ative TTED IN TWO (2) SETS) RO Form No. 91 prized representative)	 Department of Board of Inves Requesting pa Requesting pa Requesting pa Bureau of Inter Requesting pa Professional R Requesting pa Requesting pa Requesting pa Requesting pa Requesting pa Requesting pa 	rnal Revenue Exchange Commission Trade and Industry tments rty rty rty rty egulation Commission rty rty rty rty rty rty	
 Import Bill of Lading/AWB Commercial Invoice (Packir Certificate of non-local avail exemption purposes 	t Bill of Lading/AWB nercial Invoice (Packing List, if applicable) icate of non-local availability from CAAP for duty ption purposes - Shipping Company - Shipper from country of origin - CAAP			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration 1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO



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 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 	1.2 Evaluate the	None	None	Administrative
	 correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 			Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. <i>Officer of the Day</i> Checklisting				
1. Present the application and supporting documents at the RO window.	1.1 Check the completeness of supporting documents.	None	None	Officer of the Day, Tax Specialist RO
	1.1a Forward the application the respective division for encoding the required entries in the e-TES ^{Lit} if complete.			
	1.1b Return application documents to the applicant if incomplete.			



				Out the Vit
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant CTD
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to Action Officer.	None	30 minutes	Division Chief CTD
	 2.4 Evaluate the application and its supporting documents. 2.4a If application is sufficient, proceed to agency action no. 3.1 2.4b If application has 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
	discrepancy(cies) , the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



TEI / No of comp is also r shipmer verificat3.3 Rev TEI / No of comp is also r shipmer verificat3.4 Rev TEI / No of comp is also r shipmer verificat3.4 Rev TEI / No of comp is also r shipmer verificat3.5 Rev TEI / No of comp is also r shipmer verificat3.6 A sy email no the appl approva and the forwarde release4. Receive an email4.1 Trar				on the tr
TEI / No of comp is also r shipmer verificat3.4 Rev TEI / No of comp is also r shipmer verificat3.4 Rev TEI / No of comp is also r shipmer verificat3.5 Rev TEI / No of comp3.6 A sy email no the appl approva and the forwarde release4. Receive an email4.1 Tran	iew / approve the on-TEI / formal letter bliance. Assessment nade whether the nt requires ion / inspection.	None	4 hours	Division Chief CTD
TEI / No of comp is also n shipmer verificat 3.5 Rev TEI / No of comp 3.5 Rev TEI / No of comp 3.6 A sy email no the appl approva and the forwarde release 4. Receive an email 4.1 Tran	iew / approve the on-TEI / formal letter bliance. Assessment nade whether the nt requires ion / inspection.	None	4 hours	Director III RO
TEI / No of comp3.6 A sy email no the appl approva and the forwarde release4. Receive an email4.1 Tran	iew / approve the on-TEI / formal letter bliance. Assessment nade whether the nt requires ion / inspection.	None	4 hours	Director IV RO
email no the appl approva and the forwarde release 4. Receive an email 4.1 Tran	iew / approve the on-TEI / formal letter iliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
been processed by the of comp Revenue Office and will supporti	vstem-generated otice will be sent to licant informing the al of the application same will be ed to CRMD for to the applicant. Insmit the approved on-TEI / formal letter oliance and ing documents to for release.	None	2 hours	Administrative Assistant ROG
4.2 Prep TEI / No of comp 4.3 Rele approve formal le through 4.3a De of Custo releasin 4.3b De consign	pare the approved on-TEI / formal letter pliance for release. ease/deliver the ed TEI / Non-TEI / etter of compliance the following: pliver to the Bureau oms (BOC) if ig TEI / Non-TEI eliver it to the ee's postal mail If ig the formal letter	None	8 hours 12 minutes	Administrative Officer CRMD



	the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance.			
5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



b. R.A. No. 10863 (CMTA), Sec. 800(v) – Duty Free Aircraft, engine, equipment, machinery, spare parts, and other such goods imported by and for the use of scheduled airlines with Congressional franchise					
R.A. No. 10963 (Tax Reform for Acceleration and Inclusion (TRAIN)), Sec. 109(T) – VAT Free Sale, importation, or lease of aircraft, including engine, equipment and spare parts thereof For domestic or international transport operations					
Office or Division:		ustoms and Tariff Division (CTD) Revenue Central Records and Management Division			
Classification:	Complex				
Type of Transaction:	G2B - Government-to-Bu	siness			
Who may avail:	registration	ongressional Franchise with approved e-TES ^{Lite}			
	REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATION: - Requesting party 1. Name of consignee - Requesting party 2. Tax Identification Number - Bureau of Internal Revenue 3. SEC Registration Number (if applicable) - Securities and Exchange Commission 4. DTI Registration Number (if applicable) - Department of Trade and Industry 5. BOI Registration Number (if applicable) - Board of Investments 6. Email address - Requesting party 7. Telephone number - Requesting party 8. Official address - Requesting party 9. Official address - Requesting party 1. Tax Identification Number (for broker only) - Bureau of Internal Revenue 2. Valid Government-issued ID (for representative only) - Bureau of Internal Revenue 9. License Number - Professional Regulation Commission					
 A. Name of broker or representat Email address Contract number 		- Requesting party - Requesting party			
6. Contact number APPLICATION (TO BE SUBMIT	TED IN TWO (2) SETS)	- Requesting party			
ORIGINAL COPY: 1. Completely filled-out DOF-RO Form No. 91 2. Authorization Letter (if authorized representative) 3. Notarized Affidavit of End-Use/Ownership - Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u>					
PHOTOCOPY: - Shipping Company 4. Import Bill of Lading/AWB - Shipping Company 5. Commercial Invoice (Packing List, if applicable) - Shipper from country of origin 6. Certificate of non-local availability from CAAP for duty exemption purposes - CAAP					
10. Authenticated/Apostilled/Nota	m Civil Aeronautics Board (CAB) arized Lease Agreement/Deed of	 Requesting party/Applicant CAAP CAB Requesting party/Applicant 			
11. Latest Audited Financial Stat applicable)	ements (last three (3) years if	- Requesting party/Applicant			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
 One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u>to provide corporate/individual information and upload the documents in support of registration. If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				



B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Officer of the Day, Tax Specialist RO
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application 	None	None	Administrative Assistant CTD
	documents to the applicant for submission in CRMD.			
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to <i>Action Officer</i> .	None	30 minutes	Division Chief CTD



3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	 2.4 Evaluate the application and its supporting documents. 2.4a If application is sufficient, proceed to agency action no. 3.1 2.4b If application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued. 3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval. 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director IV RO
	3.5 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
	3.6 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG



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4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release.			
	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance 	None	8 hours 12 minutes	Administrative Officer CRMD
	through the following: 4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI			
	4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance			
	4.4 A system-generated email notice will be sent to the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance.			
5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



Commissary and c except when direct	MTA), Sec. 800(v) – Duty F catering supplies, aviation ga tly or indirectly used for dom of scheduled airlines with C	as, fuel and oi nestic operatio	ons and such supplies	
	RAIN), Sec. 109(U) – VAT F		nal air transport oper	ations
Office or Division:	upplies by persons engaged in international air transport operations Revenue Office (RO) – Customs and Tariff Division (CTD) Revenue Operations Group (ROG) Central Records and Management Division (CRMD)			
Classification:	Complex			
Type of Transaction:	G2B - Government-to-Bus			
Who may avail:	Airline Companies with Co registration	ongressional F	Franchise with approv	/ed e-TES ^{Lite}
CHECKLIST OF	REQUIREMENTS		WHERE TO SECU	RE
ONE-TIME REGISTRATION:				
 A. Applicant 1. Name of consignee 2. Tax Identification Number 3. SEC Registration Number (if applicable) 4. DTI Registration Number (if applicable) 5. BOI Registration Number (if applicable) 6. Email address 7. Telephone number 8. Official address 		 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Requesting party 		
 B. Broker or Representative, i 1. Tax Identification Number (for 2. Valid Government-issued ID (3. License Number 4. Name of broker or representation 5. Email address 6. Contact number 	r broker only) (for representative only)	 Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party Requesting party 		
6. Contact number APPLICATION (TO BE SUBMITTED IN TWO (2) SETS) ORIGINAL COPY: 1. Completely filled-out DOF-RO Form No. 91 2. Authorization Letter (if authorized representative) 3. Notarized Affidavit of End-Use/Ownership		- Requesting party/Applicant through the DOF Website https://bit.ly/form-91-authorize-and-affidavit-template		
 PHOTOCOPY: 4. Import Bill of Lading/AWB 5. Commercial Invoice (Packing List, if applicable) 6. Certificate of non-local availability from CAAP for duty exemption purposes 		- Shipping Company - Shipper from country of origin - CAAP		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO



				or the t
corporate/individual information and upload the documents in support of registration.				
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 	None	None	Administrative Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. <i>Officer of the Day</i> Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 	None	None	Officer of the Day, Tax Specialist RO



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	1.1b Return application			
	documents to the applicant			
	if incomplete.			
	1.2 Encode the required	None	None	Administrative
	entries in the e-TES ^{Lite} and			Assistant
	generate the application			CTD
	number.			
	1.3 Return the application			
	documents to the applicant			
	for submission in CRMD.			
C. Filing				
1. File the application	1.1 Receive the application	None	1 hour	Administrative
with complete set of	with complete set of			Officer
documentary	documentary requirements.			CRMD
requirements at the				
CRMD.				
	1.2 Return the second copy			
	of the checklist form with			
	application number and			
	CRMD received stamp to			
	applicant.			
	1.3 A system-generated			
	email notice will be sent to			
	the applicant notifying the			
	receipt of the application.			
2. Receive email notice	2.1 Assign the application to			
of acceptance of the	respective RO Divisions.			
application.	respective no bivisions.			
	2.2 Pouto the application to			
	2.2 Route the application to CTD.			
	2.3 Assign application to	None	30 minutes	Division Chief
	Action Officer.	None	SU Minutes	CTD
	2.4 Evaluate the application	None	4 hours	Action Officer
		None	4 110015	(Tax Specialist II,
	and its supporting			
	documents.			Sr. Tax Specialist,
	0 de lá emplication is			Supervising Tax
	2.4a If application is			Specialist) CTD
	sufficient, proceed to			CID
	agency action no. 3.1			
	2 th lf appliestion has			
	2.4b If application has			
	discrepancy(cies), the			
	Action Officer will issue a			
	notice of compliance to the			
	applicant to be complied			
	within two (2) working days,			
	otherwise, a formal letter of			
	compliance will be issued.			
3. Receive an email	3.1 Draft TEI / Non-TEI /			
notice of compliance	formal letter of compliance			
and complied; or	for review and approval.			
applicant did not				
	<u> </u>		I	



comply with the notice of discrepancy(cies).				
	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director IV RO
	3.5 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
	3.6 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release.			
	4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following:			
	4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI			
	4.3b Deliver it to the consignee's postal mail If			



5. Receive an email notification confirming that the result of the application has been	releasing the formal letter for compliance 4.4 A system-generated email notice will be sent to the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance. None	None	None	
released/delivered.				
	TOTAL:	None	4 working days 3 hours and 42 minutes	



3. Granting of Tax Exemption on Importations of Airline Companies with Congressional Franchise pursuant to Office Order No. 193.2023 a. R.A. No. 10863 (CMTA), Sec. 800(v) Aircraft, parts, supplies, ground equipment, etc. of scheduled airlines operating with				
Aircraft, parts, sup Congressional frai		c. of schedule	ed airlines operating w	vith
Office or Division:	Revenue Office (RO) – Co Operations Group (ROG) (CRMD)			
Classification:	Complex			
Type of Transaction:	G2B - Government-to-Bus	siness		
Who may avail:	registration	Airline Companies with Congressional Franchise with approved e-TES ^{Lite} registration		
CHECKLIST OF ONE-TIME REGISTRATION:	F REQUIREMENTS		WHERE TO SECU	RE
 A. Applicant Name of consignee Tax Identification Number SEC Registration Number (if 4. DTI Registration Number (if 5. BOI Registration Number (if 6. Email address Telephone number Official address B. Broker or Representative, if Tax Identification Number (fo Valid Government-issued ID License Number Rame of broker or representative Email address PLICATION (TO BE SUBMINATION (TO BE SUBMINATION) 	applicable) applicable) if any r broker only) (for representative only) ative	 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party Requesting party Professional Regulation Commission Requesting party 		
 ORIGINAL COPY: 1. Completely filled-out DOF-RO Form No. 91 2. Authorization Letter (if authorized representative) 3. Notarized Affidavit of End-Use/Ownership PHOTOCOPY: 4. Import Bill of Lading/AWB 		 Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping Company Shipper from country of origin 		
 Commercial Invoice (Packing List, if applicable) Certificate of non-local availability from CAAP for duty exemption purposes 		- CAAP		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO



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corporate/individual information and upload the documents in support of registration.				
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 	None	None	Administrative Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 	None	None	Officer of the Day, Tax Specialist RO



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	1.1b Return application			
	documents to the applicant if incomplete.			
	1.2 Encode the required	None	None	Administrative
	entries in the e-TES ^{Lite} and			Assistant
	generate the application			CTD
	number.			
	1.3 Return the application			
	documents to the applicant for submission in CRMD.			
C. Filing				
••••••g				
1. File the application	1.1 Receive the application	None	1 hour	Administrative
with complete set of	with complete set of			Officer
documentary	documentary requirements.			CRMD
requirements at the				
CRMD.	1.2 Return the second copy			
	of the checklist form with			
	application number and			
	CRMD received stamp to			
	applicant.			
	1.3 A system-generated			
	email notice will be sent to			
	the applicant notifying the			
0. Dessive empileation	receipt of the application.			
2. Receive email notice of acceptance of the	2.1 Assign the application to respective RO Divisions.			
application.				
	2.2 Route the application to			
	CTD.			
	2.3 Assign application to	None	30 minutes	Division Chief
	Action Officer.	Nega	4 h a una	CTD
	2.4 Evaluate the application	None	4 hours	Action Officer
	and its supporting documents.			(Tax Specialist II, Sr. Tax Specialist,
	documents.			Supervising Tax
	2.4a If application is			Specialist)
	sufficient, proceed to			CTD
	agency action no. 3.1			
	2.4b If application has			
	discrepancy(cies), the Action Officer will issue a			
	notice of compliance to the			
	applicant to be complied			
	within two (2) working days,			
	otherwise, a formal letter of			
	compliance will be issued.			
3. Receive an email	3.1 Draft TEI / Non-TEI /			
notice of compliance	formal letter of compliance			
and complied; or	for review and approval.			
applicant did not]			



comply with the notice of discrepancy(cies).				
	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Director IV RO
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD	 3.5 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release. 	None	1 hours	Administrative Assistant RO
for release.	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following: 	None	8 hours 12 minutes	Administrative Officer CRMD
	 4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI 4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance 4.4 A system-generated 			
	email notice will be sent to the applicant confirming the release / delivery of TEI /			



	Non-TEI / formal letter of compliance.			
5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	3 working days 6 hours and 42 minutes	



b. R.A. No. 10863 (CMTA), Sec. 800(v) – Duty Free Aircraft, engine, equipment, machinery, spare parts, and other such goods imported by and for the use of scheduled airlines with Congressional franchise				
Sale, importation,	ec. 109(T) – VAT Free or lease of aircraft, including ternational transport operati	ons		
Office or Division:	Revenue Office (RO) – Customs and Tariff Division (CTD) Revenue Operations Group (ROG) Central Records and Management Division (CRMD)			
Classification:	Complex			
Type of Transaction:	G2B - Government-to-Bus	siness		
Who may avail:	Airline Companies with Corregistration	ongressional I	Franchise with approv	/ed e-TES ^{Lite}
CHECKLIST OF ONE-TIME REGISTRATION:	F REQUIREMENTS		WHERE TO SECU	RE
 A. Applicant Name of consignee Tax Identification Number SEC Registration Number (if a DTI Registration Number (if a BOI Registration Number (if a Chical address B Broker or Representative, i Tax Identification Number (fo Valid Government-issued ID License Number Name of broker or representations Email address Contact number APPLICATION (TO BE SUBMI ORIGINAL COPY: Completely filled-out DOF-F Authorization Letter (if autho Notarized Affidavit of End-U PHOTOCOPY: Import Bill of Lading/AWB Commercial Invoice (Packir Certificate of non-local avail exemption purposes 	applicable) applicable) if any r broker only) (for representative only) ative TTED IN TWO (2) SETS) RO Form No. 91 prized representative) lse/Ownership	 Department of Board of Invesi Requesting pai Requesting pai Requesting pai Bureau of Inter Requesting pai Professional R Requesting pai Requesting pai Requesting pai Requesting pai Requesting pai Requesting pai 	rnal Revenue Exchange Commission Trade and Industry tments rty rty rty rty egulation Commission rty rty rty rty rty rty rty anal Revenue rty egulation Commission rty rty rty rty rty	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO



the documents in				
support of registration.				
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day 				
Checklisting		N 1		
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 	None	None	Administrative Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. Officer of the Day				
Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e- 	None	None	Officer of the Day, Tax Specialist RO
	TES ^{Lit} if complete.			
	1.1b Return application documents to the applicant if incomplete.			



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	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant CTD
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to <i>Action Officer</i> .	None	30 minutes	Division Chief CTD
	 2.4 Evaluate the application and its supporting documents. 2.4a If application is sufficient, proceed to agency action no. 3.1 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
	2.4b If application has discrepancy(cies), the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



				or the t
	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Director IV RO
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 3.5 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release. 	None	1 hours	Administrative Assistant RO
	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following: 4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI 4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance 4.4 A system-generated email notice will be sent to the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance. 	None	8 hours 12 minutes	Administrative Officer CRMD



5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	3 working days 6 hours and 42 minutes	



c. R.A. No. 10863 (CMTA), Sec. 800(v) – Duty Free Commissary and catering supplies, aviation gas, fuel and oil, whether crude or refined except when directly or indirectly used for domestic operations and such supplies imported by and for the use of scheduled airlines with Congressional franchise				
	IN), Sec. 109(U) – VAT Fre		l air trananart an aratic	
Fuel, goods, and sup	blies by persons engaged in international air transport operations Revenue Office (RO) – Customs and Tariff Division (CTD) Revenue			
Office or Division:	Operations Group (ROG) (CRMD)			
Classification:	Complex			
Type of Transaction:	G2B - Government-to-Bus			
Who may avail:	Airline Companies with Co registration	ongressional F	-ranchise with approv	/ed e-TES ^{Lite}
CHECKLIST OF	REQUIREMENTS		WHERE TO SECU	RE
ONE-TIME REGISTRATION:				
 A. Applicant 1. Name of consignee 2. Tax Identification Number 3. SEC Registration Number (if applicable) 4. DTI Registration Number (if applicable) 5. BOI Registration Number (if applicable) 6. Email address 7. Telephone number 8. Official address 		 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party 		
 B. Broker or Representative, if any 1. Tax Identification Number (for broker only) 2. Valid Government-issued ID (for representative only) 3. License Number 4. Name of broker or representative 5. Email address 6. Contact number 		 Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party Requesting party 		
 APPLICATION (TO BE SUBMITTED IN TWO (2) SETS) ORIGINAL COPY: 1. Completely filled-out DOF-RO Form No. 91 2. Authorization Letter (if authorized representative) 3. Notarized Affidavit of End-Use/Ownership 		- Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u>		
 PHOTOCOPY: 4. Import Bill of Lading/AWB 5. Commercial Invoice (Packing List, if applicable) 6. Certificate of non-local availability from CAAP for duty exemption purposes 		- Shipping Company - Shipper from country of origin - CAAP		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO



				or the tr
corporate/individual information and upload the documents in support of registration.				
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 	None	None	Administrative Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^L if complete. 	None	None	Officer of the Day, Tax Specialist RO



urn application ts to the applicant blete. de the required	None		
olete.	Nono		
	Nono		
	none	None	Administrative
the e-TESLite and			Assistant
the application			CTD
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we the application	None	1 bour	Administrative
	None	Thou	Officer
			CRMD
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the application.			
n the application to			
e RO Divisions.			
the englication to			
the application to			
n application to	None	30 minutes	Division Chief
ficer.			CTD
ate the application	None	4 hours	Action Officer
			(Tax Specialist II,
ts.			Sr. Tax Specialist,
nlication is			Supervising Tax Specialist)
-			CTD
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o (2) working days,			
, (<u>2)</u> working days,			
e, a formal letter of ce will be issued.			
	in the application ts to the applicant ssion in CRMD. ive the application plete set of tary requirements. In the second copy ecklist form with on number and ceived stamp to ceived stamp to tem-generated ice will be sent to cant notifying the the application. In the application to e RO Divisions. The application to fficer. The application to fficer. The the application to fficer.	n the application ts to the applicant ssion in CRMD.Noneive the application plete set of tary requirements.Nonein the second copy ecklist form with on number and seeived stamp toNonetem-generated ice will be sent to cant notifying the the application.Nonen the application to e RO Divisions.Noneate the application to fficer.Noneplication is t, proceed to ction no. 3.1Noneplication has mcy(cies), the fficer will issue a compliance to the to be compliedNone	n the application ts to the applicant ssion in CRMD. None 1 hour 1 hour



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3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Director IV RO
	3.5 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hours	Administrative Assistant RO
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release.			
	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following: 4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI 4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance 	None	8 hours 12 minutes	Administrative Officer CRMD



	4.4 A system-generated email notice will be sent to the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance.			
5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	3 working days 6 hours and 42 minutes	



4. Granting of Tax Exemption on Importations of Domestic Shipping Lines and			
Airline Companie a. R.A. No. 10963 (TR	es without Congressio RAIN), Sec. 109(T) – VAT F	nal Franchise	
	r lease of passenger or car	go vessels, including engine, equipment and	
spare parts	Revenue Office (RO) – Customs and Tariff Division (CTD) Revenue		
Office or Division:		Central Records and Management Division	
Classification:	Complex		
Type of Transaction:	G2B - Government-to-Bus	siness	
Who may avail:	Domestic Shipping Lines	with approved e-TES ^{Lite} registration	
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE	
ONE-TIME REGISTRATION:			
 A. Applicant 1. Name of consignee 2. Tax Identification Number 3. SEC Registration Number (if at 4. DTI Registration Number (if at 5. BOI Registration Number (if at 6. Email address 7. Telephone number 8. Official address 	oplicable) pplicable)	 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party 	
 B. Broker or Representative, if any 1. Tax Identification Number (for broker only) 2. Valid Government-issued ID (for representative only) 3. License Number 4. Name of broker or representative 5. Email address 6. Contact number 		 Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party Requesting party 	
 APPLICATION (TO BE SUBMITTED IN TWO (2) SETS) ORIGINAL COPY: Completely filled-out DOF-RO Form No. 91 Authorization Letter (if authorized representative) Notarized Affidavit of End-Use/Ownership PHOTOCOPY: Import Bill of Lading/AWB/Authenticated/Apostilled Protocol of 		- Requesting party/Applicant through the DOF Website https://bit.ly/form-91-authorize-and-affidavit-template	
 Import Dirich Edding// WE/ Ratinemedical/spostified Protocol of Delivery and Acceptance Commercial Invoice/Bill of Sale/Blue Book Value Secretary's Certificate authorizing the importation of vessel Letter Authority to Acquire from MARINA Registration from MARINA Certificate of Amended CPC issued by Domestic Shipping Service (DSS) for VAT Exemption Ferrying Permit for Radio and Communication System and Accessories from National Telecommunications Commission (NTC) Certificate of Registration and Articles of Incorporation from SEC 		 Shipper from country of origin/BOC Requesting party/Applicant MARINA MARINA MARINA-DSS NTC SEC 	
12. Certificate of Registration fro (BIR)13. Latest Audited Financial State		- BIR - Requesting party/Applicant	
applicable)			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
 One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u>to provide corporate/individual information and upload the documents in support of registration. If First time applicant, start 	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
from Client Step A. Registration • If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				



B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Officer of the Day, Tax Specialist RO
	1.2 Encode the required entries in the e-TES ^{Lite} and generate the application number.	None	None	Administrative Assistant CTD
	1.3 Return the application documents to the applicant for submission in CRMD.			
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to <i>Action Officer</i> .	None	30 minutes	Division Chief CTD



3. Receive an email	 2.4 Evaluate the application and its supporting documents. 2.4a If application is sufficient, proceed to agency action no. 3.1 2.4b If application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued. 3.1 Draft TEL / Non-TEL / 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	formal letter of compliance for review and approval.			
	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director IV RO
	3.5 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Assistant Secretaryor Undersecretary _{ROG}
	3.6 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG



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4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release.			
	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following: 4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI 4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance 4.4 A system-generated email notice will be sent to the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of 	None	8 hours 12 minutes	Administrative Officer CRMD
	compliance.			
5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



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b. R.A. No. 10963 (TF	RAIN), Sec. 109(T) – VAT F	ree			
Sale, importation o	r lease of aircraft, including	engine, equipment and spare parts			
	Bevere Office (DO)	interne and Tariff Division (CTD) Devenue			
	· · · · · · · · · · · · · · · · · · ·	ustoms and Tariff Division (CTD) Revenue			
Office or Division:		Central Records and Management Division			
	(CRMD)				
Classification:	Complex				
Type of Transaction:	G2B - Government-to-Bus	siness			
.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					
	Airling Companies without	t Congressional Frenchics with approved a TES ^{life}			
Who may avail:	-	t Congressional Franchise with approved e-TES ^{Lite}			
	registration				
	REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATION:					
A. Applicant					
1. Name of consignee		- Requesting party			
2. Tax Identification Number		- Bureau of Internal Revenue			
3. SEC Registration Number (if a		- Securities and Exchange Commission			
4. DTI Registration Number (if an 5. BOI Registration Number (if a		- Department of Trade and Industry - Board of Investments			
6. Email address	oplicable)	- Requesting party			
7. Telephone number		- Requesting party			
8. Official address		- Requesting party			
B. Broker or Representative, if	onv				
1. Tax Identification Number (for		- Bureau of Internal Revenue			
2. Valid Government-issued ID (i		- Requesting party			
3. License Number		- Professional Regulation Commission			
4. Name of broker or representation	live	- Requesting party			
 5. Email address 6. Contact number 		- Requesting party - Requesting party			
APPLICATION (TO BE SUBMIT	TED IN TWO (2) SETS)				
,					
ORIGINAL COPY:					
1. Completely filled-out DOF-R		- Requesting party/Applicant through the DOF Website			
2. Authorization Letter (if autho	• •	https://bit.ly/form-91-authorize-and-affidavit-template			
3. Notarized Affidavit of End-Us	se/Ownership				
PHOTOCOPY:					
4. Import Bill of Lading/AWB		- Shipping Company			
5. Commercial Invoice/Bill of Sa		- Shipper from country of origin/BOC			
6. Certificate of Non-Local Avai	lability from CAAP	- CAAP			
PHOTOCOPY (IF AIRCRAFT):					
7. Secretary's Certificate autho	rizing the importation of aircraft	- Requesting party/Applicant			
8. Special Landing Permit from	BOC/Entry Clearance from CAAP	- BOC/CAAP			
9. Certificate of Reservation Nu		0000			
10. Air Operator Certificate from 11. Authority to Import/Lease fro		- CAAP - CAAP			
12. Certificate of Public Conveni		- CAAF			
13. Ferrying Permit for Radio an	d Communication System and - CAB				
Accessories from NTC	- NTC				
14. Certificate of Registration an	d Articles of Incorporation from	- SEC			
SEC 15. Certificate of Registration fro	m BIR	- BIR			
16. Latest Audited Financial Stat		- Requesting party/Applicant			
applicable)					



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph_</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	None	None	None	



B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Officer of the Day, Tax Specialist RO
	1.2 Encode the required entries in the e-TES ^{Lite} and generate the application number.	None	None	Administrative Assistant CTD
	1.3 Return the application documents to the applicant for submission in CRMD.			
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to <i>Action Officer</i> .	None	30 minutes	Division Chief Customs and Tariff Division



3. Receive an email notice of compliance and complied; or applicant did not comply with the notice	 2.4 Evaluate the application and its supporting documents. 2.4a If application is sufficient, proceed to agency action no. 3.1 2.4b If application has discrepancy(cies), the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued. 3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval. 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
of discrepancy(cies).	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director IV RO
	3.5 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
	3.6 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG



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4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release.			
	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following: 4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI 4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance 4.4 A system-generated email notice will be sent to the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance. 	None	8 hours 12 minutes	Administrative Officer CRMD
5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



Office or Division:	Operations Group (ROG) Central Records and Management Division (CRMD)				
Classification:	Complex				
Type of Transaction:	G2B - Government-to-Business				
Who may avail:	Airline Companies without Congressional Franchise with approved e-TES ^{Lite} registration				
CHECKLIST OF	REQUIREMENTS		WHERE TO SECU	RE	
ONE-TIME REGISTRATION:					
 A. Applicant 1. Name of consignee 2. Tax Identification Number 3. SEC Registration Number (if a 4. DTI Registration Number (if a) 5. BOI Registration Number (if a) 6. Email address 7. Telephone number 8. Official address 	pplicable)		nal Revenue Exchange Commission Trade and Industry tments rty rty		
 B. Broker or Representative, if 1. Tax Identification Number (for 2. Valid Government-issued ID (3. License Number 4. Name of broker or representa 5. Email address 6. Contact number 	broker only) for representative only)	roker only) - Bureau of Internal Revenue r representative only) - Requesting party - Professional Regulation Commiss		ission	
APPLICATION (TO BE SUBMIT	ITED IN TWO (2) SETS)				
 ORIGINAL COPY: 1. Completely filled-out DOF-R 2. Authorization Letter (if autho 3. Notarized Affidavit of End-Us PHOTOCOPY: 4. Import Bill of Lading/AWB 5. Commercial Invoice (Packing) 6. Air Operator Certificate from 7. Certificate of Public Conveni 8. Certificate of Registration an SEC 9. Certificate of Registration from 10. Latest Audited Financial State applicable) 	rized representative) se/Ownership g List, if applicable) CAAP ience and Necessity from CAB id Articles of Incorporation from om BIR	 Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping Company Shipper from country of origin CAAP CAB SEC BIR Requesting party/Applicant 			
CLIENT STEPS	AGENCY ACTION	FEES TOPROCESSINGPERSONBE PAIDTIMERESPONSIBLE			
through RO Kiosk or at	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO	

Revenue Office (RO) – Customs and Tariff Division (CTD) | Revenue

c. R.A. No. 10963 (TRAIN), Sec. 109(U) – VAT Free Fuel, goods and supplies used for international air transport operations



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corporate/individual information and upload the documents in support of registration.				
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 	None	None	Administrative Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 	None	None	Officer of the Day, Tax Specialist RO



				OF THE PIN
	1.1b Return application documents to the applicant if incomplete .			
	1.2 Encode the required entries in the e-TES ^{Lite} and generate the application number.	None	None	Administrative Assistant CTD
	1.3 Return the application documents to the applicant for submission in CRMD.			
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to <i>Action Officer</i> .	None	30 minutes	Division Chief CTD
	2.4 Evaluate the application and its supporting documents.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
	2.4a If application is sufficient, proceed to agency action no. 3.1			Specialist) CTD
	2.4b If application has discrepancy(cies), the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			



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3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director IV RO
	3.5 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD	 3.6 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release. 	None	2 hours	Administrative Assistant ROG
for release.	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following: 4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI 	None	8 hours 12 minutes	Administrative Officer CRMD



	 4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance 4.4 A system-generated email notice will be sent to the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance. 	Nega	Nana	
5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



d. R.A. No. 10963 (TRAIN), Sec. 109(U) – VAT Free Fuel, goods and supplies used for international shipping

Office or Division:					
Classification:	Complex				
Type of Transaction:	G2B - Government-to-Bus	siness			
Who may avail:	Domestic Shipping Lines	with approved	l e-TES ^{Lite} registratior	ו	
CHECKLIST OF	REQUIREMENTS		WHERE TO SECU	RE	
CHECKLIST OF REQUIREMENTS ONE-TIME REGISTRATION: A. Applicant 1. Name of consignee 2. Tax Identification Number 3. SEC Registration Number (if applicable) 4. DTI Registration Number (if applicable) 5. BOI Registration Number (if applicable) 6. Email address 7. Telephone number 8. Official address B. Broker or Representative, if any 1. Tax Identification Number (for broker only) 2. Valid Government-issued ID (for representative only) 3. License Number 4. Name of broker or representative 5. Email address 6. Contact number APPLICATION (TO BE SUBMITTED IN TWO (2) SETS) ORIGINAL COPY: 1. Completely filled-out DOF-RO Form No. 91 2. Authorization Letter (if authorized representative) 3. Notarized Affidavit of End-Use/Ownership		Department of Board of Invest Requesting pai Requesting pai Requesting pai Bureau of Inter Requesting pai Professional Re Requesting pai Requesting pai Requesting pai Requesting pai Requesting pai Requesting pai	nal Revenue Exchange Commission Trade and Industry tments rty rty rty mal Revenue rty egulation Commission rty rty		
 PHOTOCOPY: 4. Import Bill of Lading/AWB 5. Commercial Invoice (Packing List, if applicable) 6. Registration from MARINA 7. Certificate of Amended CPC issued by DSS for VAT Exemption 8. Certificate of Registration and Articles of Incorporation from SEC 9. Certificate of Registration from BIR 10. Latest Audited Financial Statements (last three (3) years if applicable) 		 Shipping Comp Shipper from comp MARINA MARINA-DSS SEC BIR Requesting participation 	ountry of origin		
CLIENT STEPS	AGENCY ACTION	FEES TOPROCESSINGPERSONBE PAIDTIMERESPONSIBLE			
A. Registration 1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO	



		1		
the documents in				
support of registration.				
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day 				
Checklisting				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 	None	None	Administrative Assistant RO
	1 2h Cond on amoil notice			
	1.2b Send an email notice of disapproval if incorrect and incomplete			
 Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) Receive email indicating the deficiency (cicc) and 	None	None	None	
deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e- 	None	None	Officer of the Day, Tax Specialist RO
	TES ^{Lit} if complete.			
	documents to the applicant if incomplete.			



	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant CTD
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to Action Officer.	None	30 minutes	Division Chief CTD
	 2.4 Evaluate the application and its supporting documents. 2.4a If application is sufficient, proceed to agency action no. 3.1 2.4b If application has 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
	discrepancy(cies) , the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director IV RO
	3.5 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
	3.6 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release.			
	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following: 4.3a Deliver to the Bureau 	None	8 hours 12 minutes	Administrative Officer CRMD
	of Customs (BOC) if releasing TEI / Non-TEI 4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance			



5. Receive an email	4.4 A system-generated email notice will be sent to the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance.	None	None	
notification confirming that the result of the application has been released/delivered.	none	none	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



5. Granting of Tax Exemption on Importations of Telecommunication Companies with Congressional Franchise

R.A. No. 4540 (An Act amending Republic Act No. 402 and grant Clavecilla Radio System a franchise to establish telecommunications and broadcasting stations in the Philippines), Sec. 3(a) as amended by R.A. No. 7229 (An Act Approving the Merger Between Globe Mackay Cable and Radio Corporation and Clavecilla Radio System and the Consequent Transfer of the Franchise of Clavecilla Radio System granted under Republic Act No. 402, as amended, to Globe Mackay Cable and Radio Corporation, Extending the Life of Said Franchise, and Repealing Certain Sections of Republic Act No. 402, as amended)

Equipment and machineries, and spare parts necessary in the operations of Globe Telecom, Inc.

Office or Division:	Revenue Office (RO) – Customs and Tariff Division (CTD) Revenue Operations Group (ROG) Central Records and Management Division (CRMD)			
Classification:	Complex			
Type of Transaction:	G2B - Government-to-Business			
Who may avail:	Globe Telecom, Inc. with	approved e-T	ES ^{Lite} registration	
CHECKLIST OF	REQUIREMENTS		WHERE TO SECU	RE
ONE-TIME REGISTRATION:				
 A. Applicant Name of consignee Tax Identification Number SEC Registration Number (if 4. DTI Registration Number (if 5. BOI Registration Number (if 6. Email address Telephone number Official address B. Broker or Representative, 1 Tax Identification Number (fo 2. Valid Government-issued ID 3. License Number Name of broker or representative, Email address Contact number 	applicable) applicable) if any r broker only) (for representative only) ative	 Department of Board of Investing pail Requesting pail Requesting pail Requesting pail Bureau of Inter Requesting pail 	rnal Revenue Exchange Commission Trade and Industry tments rty rty rty rty rty egulation Commission rty rty	
 ORIGINAL COPY: 1. Completely filled-out DOF-RO Form No. 91 2. Authorization Letter (if authorized representative) 3. Notarized Affidavit of End-Use/Ownership 		- Requesting party/Applicant through the DOF Website https://bit.ly/form-91-authorize-and-affidavit-template		
 PHOTOCOPY: 4. Import Bill of Lading/AWB 5. Commercial Invoice (Packing List, if applicable) 6. Certification from NTC 		- Shipping Company - Shipper from country of origin - NTC		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO



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https://teslite.dof.gov.ph_to provide corporate/individual information and upload the documents in support of registration.				
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and and and and and and and and and and	None	None	Administrative Assistant RO
	of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	1.1 Check the completeness of supporting documents.	None	None	Officer of the Day, Tax Specialist RO
	1.1a Forward the application the respective division for encoding the required entries in the e-TES ^{LIt} if complete.			



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	1.1b Return application documents to the applicant if incomplete.			
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant CTD
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to <i>Action Officer</i> .	None	30 minutes	Division Chief CTD
	 2.4 Evaluate the application and its supporting documents. 2.4a If application is sufficient, proceed to 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
	agency action no. 3.1			
	2.4b If application has discrepancy(cies), the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			



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3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director IV RO
	3.5 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
	3.6 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release.			
	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following: 	None	8 hours 12 minutes	Administrative Officer CRMD



5. Receive an email notification confirming that the result of the application has been released/delivered.	 4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI 4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance 4.4 A system-generated email notice will be sent to the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance. None 	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



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Gaming Corpor	Exemption on Importa ation (PAGCOR) asolidating and Amending Pr				
	lative to the Franchise and F				
Corporation (PAGC				it and Gaming	
	and/or paraphernalia neces	sarv in the on	erations of PAGCOR		
Caning equipment	Revenue Office (RO) – Cu				
Office or Division:	Operations Group (ROG)				
		(CRMD)			
Classification:	Complex				
Type of Transaction:	G2G- Government-to-Gov	ernment			
Who may avail:	PAGCOR with approved e		stration		
	F REQUIREMENTS		WHERE TO SECU	PE	
ONE-TIME REGISTRATION:			WHERE TO SECON		
A. Applicant		Demosting	ada a		
 Name of consignee Tax Identification Number 		 Requesting pa Bureau of Inter 			
3. SEC Registration Number (if		- Securities and	Exchange Commission		
4. DTI Registration Number (if a 5. BOI Registration Number (if a		 Department of Board of Investigation 	Trade and Industry		
6. Email address		- Requesting pa			
7. Telephone number		- Requesting pa			
8. Official address		- Requesting pa	пу		
B. Broker or Representative , 1. Tax Identification Number (fo		- Bureau of Internal Revenue			
2. Valid Government-issued ID	(for representative only)	- Requesting party			
 License Number Name of broker or representation 	ative	 Professional Regulation Commission Requesting party 			
5. Email address		- Requesting party			
6. Contact number APPLICATION (TO BE SUBMI	TTED IN TWO (2) SETS)	- Requesting party			
APPLICATION (TO DE SUDIVI	TTED IN TWO (2) SETS)				
ORIGINAL COPY:					
1. Completely filled-out DOF-F		- Requesting party/Applicant through the DOF Website			
2. Authorization Letter (if authorized Affide vit of Fad L		https://bit.ly/form-91-authorize-and-affidavit-template			
3. Notarized Affidavit of End-L	ose/Ownersnip				
PHOTOCOPY:		Obieni O			
 Import Bill of Lading/AWB Commercial Invoice (Packir 	a List if applicable)	 Shipping Company Shipper from country of origin 			
6. Franchise	ig List, il applicable)	- Requesting party/Applicant			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
A. Registration					
1. One-time registration	1.1 Assist the applicant in	None	None	Administrative	
through RO Kiosk or at DOF Website	encoding the required entries.	Assistant RO			
https://teslite.dof.gov.ph_to	churos.				
provide					
corporate/individual					
-					
information and upload					
the documents in support of registration.					



r				
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 	1.2 Evaluate the	None	None	Administrative
	 correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 	NULLE	None	Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	1.1 Check the completeness of supporting documents.1.1a Forward the	None	None	Officer of the Day, Tax Specialist RO
	application the respective division for encoding the required entries in the e- TES ^L t if complete.			
	1.1b Return application documents to the applicant if incomplete.			



	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant CTD
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
2. Receive email notice	 1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application. 2.1 Assign the application to 			
of acceptance of the application.	respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to <i>Action Officer</i> .	None	30 minutes	Division Chief CTD
	 2.4 Evaluate the application and its supporting documents. 2.4a If application is sufficient, proceed to agency action no. 3.1 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
	2.4b If application has discrepancy(cies), the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



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	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director IV RO
	3.5 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
	3.6 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release.			
	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following: 	None	8 hours 12 minutes	Administrative Officer CRMD
	 4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI 4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance 			



5. Receive an email	4.4 A system-generated email notice will be sent to the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance.	None	None	
notification confirming that the result of the application has been released/delivered.	none	none	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



7. Granting of Tax Exemption on Importations of San Miguel Aerocity, Inc.

R.A No. 11506 (An Act Granting San Miguel Aerocity. Inc. a Franchise to Construct, Develop, Establish, Operate, and Maintain a Domestic and International Airport in the Municipality of Bulakan, Province of Bulacan, and to Construct, Develop, Establish, Operate, and Maintain an Adjacent Airport City), Sec. 16

Equipment, machinery, and other goods necessary in the construction, development, establishment, and operation of the airport and airport city by San Miguel Aerocity, Inc.

Office or Division:	Revenue Office (RO) – Customs and Tariff Division (CTD) Revenue Operations Group (ROG) Central Records and Management Division (CRMD)			
Classification:	Complex			
Type of Transaction:	G2B - Government-to-Bu	G2B - Government-to-Business		
Who may avail:	San Miguel Aerocity, Inc. with approved e-TES ^{Lite} registration			
CHECKLIST OF ONE-TIME REGISTRATION:	F REQUIREMENTS		WHERE TO SECU	RE
 A. Applicant 1. Name of consignee 2. Tax Identification Number 3. SEC Registration Number (if 4. DTI Registration Number (if 5. BOI Registration Number (if 6. Email address 7. Telephone number 8. Official address B. Broker or Representative, 1. Tax Identification Number (fo 2. Valid Government-issued ID 3. License Number 4. Name of broker or representative 5. Email address 6. Contact number 	applicable) applicable) if any r broker only) (for representative only)	 Department of Board of Invess Requesting pa Requesting pa Requesting pa Bureau of Inter Requesting pa 	rnal Revenue Exchange Commission Trade and Industry tments rty rty rty rty mal Revenue rty egulation Commission rty rty	
 APPLICATION (TO BE SUBMITTED IN TWO (2) SETS) ORIGINAL COPY: Completely filled-out DOF-RO Form No. 91 Authorization Letter (if authorized representative) Notarized Affidavit of End-Use/Ownership Completely filled-out DOF-RO Form No. 156 (if partial shipment) 		- Requesting party/Applicant through the DOF Website https://bit.ly/form-91-authorize-and-affidavit-template		
 PHOTOCOPY: 5. Import Bill of Lading/AWB 6. Commercial Invoice (Packing List, if applicable) 7. Certification from CAAP stating that the goods shall be used exclusively for the construction, development, establishment, and operation of airport and airport city 		 Shipping Company Shipper from country of origin CAAP 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website https://teslite.dof.gov.ph_to	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO



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provide				
corporate/individual				
information and upload				
the documents in				
support of registration.				
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day 				
Checklisting				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 	None	None	Administrative Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	1.1 Check the completeness of supporting documents.1.1a Forward the application the respective	None	None	Officer of the Day, Tax Specialist RO
	division for encoding the required entries in the e- TES ^{Lit} if complete.			



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	1.1b Return application documents to the applicant if incomplete.			
	1.2 Encode the required entries in the e-TES ^{Lite} and generate the application number.	None	None	Administrative Assistant CTD
	1.3 Return the application documents to the applicant for submission in CRMD.			
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to Action Officer.	None	30 minutes	Division Chief CTD
	2.4 Evaluate the application and its supporting documents.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
	2.4a If application is sufficient, proceed to agency action no. 3.1			Specialist) CTD
	2.4b If application has discrepancy(cies) , the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			



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3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director IV RO
	3.5 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
	3.6 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release.			
	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following: 	None	8 hours 12 minutes	Administrative Officer CRMD



5. Receive an email notification confirming that the result of the application has been released/delivered.	 4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI 4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance 4.4 A system-generated email notice will be sent to the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance. None 	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



8. Issuance of clearance to transfer previously imported duty/tax free goods

a. R.A. No. 10863 (CMTA), Sec. 800(v) and R.A. No. 10963 (TRAIN), Sec. 109(T) Clearance to transfer of operation/ownership of aircraft from exempt to another exempt entity

entity					
Office or Division:		Revenue Office (RO) – Customs and Tariff Division (CTD) Revenue Operations Group (ROG) Central Records and Management Division (CRMD)			
Classification:	Complex				
Type of Transaction:	G2B - Government-to-Bus	siness			
Who may avail:	Airline Companies with ap	Airline Companies with approved e-TES ^{Lite} registration			
CHECKLIST OI	REQUIREMENTS		WHERE TO SECU	RE	
ONE-TIME REGISTRATION:					
 A. Applicant 1. Name of consignee 2. Tax Identification Number 3. SEC Registration Number (if applicable) 4. DTI Registration Number (if applicable) 5. BOI Registration Number (if applicable) 6. Email address 7. Telephone number 8. Official address 		 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party 			
 B. Broker or Representative, if any 1. Tax Identification Number (for broker only) 2. Valid Government-issued ID (for representative only) 3. License Number 4. Name of broker or representative 5. Email address 6. Contact number APPLICATION (TO BE SUBMITTED IN TWO (2) SETS) ORIGINAL COPY: 		 Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party 			
 Completely filled-out DOF-F Authorization Letter (if authority) Notarized Affidavit of End-L 	prized representative)	- Requesting party/Applicant through the DOF Website https://bit.ly/form-91-authorize-and-affidavit-template			
 PHOTOCOPY: 4. Previously issued Tax Exemption Indorsement (TEI) with supporting documents: Import Bill of Lading/Airway Bill Commercial Invoice Certification from CAAP Notarized Lease Agreement Indorsement from BOC 5. Board Resolution/Secretary's Certificate authorizing the transfer of ownership/operation of aircraft (both parties) 6. Authority to Lease/Purchase from CAB 7. Notarized Lease Agreement/Deed of Sale 8. Latest Audited Financial Statements (last three (3) years if applicable) 		 DOF – RO Shipping Company Shipper from country of origin CAAP Requesting party/Applicant BOC Requesting party/Applicant CAB Requesting party/Applicant Requesting party/Applicant 			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
A. Registration					
1. One-time registration through RO Kiosk or at DOF Website	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO	



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https://teslite.dof.gov.ph_to provide corporate/individual information and upload the documents in support of registration.				
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 	None	None	Administrative Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	1.1 Check the completeness of supporting documents.	None	None	Officer of the Day, Tax Specialist RO
	1.1a Forward the application the respective division for encoding the required entries in the e-TES ^{LIt} if complete.			



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	 1.1b Return application documents to the applicant if incomplete. 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant 	None	None	Administrative Assistant CTD
	for submission in CRMD.			
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to <i>Action Officer</i> .	None	30 minutes	Division Chief CTD
	 2.4 Evaluate the application and its supporting documents. 2.4a If application is sufficient, proceed to agency action no. 3.1 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Customs and Tariff Division
	2.4b If application has discrepancy(cies), the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			



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3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director IV RO
	3.5 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
	3.6 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release.			
	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance 	None	8 hours 12 minutes	Administrative Officer CRMD
	through the following: 4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI			



	 4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance 4.4 A system-generated email notice will be sent to the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance. 			
5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



b. R.A. No. 10863 (CMTA), Sec. 800(par. 1) and R.A. No. 10963 (TRAIN), Sec. 107(B) Clearance of the sale of aircraft from exempt to non-exempt entity

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Office or Division:	Revenue Office (RO) – Cu Operations Group (ROG) (CRMD)		· · · · ·		
Classification:	Complex				
Type of Transaction:	G2B - Government-to-Bus	G2B - Government-to-Business			
Who may avail:	Airline Companies with ap	proved e-TES	S ^{Lite} registration		
CHECKLIST OI	F REQUIREMENTS WHERE TO SECURE			RE	
ONE-TIME REGISTRATION:					
 A. Applicant 1. Name of consignee 2. Tax Identification Number 3. SEC Registration Number (if applicable) 4. DTI Registration Number (if applicable) 5. BOI Registration Number (if applicable) 6. Email address 7. Telephone number 8. Official address 		 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Requesting party 			
 B. Broker or Representative, 1. Tax Identification Number (fo 2. Valid Government-issued ID 3. License Number 4. Name of broker or representa 5. Email address 6. Contact number 	or broker only) - Bureau of Internal Revenue (for representative only) - Requesting party - Professional Regulation Commission				
 APPLICATION (TO BE SUBMITTED IN TWO (2) SETS) ORIGINAL COPY: Completely filled-out DOF-RO Form No. 91 Authorization Letter (if authorized representative) Notarized Affidavit of End-Use/Ownership PHOTOCOPY: Previously issued Tax Exemption Indorsement (TEI) with supporting documents: Import Bill of Lading/Airway Bill Commercial Invoice Certification from CAAP 		 Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> DOF – RO Shipping Company Shipper from country of origin CAAP Requesting party/Applicant 			
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON	
		BE PAID	TIME	RESPONSIBLE	
A. Registration 1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO	



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 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 	1.2 Evaluate the	None	None	Administrative
	correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete			Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	1.1 Check the completeness of supporting documents.	None	None	Officer of the Day, Tax Specialist RO
	1.1a Forward the application the respective division for encoding the required entries in the e-TES ^{Lit} if complete.			
	1.1b Return application documents to the applicant if incomplete.			



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	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant CTD
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to <i>Action Officer</i> .	None	30 minutes	Division Chief CTD
	2.4 Evaluate the application and its supporting documents.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
	2.4a If application is sufficient, proceed to agency action no. 3.1			Specialist) CTD
	2.4b If application has discrepancy(cies), the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



comply with the notice of discrepancy(cies).				
	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief Customs and Tariff Division
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III Revenue Office
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director IV Revenue Office
	3.5 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
	3.6 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release.			
	4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following:			
	4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI			



5. Receive an email	 4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance 4.4 A system-generated email notice will be sent to the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance. None 	None	None	
notification confirming that the result of the application has been released/delivered.				
	TOTAL:	None	4 working days 3 hours and 42 minutes	



c. R.A. No. 10863 (C	MTA), Sec. 800(par. 1) and	R.A. No. 109	63 (TRAIN), Sec. 107	7(B)	
	n/re-export the leased aircra		uipment, and parapho	ernalia, and	
leiecommunication	Revenue Office (RO) – Cu		ariff Division (CTD) I	Revenue	
Office or Division:	Operations Group (ROG) Central Records and Management Division (CRMD)				
Classification:	Complex	Complex			
Type of Transaction:	G2G- Government-to-Gov				
	G2B- Government-to-Bus				
Who may avail:	Airline Companies/Globe with approved e-TES ^{Lite} re		PAGCOR/San Migue	el Aerocity, Inc.	
	REQUIREMENTS	gistration	WHERE TO SECU	RF	
ONE-TIME REGISTRATION:					
 A. Applicant Name of consignee Tax Identification Number SEC Registration Number (if applicable) DTI Registration Number (if applicable) BOI Registration Number (if applicable) Email address Telephone number Official address B. Broker or Representative, if any 		Department of Board of Invest Requesting pai Requesting pai Requesting pai Requesting pai Bureau of Inter	nal Revenue Exchange Commission Trade and Industry tments rty rty rty nal Revenue		
 License Number Name of broker or representa Email address Contact number 	ter or representative s ber		 Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party 		
 APPLICATION (TO BE SUBMITTED IN TWO (2) SETS) ORIGINAL COPY: 1. Completely filled-out DOF-RO Form No. 91 2. Authorization Letter (if authorized representative) 3. Notarized Affidavit of End-Use/Ownership 		- Requesting party/Applicant through the DOF Website https://bit.ly/form-91-authorize-and-affidavit-template			
 PHOTOCOPY: 4. Previously issued Tax Exem supporting documents: Import Bill of Lading/Aim Commercial Invoice 		- DOF – RO - Shipping Company - Shipper from country of origin			
PHOTOCOPY (IF AIRCRAFT): 5. Certification from CAAP 6. Notarized Lease Agreement 7. Notarized Lease Termination	from CAAP		- CAAP - Requesting party/Applicant - Requesting party/Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
A. Registration					
0	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO	



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information and upload the documents in support of registration.				
 If First time applicant, start from Client Step A. Registration If Registered applicant, 				
proceed to Client Step B. Officer of the Day Checklisting				
	1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents.	None	None	Administrative Assistant RO
	1.2a Send an email notice of approval if correct and complete			
	1.2b Send an email notice of disapproval if incorrect and incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	1.1 Check the completeness of supporting documents.	None	None	Officer of the Day, Tax Specialist RO
	1.1a Forward the application the respective division for encoding the required entries in the e-TES ^{LIT} if complete.			



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	1.1b Return application documents to the applicant if incomplete.			
	1.2 Encode the required entries in the e-TES ^{Lite} and generate the application number.	None	None	Administrative Assistant CTD
	1.3 Return the application documents to the applicant for submission in CRMD.			
C. Filing				
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2.1 Assign the application to respective RO Divisions.			
	2.2 Route the application to CTD.			
	2.3 Assign application to <i>Action Officer</i> .	None	30 minutes	Division Chief CTD
	2.4 Evaluate the application and its supporting documents.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
	2.4a If application is sufficient, proceed to agency action no. 3.1			Specialist) CTD
	2.4b If application has discrepancy(cies), the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			



3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief CTD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director IV RO
	3.5 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Assistant Secretaryor Undersecretary ROG
	3.6 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release.			



	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 Release/deliver the approved TEI / Non-TEI / formal letter of compliance through the following: 4.3a Deliver to the Bureau of Customs (BOC) if releasing TEI / Non-TEI 4.3b Deliver it to the consignee's postal mail If releasing the formal letter for compliance 4.4 A system-generated email notice will be sent to the applicant confirming the release / delivery of TEI / Non-TEI / formal letter of compliance. 	None	8 hours 12 minutes	Administrative Officer CRMD
5. Receive an email notification confirming that the result of the application has been released/delivered.	None	None	None	
	TOTAL:	None	4 working days 3 hours and 42 minutes	



1. Granting of Tax Exemption on Diplomatic Importations

a. Section 800 (I) of R.A. 10863 (CMTA) and Section 109(k) of the NIRC, as amended Diplomatic goods and vehicles for official, personal and family use of foreign embassies, legations, and other agencies of foreign governments and its members, consular officers and other representatives of foreign governments.

other represen	tatives of foreign government	S.		
Office or Division:	Revenue Office (RO) – Internal Revenue Division (IRD) Central Records Management Division (CRMD)			
Classification:	Complex			
Type of Transaction:	G2G- Government to Government			
Who may avail:	Diplomatic entities or persor	nnel		
CHECKLIST O	FREQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATIC	DN:			
 A. Applicant 1. Name of consignee 2. Tax Identification Numbolis 3. SEC Registration Numbolis 4. DTI Registration Numbolis 5. BOI Registration Numbolis 6. Email address 7. Telephone number 8. Official address B. Broker or Representation 1. Tax Identification Numbolis 2. Valid Government-issue 2. License Number 3. Name of broker or representation 4. Email address 5. Contact number 	 Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party 			
 ORIGINAL COPY: 1. Completely filled-out DO PHOTOCOPY: 2. Import Bill of Lading/AV 3. Commercial Invoice (Pather 1998) 4. DFA recommendation 5. Note Verbale from the B 	/B acking List, if applicable)	 Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping Company Shipper from country of origin Department of Foreign Affairs Importing Embassy 		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or online at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload	1.1 Assist the applicant in encoding the required entries1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents.			Administrative
the documents in support of registration		None	None	Assistant RO
 If First time applicant, start from <i>Client Step A.</i> <i>Registration</i> If Registered applicant, proceed to <i>Client Step B.</i> <i>Filing</i> 	1.2a.Send an email notice of approval if correct and complete			
	1.2b. Send an email notice of disapproval f incorrect or incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)				
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. Filing		None	1 hour	Administrative Officer
1. File the application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.			CRMD
	1.2 Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			



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2. Receive email notice	1.3. A system-generated email notice will be sent to the applicant notifying the receipt of the application.2. Assign the application to			
of acceptance of the application.	respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	 2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI. 2.3a. Proceed to agency action no. 4 if application is sufficient. 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) IRD
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies).			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.2 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.3 Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.4 Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Director IV RO



4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 3.5 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release. 	None	1 hour	Administrative Assistant RO
	 4.2 Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3 A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following: 4.3a Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies) 4.3b Deliver to the consignee's postal for the release of the formal letter for compliance. 	None	8 hours 12 minutes	Administrative Officer CRMD
 5. Receive email notification confirming that the result of the application has been released/delivered. 5a. BOC 5b. Consignee's postal mail. 		None		
	TOTAL:	None	3 working days 6 hrs 42 mins	



2. Granting of Tax Exemption on Importations under International Agreements a. Article 24 of the Convention on International Civil Aviation (Chicago Convention of 1944), and Clause 4.38, 4.41 and 4.45 of Annex 9, Facilitation (Fifteenth Edition) Stores and commissary supplies, ground and security equipment, component parts, instructional materials, training aids, stores and airline documents of airlines of International Civil Aviation Organization (ICAO) member countries.				
Office or Division:		nal Revenue Division (IRD) Revenue Operations ords Management Division (CRMD)		
Classification:	Complex			
Type of Transaction:	G2B- Government-to-Busine	ess		
Who may avail:	International airlines (memb			
	REQUIREMENTS	WHERE TO SECURE		
 A. Applicant 1. Name of consignee 2. Tax Identification Numbe 3. SEC Registration Numbe 4. DTI Registration Numbe 5. BOI Registration Numbe 6. Email address 7. Telephone number 8. Official address B. Broker or Representat 1. Tax Identification Numbe 2. Valid Government-issue 2. License Number 3. Name of broker or representation address 5. Contact number 	ONE-TIME REGISTRATION:A. Applicant1. Name of consignee2. Tax Identification Number3. SEC Registration Number (if applicable)4. DTI Registration Number (if applicable)5. BOI Registration Number (if applicable)6. Email address7. Telephone number8. Official addressB. Broker or Representative, if any1. Tax Identification Number (for broker only)2. Valid Government-issued ID (for representative only)2. License Number3. Name of broker or representative4. Email address3. Name of broker or representative4. Email address4. Email addressA. Applicable5. Bol Registration Number (for broker only)6. Email address7. Telephone number8. Official address9. Requesting Party9. Requesting Party			
 ORIGINAL COPY: 1. Completely filled-out DOF-RO Form No. 91 2. Authorization Letter (if authorized representative) 3. Notarized Affidavit of End-Use/Ownership PHOTOCOPY: 4. Import Bill of Lading/AWB 5. Commercial Invoice (Packing List, if applicable) 6. CAAP Certification 7. NTC Clearance, if applicable Authorized and an analysis of the philippines Authorized an analysis of the philippines Authorized an analysis of the philippines Authorized and an analysis of the philippines Authorized an analysis of the philippines Authorized and an analysis of the philippines Authorized an analysis of the philippines Authorized an anal				



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration 1. One-time registration through RO Kiosk or online at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Filing 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only).				
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website.				
B. Officer of the day Checklisting		None	None	Officer of the Day, Tax Specialist RO
1. Present the application and supporting documents at the RO window.	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding the required entries in the e-TES^{Lite} If complete. 			ŇŬ



	1b. Return application documents to the applicant if incomplete.			
	 1.1. Encode the required entries in the e-TES^{Lite} and generate the application number. 1.2 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant IRD
C. Filing		None	1 hour	Administrative
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			Officer CRMD
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non- TEI.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) IRD
	2.3a. Proceed to agency action no. 4 if application is sufficient			
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			



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3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary ROG
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.			
	4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following:			
	4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI.			



	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			
5. Receive email notification confirming that the result of the application has been released/delivered to either the following:				
5a. BOC 5b. Consignee's postal mail.				
	TOTAL:	None	4 working days 3 hours and 42 minutes	



Specialized Ager	ncies of the United Nations use of UN specialized agenci nd its officials.	onvention on the Privileges and Immunities of the ies and household goods and personal effects of
Office or Division:	Revenue Office (RO) – Inte Management Division (CRM	rnal Revenue Division (IRD) Central Records ID)
Classification:	Complex	
Type of Transaction:	G2G- Government-to-Gove	rnment
Who may avail:	Diplomatic entities or person	nnel
	F REQUIREMENTS	WHERE TO SECURE
 ONE-TIME REGISTRATION A. Applicant 1. Name of consignee 2. Tax Identification Numbols 3. SEC Registration Numbols 4. DTI Registration Numbols 5. BOI Registration Numbols 6. Email address 7. Telephone number 8. Official address B. Broker or Representation Numbols 2. Valid Government-issue 2. License Number 3. Name of broker or representation Numbols 5. Contact number 	DN: Der per (if applicable) er (if applicable) er (if applicable) tive, if any per (for broker only) ed ID (for representative only) esentative UBMITTED IN TWO (2) SETS) OF-RO Form No. 91 WB acking List, if applicable)	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party Professional Regulation Commission Requesting Party Shipping company Shipper from country of origin Department of Foreign Affairs United Nations Organization



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration 1. One-time registration through RO Kiosk or online at DOF Website <u>https://teslite.dof.gov.ph</u> to provide <u>corporate/individual</u> <u>information and upload</u> <u>the documents in</u> <u>support of registration</u> If First time applicant, start from <i>Client Step A.</i> <i>Registration</i> If Registered applicant, proceed to <i>Client Step B.</i> <i>Filing</i> 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the 	incomplete			
deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. Filing 1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			



				OF THE VI
2. Receive email notice of acceptance of the application.	 1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application. 2. Assign the application to respective RO Divisions. 2.1. Route the application to IRD. 			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
3. Receive an email notice of compliance	 2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI. 2.3a. Proceed to agency action no. 4 if application is sufficient 2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies) 3. Draft TEI / Non-TEI / formal letter of compliance 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) IRD
and complied; or applicant did not comply with the notice of discrepancy(cies).	for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Director IV RO



4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 3.4. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release. 	None	1 hour	Administrative Assistant RO
	 4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following: 4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI. 4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance. 	None	8 hours 12 minutes	Administrative Officer CRMD
 5. Receive email notification confirming that the result of the application has been released/delivered to either the following: 5a. BOC 5b. Consignee's postal mail. 				
	TOTAL:	None	3 working days 6 hrs 42 mins	



		tations under Bilateral Agreements Inment of the Philippines (GOP) and the Asian		
		intent of the Frinippines (GOF) and the Asian		
	rganization (APO)	for the number tion executions of the ADO		
		for the production operations of the APO		
production unit				
Office or Division:		ernal Revenue Division (IRD) Revenue Operations cords Management Division (CRMD)		
Classification:	Complex			
Type of Transaction:	G2B- Government-to-Busir	ness		
Who may avail:	APO Production Unit			
-	REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATIO				
A Annlinent				
A. Applicant		Descus et la v. Dest		
1. Name of consignee		- Requesting Party		
2. Tax Identification Numb		- Bureau of Internal Revenue		
3. SEC Registration Numb		- Securities and Exchange Commission		
4. DTI Registration Numbe		- Department of Trade and Industry		
5. BOI Registration Number	er (if applicable)	- Board of Investments		
6. Email address		- Requesting Party		
7. Telephone number		- Requesting Party		
8. Official address		- Requesting Party		
B. Broker or Representat	tive, if any			
1. Tax Identification Numb	er (for broker only)	- Bureau of Internal Revenue		
2. Valid Government-issue	d ID (for representative only)	- Requesting Party		
2. License Number		- Professional Regulation Commission		
3. Name of broker or repre	esentative	- Requesting Party		
4. Email address		- Requesting Party		
5. Contact number		- Requesting Party		
	JBMITTED IN TWO (2) SETS)			
, , , , , , , , , , , , , , , , , , ,				
		- Requesting party/Applicant through the DOF		
ORIGINAL COPY:		Website https://bit.ly/form-91-authorize-and-affidavit-		
1. Completely filled-out D		template		
2. Notarized Affidavit of E				
3. Authorization letter (if a	uthorized representative)			
PHOTOCOPY:		- Shipping company		
4. Import Bill of Lading/AV	VB			
5. Commercial Invoice (Packing List, if applicable)		- Shipper from country of origin		
1				



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration One-time registration One-time registration One-time registration through RO Kiosk or online at DOF Website https://teslite.dof.gov.ph to provide corporate/individual information and upload the documents in Support of registration If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Filing 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window.	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding the required entries in the e-TES^{Lite} If complete. 	None	None	Officer of the Day, Tax Specialist RO



	1b. Return application documents to the applicant if incomplete.			
	 1.1. Encode the required entries in the e-TES^{Lite} and generate the application number. 1.2 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant IRD
C. Filing		None	1 hour	Administrative
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			Officer CRMD
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non- TEI.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) IRD
	2.3a. Proceed to agency action no. 4 if application is sufficient			
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			



				OR THE PHIL
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary ROG
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD	 3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release. 	None	2 hours	Administrative Assistant ROG
for release.	 4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following: 4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI. 	None	8 hours 12 minutes	Administrative Officer CRMD



	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			
5.1 Receive email notification confirming that the result of the application has been released/delivered to either the following:				
5a. BOC 5b. Consignee's postal mail.				
	TOTAL:	None	4 working days 3 hours and 42 minutes	



- b. Article VIII D(4), I.2 and 3 of the Host Country Agreement between GOP and the ASEAN Centre for Biodiversity (ACB)
 Goods for the official use of ASEAN Centre for Biodiversity and furniture, personal effects and other goods of the ACB executive director, non-Filipino officers, staff and consultants.
- c. Article IV, Sections 21, 24 and 26 of the Agreement between the Republic of the Philippines and the International Center for Living and Aquatic Resources Management to establish the Office of the Worldfish Center in the Philippines Official goods, personal effects and furniture of non-Filipino personnel of the office of the Worldfish Center in the Philippines.
- d. Article 2(2), 2(5), 3(1) and 5(3)(g), of the Headquarters Agreement between the GOP and the International Committee of the Red Cross (ICRC)
 Goods and motor vehicle for official use, relief supplies, property, furniture, effects and household equipment of the ICRC and its non-Filipino delegates and alien employees.
- e. Article 4(5) and 5(3) of the Agreement between the Republic of the Philippines and Federal Republic of Germany concerning Technical Cooperation Articles for German technical cooperation projects, personal effects and motor vehicles of German experts, teachers and technicians and their families
- f. Article VI.1(b), IX. 1(1), 2(2), XI. 2.1(b)(i)(ii)(iii) and 2 (2)(a) of the Agreement on Technical Cooperation between the Government of the Republic of the Philippines and the Government of Japan

Luggage, personal effects, household effects consumer goods and motor vehicle of Japan International Cooperation Agency (JICA) experts, members of the missions and senior volunteers JICA office representative, staff and their families, importation of technical cooperation equipment, machinery and materials provided by JICA to the GOP and for the use of the experts, members of the missions and senior volunteers and Importation of equipment, machinery materials and motor vehicles of the JICA office.

- g. Article 5(3) of the Air Services Agreement Between the Government of Japan and the Government of the Republic of the Philippines Fuel, lubricating oils, spare parts, regular equipment and aircraft stores of Japanese designated airlines
- h. Article 13(3) and (6) of the Agreement between the Government of the Republic of the Philippines and the Government of Australia concerning the Status of the Visiting Forces of each State in the Territory of the Other State Equipment, materials, motor vehicles, provisions and supplies, bullets, ammunitions and explosives devices, fuel, oil and lubricants for the official use of Australian Visiting Forces and its civilian components
- i. Article VII (1) and (2) of the Agreement Between the Government of the Republic of the Philippines and the Government of United States of America regarding the Treatment of the United States Forces Visiting the Philippines Equipment, materials and supplies, personal baggage, personal effects and other property of US visiting forces and its personnel.



- j. Article XI(2)(a)(b) of the Agreement Between the Government of the Philippines and the Southeast Asian Ministers of Education Organization Regarding the Temporary Operation of the SEAMEO Regional Centre for Educational Innovation and Technology (INNOTECH). Equipment, commodities, articles, documents, material and official vehicles of SEAMEO-INNOTECH
- k. Article VI (A) of the Agreement between the United Nations Children's Fund (UNICEF) and the Government of the Philippines Assets and property of the UNICEF.
- Clause 1, 2 and 3 of Diplomatic Note No. 1071 of the Agreement between the Republic of the Philippines and the United States Government on the humanitarian activities of American voluntary relief and rehabilitation agencies Food, clothing, medicine and other relief and rehabilitation supplies and equipment of US voluntary relief and rehabilitation agencies
- m. Section 11(a), (b), (c) and Section 22(f), (g) of the Host Agreement between the Philippine Government and the World Health Organization Motor vehicle, furniture and personal effects assets, property, medical supplies, any other goods or articles, and publications of the WHO and its official
- n. Article III and Article IV(2)(a)(b) of the Memorandum of Agreement between the Government of the Republic of the Philippines and the World Organization of the Scout Movement. Household goods, personal effects and motor vehicle of the WOSM Regional executive commissioner and Deputy regional executive commissioner and goods for official use of the WOSM.
- Article 3 (1) (3) and 4 of the Cooperation Agreement between the Government of the Republic of the Philippines and the International Organization for Migration Goods and motor vehicle of the International Organization for Migration and its director, deputy director general, and staff.

Office or Division	Revenue Office (RO) – Internal Revenue Division (IRD) Central Records				
Office or Division:	Management Division (CRMD)				
Classification:	Complex				
Type of Transaction:	G2G- Government-to-Government				
Who may avail:	 ASEAN Center for Biodiversity International Center for Living Aquatic Resources Management (ICLARM) International Committee of the Red Cross (ICRC) German Embassy and technical cooperation experts JICA Office and JICA technical cooperation experts Japanese Airlines Australian Visiting Forces US Visiting Forces Southeast Asian Ministers of Education Organization Center for Educational Innovation and Technology United Nations Children's Fund (UNICEF) US voluntary relief agencies 				



 World Health Organization (WHO) World Organization of the Scout Movement (WOSM) 				
	International Organization	ion for Migration (IOM)		
CHECKLIST O	F REQUIREMENTS		WHERE TO SE	CURE
ONE-TIME REGISTRATI	ONE-TIME REGISTRATION:			
 License Number Name of broker or repr Email address Contact number 	ber (if applicable) er (if applicable) ber (if applicable) ative, if any Der (for broker only) ed ID (for representative only) esentative SUBMITTED IN TWO (2) SETS) DOF-RO Form No. 91	 Securities Department Board of Ir Requestin Requestin Requestin Bureau of Requestin Profession Requestin Requestin Requestin Requestin Requestin Requestin Shipping C Shipper from 	Internal Revenue and Exchange Con nt of Trade and Indu- nvestments g Party g Party g Party Internal Revenue g Party nal Regulation Com g Party g Party g Party g Party g Party g Party company om country of origin nt of Foreign Affairs	ustry mission rough the DOF uthorize-and-affidavit-
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration 1. One-time registration through RO Kiosk or online at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Filing 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 	None	None	Administrative Assistant RO



2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	1.2b. Send an email notice of disapproval if incorrect or incomplete			
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. Filing		None	1 hour	Administrative Officer
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD



	2.3. Evaluate the application	None	4 hours	Action Officer
	and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI.			(Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	2.3a. Proceed to agency action no. 4 if application is sufficient			IRD
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Director IV RO
4. Receive email that	 3.4. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEL / Non-TEL / formal letter 	None	1 hour	Administrative Assistant RO
the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	of compliance and supporting documents to CRMD for release.			
	4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer CRMD



				<u> </u>
	4.2. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following:			
	4.3a. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			
5. Receive email notification confirming that the result of the application has been released/delivered to either the following:				
5a. BOC 5b. Consignee's postal mail.				
	TOTAL:	None	3 working days 6 hrs 42 mins	



p. Article 9(2)(a), (b) and (c) of the Air Transport Agreement concluded between the Governments of the Philippines and the United States of America Aircraft stores, ground equipment, engines, spare parts, fuel, lubricants and consumable technical supplies of US designated airlines

	Revenue Office (RO) – Internal Revenue Division (IRD) Revenue Operations Group (ROG) Central Records Management Division (CRMD)				
Classification: Co	Complex				
Type of Transaction: G	2B- Government-to-Busine	ess			
Who may avail:	S Airlines				
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATION:					
 A. Applicant Name of consignee Tax Identification Number SEC Registration Number (if applicable) DTI Registration Number (if applicable) BOI Registration Number (if applicable) Email address Telephone number Official address Boker or Representative, if any Tax Identification Number (for broker only) Valid Government-issued ID (for representative only) License Number Name of broker or representative Email address Parallel (1000) Contact number 		 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party Professional Regulation Commission Requesting Party 			
 ORIGINAL COPY: 1. Completely filled-out DOF-RO Form No. 91 2. Notarized Affidavit of End-Use/Ownership 3. Authorization letter (if authorized representative) PHOTOCOPY: 4. Import Bill of Lading/AWB 5. Commercial Invoice (Packing List, if applicable) 6. CAAP Certification 7. NTC Clearance, if applicable 		 Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping company Shipper from country of origin Civil Aviation Authority of the Philippines National Telecommunications Commission 			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration One-time registration One-time registration One-time registration through RO Kiosk or online at DOF Website https://teslite.dof.gov.ph to provide corporate/individual information and upload the documents in support of registration If First time applicant, start from Client Step A. Registration If Registered applicant, start proceed to Client Step B. Filing 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
 B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. Forward the application the respective division for encoding the required entries in the e-TES^{Lite} If complete. Return application documents to the applicant if incomplete. 	None	None	Officer of the Day, Tax Specialist RO



				OF THE FIL
	 1.1. Encode the required entries in the e-TES^{Lite} and generate the application number. 1.2 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant IRD
C. Filing		None	1 hour	Administrative
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			Officer CRMD
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	 2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI. 2.3a. Proceed to agency action no. 4 if application is sufficient 2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies) 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) IRD
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



			1	1
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary ROG
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.			
	 4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following: 	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3a. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			



	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			
5. Receive email notification confirming that the result of the application has been released/delivered to either the following:				
5a. BOC				
5b. Consignee's postal mail.				
	TOTAL:	None	4 working days 3 hours and 42 minutes	



	Deversue Office (DO)	el Devenue Division (IDD) Devenue Operations		
Office or Division:	Revenue Office (RO) – Internal Revenue Division (IRD) Revenue Operations Group (ROG) Central Records Management Division (CRMD)			
Classification:	Complex			
Type of Transaction:	G2G- Government-to-Government			
Who may avail:	Southeast Asian Ministers of Innovation and Technology	Education Organization Center for Educational		
CHECKLIST C	F REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATIO	DN:			
 A. Applicant 1. Name of consignee 2. Tax Identification Numbolis 3. SEC Registration Numbolis 4. DTI Registration Numbolis 5. BOI Registration Numbolis 6. Email address 7. Telephone number 8. Official address B. Broker or Representation 1. Tax Identification Numbolis 2. Valid Government-issue 2. License Number 3. Name of broker or representation 4. Email address 5. Contact number 	er er (if applicable) er (if applicable) er (if applicable) er (if applicable) er (for broker only) d ID (for representative only) sentative JBMITTED IN TWO (2) SETS)	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party Professional Regulation Commission Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party Professional Regulation Commission Requesting Party 		
PHOTOCOPY: 4. Import Bill of Lading/A\ 5. Commercial Invoice (P		 Shipping company Shipper from country of origin Department of Education 		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration 1. One-time registration through RO Kiosk or online at DOF Website <u>https://teslite.dof.gov.ph</u> <u>to provide</u> <u>corporate/individual</u> <u>information and upload</u> <u>the documents in</u> <u>support of registration</u>	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 	None	None	Administrative Assistant
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Filing 	 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 			RO
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)				
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
 B. B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. Forward the application the respective division for encoding the required entries in the e- TES^{Lite} If complete. Return application documents to the applicant if incomplete. 	None	None	Officer of the Day, Tax Specialist RO



	 1.1. Encode the required entries in the e-TES^{Lite} and generate the application number. 1.2 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant IRD
C. Filing 1. File the application with complete set of documentary requirements at the CRMD.	C. FilingNone1. File the application with complete set of documentary requirements at the1. Receive the application with complete set of documentary requirements.None	None	1 hour	Administrative Officer CRMD
	the checklist with corresponding application number and CRMD received stamp. 1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	 2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI. 2.3a. Proceed to agency action no. 4 if application is sufficient 2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies) 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) IRD
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



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	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary ROG
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.			
	 4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following: 4.3a. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies) 	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			



5. Receive email notification confirming that the result of the application has been released/delivered to either the following:				
5a. BOC				
5b. Consignee's postal mail.				
	TOTAL:	None	4 working days 3 hours and 42 minutes	



4. Granting of Tax Exemption on Importations of Government Agencies and						
Instrumentalities						
a. Section 19 of R.A. 6847 (The Philippines Sports Commission Act), as amended by Section						
86(c) of R.A. 10963 (TRAIN)						
		s and materials of PSC, including donation to the				
	pic Committee, and through	n the commission, to the various national sports				
associations.						
Office or Division:		rnal Revenue Division (IRD) Central Records				
	Management Division (CRN	1D)				
Classification:	Complex					
Type of Transaction:	G2G- Government-to-Gover	rnment				
Who may avail:	Philippine Sports Commission	on				
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE				
ONE-TIME REGISTRATIO	DN:					
A. Applicant						
1. Name of Consignee		- Requesting Party				
2. Tax Identification Number	er	- Bureau of Internal Revenue				
3. SEC Registration Numb	er (if applicable)	- Securities and Exchange Commission				
4. DTI Registration Numbe	er (if applicable)	- Department of Trade and Industry				
5. BOI Registration Number	er (if applicable)	- Board of Investments				
6. Email Address		- Requesting Party				
7. Telephone Number		- Requesting Party				
8. Official Address		- Requesting Party				
B. Broker/s, if any						
1. Tax Identification Number	er	- Bureau of Internal Revenue				
2. License Number		- Professional Regulation Commission				
3. Name of Broker		- Requesting Party				
4. Email Address		- Requesting Party				
5. Contact Number		- Requesting Party				
APPLICATION (TO BE SU	JBMITTED IN TWO (2) SETS)					
ORIGINAL COPY:		- Requesting party/Applicant through the DOF				
1. Completely filled-out D		Website https://bit.ly/form-91-authorize-and-affidavit-				
2. Notarized Affidavit of Er	•	template				
3. Authorization letter (if a	uthorized representative)					
DUOTOCODY:						
PHOTOCOPY:		- Shipping company				
 Import Bill of Lading/AWB Commercial Invoice (Packing List, if applicable) 		- Shipper from country of origin				
6. PSC Certification		- Philippine Sports Commission				
7. BOI Certification of non-availability		- Department of Trade and Industry-Board of				
8. Authenticated/Apostilled	-	Investments				
donation)		- Donor				
9. Deed of Acceptance (if	donation)	- Donee				
	,					



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration One-time registration One-time registration One-time registration DOF Website https://teslite.dof.gov.ph to provide corporate/individual information and upload to provide corporate/individual information and upload to provide corporate/individual information and upload to provide corporate/individual information and upload to provide corporate/individual information and upload the documents in support of registration If Register applicant, start registration If Register applicant, start registration to client Step B. registration has been to proved with log-in to proved with log-in to proved with log-in 				



encoding the required entries in the e-TES ^{Lite} If complete.			
1b. Return application documents to the applicant if incomplete.			
1.1. Encode the required entries in the e-TES ^{Lite} and generate the application number.	None	None	Administrative Assistant IRD
documents to the application submission in CRMD.			
1. Bossive the application with	None	1 hour	Administrative Officer CRMD
complete set of documentary requirements.			CRMD
1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Assign the application to respective RO Divisions.			
2.1. Route the application to IRD.			
2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
2.3a. Proceed to agency action no. 4 if application is sufficient			IRD
2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			
	 in the e-TES^{Lite} If complete. 1b. Return application documents to the applicant if incomplete. 1.1. Encode the required entries in the e-TES^{Lite} and generate the application documents to the application documents to the applicant for submission in CRMD. 1. Receive the application with complete set of documentary requirements. 1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp. 1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application. 2. Assign the application to respective RO Divisions. 2.1. Route the application to IRD. 2.2. Assign application to IRD. 2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI. 2.3a. Proceed to agency action no. 4 if application is sufficient 2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has 	in the e-TESLite If complete. 1b. Return application documents to the applicant if incomplete. 1.1. Encode the required entries in the e-TESLite and generate the application number. 1.2 Return the application documents to the applicant for submission in CRMD. None 1. Receive the application with complete set of documentary requirements. 1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp. 1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application. 2. Assign the application to respective RO Divisions. 2.1. Route the application to RD. 2.2. Assign application to RD. 2.3. Evaluate the application to Action Officer. 2.3. Evaluate the application is sufficient 2.3. Proceed to agency action no. 4 if application is sufficient 2.3b. Issue a notice of compliance will be issued If application has	in the e-TESL ^{te} If complete. 1b. Return application documents to the applicant if incomplete. 1.1. Encode the required entries in the e-TESL ^{te} and generate the application number. 1.2 Return the application documents to the applicant for submission in CRMD. None 1 hour 1. Receive the application with complete set of documentary requirements. 1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp. 1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application. 2. Assign the application to Rep. 2.1. Route the application to Retion Officer. 2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI. 2.3a. Proceed to agency action no. 4 if application is sufficient 2.3b. Issue a notice of compliance to the application to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has



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3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Director IV RO
	3.4. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour	Administrative Assistant RO
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release.			
	4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following:			
	4.3a. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			



	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			
5. Receive email notification confirming that the result of the application has been released/delivered.				
5a. BOC 5b. Consignee's postal mail.				
	TOTAL:	None	3 working days 6 hrs 42 mins	



Heavy equipme	as well as garbage trucks, fire ts (LGUs)	struction, improvement, repair, maintenance of e trucks, and other similar equipment of local	
Office or Division:		I Revenue Division (IRD) Revenue Operations s Management Division (CRMD)	
Classification:	Complex		
Type of Transaction:	G2G- Government-to-Governn	nent	
Who may avail:	Local Government Units (LGU		
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE	
 ONE-TIME REGISTRATIC A. Applicant 1. Name of consignee 2. Tax Identification Numbolis 3. SEC Registration Numbolis 4. DTI Registration Numbolis 5. BOI Registration Numbolis 6. Email address 7. Telephone number 8. Official address B. Broker or Representation 1. Tax Identification Numbolis 2. Valid Government-issue 2. License Number 3. Name of broker or representation 4. Email address 5. Contact number APPLICATION (TO BE SU 	ION:ber ober (if applicable) per (if applicable) ber (if applicable)ber (if applicable) ber (if applicable)ber (if applicable)ber (if applicable)ber (if opplicable)ber		
 ORIGINAL COPY: 1. Completely filled-out D 2. Notarized Affidavit of E 3. Authorization letter (if a PHOTOCOPY: 4. Import Bill of Lading/AN 5. Commercial Invoice (P 6. LGU Board Resolution 7. DTI-FTEB Import Clear 	ind-Use/Ownership authorized representative) WB acking List, if applicable)	 Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping Company Shipper from country of origin Local Government Unit Department of Trade and Industry's- Fair Trade Enforcement Bureau 	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration 1. One-time registration through RO Kiosk or online at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Filing 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website B.Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. Forward the application the respective division for encoding the required entries in the e- TES^{Lite} If complete. Return application documents to the applicant if incomplete. 	None	None	Officer of the Day, Tax Specialist RO



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	 1.1. Encode the required entries in the e-TES^{Lite} and generate the application number. 1.2 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant IRD
C. Filing		None	1 hour	Administrative
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			Officer CRMD
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI.2.3a. Proceed to agency action no. 4 if application is sufficient	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) IRD
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD



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	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III IRD
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary ROG
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release. 	None	2 hours	Administrative Assistant ROG
	 4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following: 4.3a. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies) 4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance. 	None	8 hours 12 minutes	Administrative Officer CRMD
 5. Receive email notification confirming that the result of the application has been released/delivered. 5a. BOC 5b. Consignee's postal 				
mail.	TOTAL:	None	4 working days 3 hours and 42 minutes	



Section 42(b) of R.A.7277 (Magna Carta for Disabled Persons)
 Goods donated to a government agency, or an organization engaged in the rehabilitation of disabled persons

•	-			
Office or Division:	Revenue Office (RO) – Internal Revenue Division (IRD) Revenue Operations Group (ROG) Central Records Management Division (CRMD)			
Classification:	Complex			
Type of Transaction:	G2G- Government-to-Government G2B - Government-to-Business			
Who may avail:	Government agencies enga organizations of disabled pe	ged in the rehabilitation of disabled persons and ersons		
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATIO	DN:			
 A. Applicant 1. Name of consignee 2. Tax Identification Numb 3. SEC Registration Numbe 4. DTI Registration Numbe 5. BOI Registration Numbe 6. Email address 7. Telephone number 8. Official address B. Broker or Representation 1. Tax Identification Numbe 2. Valid Government-issue 2. License Number 3. Name of broker or representation 4. Email address 5. Contact number 	 nee Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Board of Investments Requesting Party Requesting Party Board of Investments Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party Professional Regulation Commission Requesting Party Requesting Party Professional Regulation Commission Requesting Party 			
 ORIGINAL COPY: 1. Completely filled-out E 2. Notarized Affidavit of E 3. Authorization letter (if a PHOTOCOPY: 4. Import Bill of Lading/AV 5. Commercial Invoice (P 6. NCDA/DSWD recomm 7. Authenticated/Apostille 8. Deed of Acceptance 9. Copy of SEC Registrat 10. BIR Tax Exempt Certif 	OOF-RO Form No. 91 and-Use/Ownership authorized representative) WB acking List, if applicable) endation ed Deed of Donation ion (if NGO)	 Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping Company Shipper from country of origin National Council on Disability Affairs /Department of Social Welfare and Development Donor Donee Securities and Exchange Commission Bureau of Internal Revenue 		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 CLIENT STEPS A. Registration One-time registration through RO Kiosk or online at DOF Website https://teslite.dof.gov.ph to provide corporate/individual information and upload the documents in support of registration If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Filing 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	 AGENCY ACTION 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None		Administrative Assistant RO
 B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. Forward the application the respective division for encoding the required entries in the e-TES^{Lite} If complete. Return application documents to the applicant if incomplete. 	None	None	Officer of the Day, Tax Specialist RO



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	 1.1. Encode the required entries in the e-TES^{Lite} and generate the application number. 1.2 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant IRD
C. Filing		None	1 hour	Administrative
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			Officer CRMD
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	 2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI. 2.3a. Proceed to agency action no. 4 if application is sufficient 2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies) 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



				<u> </u>
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary ROG
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.			
	4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following:			
	4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI.			
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			



 5. Receive email notification confirming that the result of the application has been released/delivered to either the following: 5a. BOC 				
5b. Consignee's postal mail.				
	TOTAL:	None	4 working days 3 hours and 42 minutes	



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 d. Section 21 of R.A. 7306, (Charter of the People's Television Network, Inc.), as amended by Section 86(f) of R.A.10963 (TRAIN) 						
Broadcast equipment, apparatus and materials to be used in the operation the People's Television						
Network, Incorporated						
Office or Division:	· · ·	Revenue Division (IRD) Revenue Operations				
	Group (ROG) Central Records	Management Division (CRMD)				
Classification:	Complex					
Type of Transaction:	G2G- Government-to-Governme	ent				
Who may avail:	People's Television Network					
	OF REQUIREMENTS	WHERE TO SECURE				
ONE-TIME REGISTRATIO	N:					
 A. Applicant Name of consignee Tax Identification Number SEC Registration Number DTI Registration Number BOI Registration Number Email address Telephone number Official address Broker or Representati Tax Identification Number Valid Government-issued License Number Name of broker or represendati Tax Identification Number Contact number ORIGINAL COPY: Completely filled-out DO Notarized Affidavit of Er Authorization letter (if at PHOTOCOPY: Import Bill of Lading/AW Commercial Invoice (Pation Number) 	er (if applicable) (if applicable) • (if applicable) • (if applicable) • (for broker only) • ID (for representative only) • entative BMITTED IN TWO (2) SETS) OF-RO Form No. 91 nd-Use/Ownership uthorized representative) /B ucking List, if applicable)	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party Professional Regulation Commission Requesting Party Shipping Company Shipper from country of origin National Telecommunications Commission Department of Trade and Industry-Fair Trade and Enforcement Bureau 				



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
 CLIENT STEPS A. Registration One-time registration One-time registration One-time registration through RO Kiosk or online at DOF Website https://teslite.dof.gov.ph to provide corporate/individual information and upload the documents in support of registration If First time applicant, start <pre>from Client Step A. Registration </pre> If Registered applicant, <pre>proceed to Client Step B. Filing</pre> 2. Receive an email <pre>indicating the registration </pre> has been approved with log-in user ID and <pre>nominated password for </pre> online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF	AGENCY ACTION 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete			
website B. Officer of the day Checklisting		None	None	Officer of the Day, Tax Specialist
1. Present the application and supporting documents at the RO window.	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding the required entries in the e- TES^{Lite} If complete. 1b. Return application documents to the applicant if incomplete. 			RO
	1.1. Encode the required entries in the e-TES ^{Lite} and generate the application number.	None	None	Administrative Assistant IRD



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	1.2 Return the application documents to the applicant for submission in CRMD.			
C. Filing		None	1 hour	Administrative
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			Officer CRMD
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
	2.3a. Proceed to agency action no. 4 if application is sufficient			Specialist) CTD
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also	None	4 hours	Director III RO



	made whether the shipment requires verification / inspection.			
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary ROG
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.			
	 4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following: 	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3a. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			
5. Receive email notification confirming that the result of the application has been released/delivered to either the following:				
5a. BOC 5b. Consignee's postal mail.				
	TOTAL:	None	4 working days 3 hours and 42 minutes	



e. Section 14 of R.A. 7354 (Postal Service Act of 1992), as amended by Section 86(g) of R.A. 10963 (TRAIN) Postal Equipment, Machineries, Spare Parts And Supplies

Office or Division:	Revenue Office (RO) – Internal Revenue Division (IRD) Revenue Operations				
	Group (ROG) Central Records Management Division (CRMD)				
Classification:	Complex				
Type of Transaction:	G2G- Government-to-Government				
Who may avail:	Philippine Postal Corporation				
	OF REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATIO	DN:				
 A. Applicant Name of consignee Tax Identification Number SEC Registration Number (if applicable) DTI Registration Number (if applicable) BOI Registration Number (if applicable) BOI Registration Number (if applicable) Email address Telephone number Official address Broker or Representative, if any Tax Identification Number (for broker only) Valid Government-issued ID (for representative only) License Number Name of broker or representative Email address Contact number 		 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party Professional Regulation Commission Requesting Party 			
APPLICATION (TO BE SU ORIGINAL COPY: 1. Completely filled-out E 2. Notarized Affidavit of E 3. Authorization letter (if a PHOTOCOPY: 4. Import Bill of Lading/AV 5. Commercial Invoice (P 6. BOI Certification of not	ind-Use/Ownership authorized representative) WB acking List, if applicable)	 Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping Company Shipper from country of origin Board of Investments 			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSI NG TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or online at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration	1.1 Assist the applicant in encoding the required entries1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents.			
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Filing 	 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or 	None	None	Administrative Assistant
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	incomplete			RO
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. Officer of the day Checklisting	1. Check the completeness of supporting documents.	None	None	Officer of the Day, Tax Specialist
1. Present the application and supporting documents at the RO window.	1a. Forward the application the respective division for encoding the required entries in the e-TES ^{Lite} If complete.			RO
	1b. Return application documents to the applicant if incomplete.			
	 1.1. Encode the required entries in the e-TES^{Lite} and generate the application number. 1.2 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant IRD



C. Filing		None	1 hour	Administrative Officer
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			CRMD
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	 2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI. 2.3a. Proceed to agency action no. 4 if application is sufficient 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO



	3.3. Review / approve the TEI / Non-TEI / formal letter of	None	4 hours	Director IV RO
	compliance. 3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary ROG
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release. 	None	2 hours	Administrative Assistant ROG
	 4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following: 4.3a. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies) 	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			
5. Receive email notification confirming that the result of the application has been released/delivered to either the following:				
5a. BOC 5b. Consignee's postal mail.				
	TOTAL:	None	4 working days 3 hours and 42 minutes	



	CON THE DAM			
 f. Section 126 of R.A. 7653 (The New Central Bank Act), as amended by Section 86(m) of R.A. 10963 (TRAIN) 				
, gold and other metals, and equ	ipment needed for bank note production, minting			
efining and other security printin	g operations of the Bangko Sentral ng Pilipinas			
	I Revenue Division (IRD) Revenue Operations s Management Division (CRMD)			
Complex				
action: G2G- Government-to-Government				
Bangko Sentral ng Pilipinas				
OF REQUIREMENTS	WHERE TO SECURE			
DN:				
er er (if applicable) er (if applicable) er (if applicable)	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party 			
	, gold and other metals, and equ efining and other security printin Revenue Office (RO) – Interna Group (ROG) Central Record Complex G2G- Government-to-Governm Bangko Sentral ng Pilipinas DF REQUIREMENTS DN: er er (if applicable) er (if applicable) er (if applicable)			

- Bureau of Internal Revenue

Website https://bit.ly/form-91-authorize-and-

- Requesting Party

affidavit-template

- Shipping Company

- Shipper from country of origin

B. Broker or Repre	esentative, if any
	NI I (A. 1. 1.

1. Tax Identification Number (for broker only)

2. Valid Government-issued ID (for representative only)

2. License Number - Professional Regulation Commission 3. Name of broker or representative - Requesting Party 4. Email address - Requesting Party 5. Contact number - Requesting Party **APPLICATION (TO BE SUBMITTED IN TWO (2) SETS)** - Requesting party/Applicant through the DOF

ORIGINAL COPY:

- 1. Completely filled-out DOF-RO Form No. 91
- 2. Notarized Affidavit of End-Use/Ownership

3. Authorization letter (if authorized representative)

PHOTOCOPY:

- 4. Import Bill of Lading/AWB
- 5. Commercial Invoice (Packing List, if applicable)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration 1. One-time registration through RO Kiosk or online at DOF Website <u>https://teslite.dof.gov.ph</u> to provide <u>corporate/individual</u> <u>information and upload</u> <u>the documents in</u> <u>support of registration</u> If First time applicant, start from <i>Client Step A.</i> <i>Registration</i> If Registered applicant, proceed to <i>Client Step B. Filing</i> 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
 B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding the required entries in the e- TES^{Lite} If complete. 1b. Return application documents to the applicant if incomplete. 	None	None	Officer of the Day, Tax Specialist RO



	1.1. Encode the required entries in the e-TES ^{Lite} and generate	None	None	Administrative Assistant IRD
	the application number. 1.2 Return the application documents to the applicant for submission in CRMD.			
C. Filing		None	1 hour	Administrative Officer CRMD
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			CKMD
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	2.3a. Proceed to agency action no. 4 if application is sufficient			CTD
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



	TOTAL:	None	4 working days 3 hours and 42 minutes	
5. Receive email notification confirming that the result of the application has been released/delivered to either the following: 5a. BOC 5b. Consignee's postal mail.				
5. Receive email	 compliance for release. 4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following: 4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI. 4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance. 			
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 release to the applicant. 4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release. 4.2. Prepare the approved TEI / Non-TEI / formal letter of 	None	8 hours 12 minutes	Administrative Officer CRMD
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for	None	2 hours	Administrative Assistant ROG
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary Undersecretary ROG
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD



		C OF THE PHILI		
 g. Section 18 of R.A. 7884 (National Dairy Authority Act of 1995), as amended by Section 86(o) of R.A. 10963 (TRAIN) Dairy animals, veterinary and other supplies, other farm inputs, dairy equipment and machineries, including its spare parts imported by NDA for distribution to dairy cooperatives 				
Office or Division:		I Revenue Division (IRD) Revenue Operations s Management Division (CRMD)		
Classification:	Complex			
Type of Transaction:	G2G - Government-to-Government			
Who may avail:	National Dairy Authority			
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:				
ONE-TIME REGISTRATIO	DN:			
 A. Applicant 1. Name of consignee 2. Tax Identification Numb 3. SEC Registration Numb 4. DTI Registration Numb 5. BOI Registration Numb 6. Email address 7. Telephone number 8. Official address 	er ber (if applicable) er (if applicable) er (if applicable)	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party Requesting Party 		
 A. Applicant 1. Name of consignee 2. Tax Identification Numb 3. SEC Registration Numbe 4. DTI Registration Numbe 5. BOI Registration Numbe 6. Email address 7. Telephone number 8. Official address B. Broker or Representation 	er ber (if applicable) er (if applicable) er (if applicable) tive, if any	 Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party 		
 A. Applicant 1. Name of consignee 2. Tax Identification Numb 3. SEC Registration Numbe 4. DTI Registration Numbe 5. BOI Registration Numbe 6. Email address 7. Telephone number 8. Official address B. Broker or Representa 1. Tax Identification Numbe 	er ber (if applicable) er (if applicable) er (if applicable) tive, if any e r (for broker only)	 Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party Bureau of Internal Revenue 		
 A. Applicant 1. Name of consignee 2. Tax Identification Numb 3. SEC Registration Numbe 4. DTI Registration Numbe 5. BOI Registration Numbe 6. Email address 7. Telephone number 8. Official address B. Broker or Representat 1. Tax Identification Numbe 2. Valid Government-issue 	er ber (if applicable) er (if applicable) er (if applicable) tive, if any e r (for broker only)	 Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party 		
 A. Applicant 1. Name of consignee 2. Tax Identification Numb 3. SEC Registration Numbe 4. DTI Registration Numbe 5. BOI Registration Numbe 6. Email address 7. Telephone number 8. Official address B. Broker or Representa 1. Tax Identification Numbe 	er ber (if applicable) er (if applicable) er (if applicable) tive, if any er (for broker only) ed ID (for representative only)	 Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party Bureau of Internal Revenue 		

	Notarized Affidavit of End-Use/Ownership
3.	Authorization letter (if authorized representative)

PHOTOCOPY:

4. Email address

5. Contact number

ORIGINAL COPY:

- 4. Import Bill of Lading/AWB
- 5. Commercial Invoice (Packing List, if applicable)

1. Completely filled-out DOF-RO Form No. 91

APPLICATION (TO BE SUBMITTED IN TWO (2) SETS)

6. BOI Certification of non-availability

Shipping CompanyShipper from country of origin

- Requesting party/Applicant through the DOF

Website https://bit.ly/form-91-authorize-and-

- Board of Investments

- Requesting Party

- Requesting Party

affidavit-template



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration One-time registration One-time registration One-time registration through RO Kiosk or online at DOF Website https://teslite.dof.gov.ph to provide corporate/individual information and upload the documents in support of registration If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Filing 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
 B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding the required entries in the e- TES^{Lite} If complete. 1b. Return application documents to the applicant if incomplete. 	None	None	Officer of the Day, Tax Specialist RO
	 1.1. Encode the required entries in the e-TES^{Lite} and generate the application number. 1.2 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant IRD



C. Filing		None	1 hour	Administrative Officer CRMD
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			CKMD
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
3. Receive an email	 2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI. 2.3a. Proceed to agency action no. 4 if application is sufficient 2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies) 3. Draft TEI / Non-TEI / formal 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD



	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary ROG
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.			
	4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following:			
	4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI.			
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			
5. Receive email notification confirming that the result of the application has been released/delivered to either the following: 5a. BOC 5b. Consignee's postal mail.				
	TOTAL:	None	4 working days 3 hours and 42 minutes	



(TRAIN)		as amended by Section 86(q) of R.A. 10963			
Supplies, equipmen	t, papers and documents of th	ne Social Security System (SSS)			
Office or Division:	Revenue Office (RO) – Internal Revenue Division (IRD) Revenue Operations Group (ROG) Central Records Management Division (CRMD)				
Classification:	Complex				
Type of Transaction:		G2G- Government-to-Government			
Who may avail:	Social Security System				
CHECKLIST OF F		WHERE TO SECURE			
ONE-TIME REGISTRATION:					
 A. Applicant Name of consignee Tax Identification Number SEC Registration Number (if a DTI Registration Number (if a BOI Registration Number (if a Email address Telephone number Official address Broker or Representative, if Tax Identification Number (for Valid Government-issued ID (License Number Name of broker or representative 	pplicable) pplicable) f any broker only) for representative only) tive	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party Professional Regulation Commission Requesting Party Requesting Party Requesting Party Requesting Party Professional Regulation Commission Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party 			
 APPLICATION (TO BE SUBMIT ORIGINAL COPY: 1. Completely filled-out DOF-R 2. Notarized Affidavit of End-Us 3. Authorization letter (if author PHOTOCOPY: 4. Import Bill of Lading/AWB 5. Commercial Invoice (Packing) 	O Form No. 91 se/Ownership ized representative)	 Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping Company Shipper from country of origin 			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSI NG TIME	PERSON RESPONSIBLE
CLIENT STEPS A. Registration 1. One-time registration through RO Kiosk or online at DOF Website https://teslite.dof.gov.ph to provide corporate/individual information and upload the documents in support of registration • If First time applicant, start from <i>Client Step A. Registration</i> • If Registered applicant, proceed to <i>Client Step B. Filing</i>	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of 			
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	disapproval f incorrect or incomplete			
 B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. Forward the application the respective division for encoding the required entries in the e-TES^{Lite} If complete. Return application documents to the applicant if incomplete. 	None	None	Officer of the Day, Tax Specialist RO
	1.1. Encode the required entries in the e-TES ^{Lite} and generate the application number.	None	None	Administrative Assistant IRD



				,
	1.2 Return the application			
	documents to the applicant for submission in CRMD.			
C. Filing		None	1 hour	Administrative Officer
1. File the application with	1. Receive the application			OTTIND
complete set of documentary	with complete set of			
requirements at the CRMD.	documentary requirements.			
	1.1. Provide the second copy			
	of the checklist with			
	corresponding application number and CRMD received			
	stamp.			
	1.2. A system-generated			
	email notice will be sent to			
	the applicant notifying the			
	receipt of the application.			
2. Receive email notice of	2. Assign the application to respective RO Divisions.			
acceptance of the application.	•			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	2.3a. Proceed to agency action no. 4 if application is sufficient			CTD
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the	None	4 hours	Director III
	TEI / Non-TEI / formal letter			RO



			1	1
	of compliance. Assessment			
	is also made whether the			
	shipment requires verification			
	/ inspection.			
	3.3. Review / approve the	None	4 hours	Director IV
	TEI / Non-TEI / formal letter			RO
	of compliance.			
	3.4. Review/approve the TEI/	None	8 hours	Assistant Secretary
	Non-TEI/formal letter of			or
	compliance.			Undersecretary
		<u> </u>		ROG
	3.5. A system-generated	None	2 hours	Administrative
	email notice will be sent to			Assistant
	the applicant informing the			ROG
	approval of the application			
	and the same will be			
	forwarded to CRMD for			
	release to the applicant.			
4. Receive email that the	4.1. Transmit the approved			
application has been	TEI/Non-TEI/formal letter of			
processed by the Revenue Office and will be forwarded to	compliance and supporting documents to CRMD for			
CRMD for release.	release.	None	8 hours	Administrative Officer
	4.2. Prepare the approved TEI / Non-TEI / formal letter	None	12 minutes	CRMD
	of compliance for release.		12 minutes	ORME
	4.3. A system-generated			
	email notice will be sent to			
	the applicant confirming the			
	release / delivery of either the			
	following:			
	lenewing.			
	4.3a. Deliver to Bureau of			
	Customs (BOC) for the			
	release of TEI / Non-TEI.			
	4.3b. Deliver to the			
	consignee's postal for the			
	release of the formal letter for			
	compliance.			
5. Receive email notification				
confirming that the result of the				
application has been				
released/delivered to either the				
following:				
5a. BOC				
5b. Consignee's postal mail.			A successful to an	
		None	4 working	
		None	days 3 hours	
	TOTAL:		and	
	IOTAL.		42 minutes	



i.	Section 39 of R.A. 8291 (The Government Service Insurance System Act of 1997), as amended
	by Section 86(r) of R.A. 10963 (TRAIN)
	Assets of the GSIS

	Revenue Office (RO) - Interna	I Revenue Division (IRD) Revenue Operations			
Office or Division:	Group (ROG) Central Records Management Division (CRMD)				
Classification:	Complex				
Type of Transaction:	G2G- Government-to-Government				
Who may avail:	Government Service Insurance				
	OF REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATIO	DN:				
 A. Applicant 1. Name of consignee 2. Tax Identification Numb 3. SEC Registration Number 4. DTI Registration Number 5. BOI Registration Number 6. Email address 7. Telephone number 8. Official address B. Broker or Representa 1. Tax Identification Number 2. Valid Government-issue 2. License Number 3. Name of broker or representa 4. Email address 5. Contact number 	er ber (if applicable) er (if applicable) er (if applicable) tive, if any er (for broker only) ed ID (for representative only) esentative UBMITTED IN TWO (2) SETS) OOF-RO Form No. 91 End-Use/Ownership authorized representative)	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party Professional Regulation Commission Requesting Party Sequesting Party Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party Shipping Company Shipper from country of origin 			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration One-time registration through RO Kiosk or online at DOF Website https://teslite.dof.gov.ph to provide corporate/individual information and upload thtps://teslite.dof.gov.ph to provide corporate/individual information and upload thttps://teslite.dof.gov.ph to provide corporate/individual information and upload 				



	1.2 Return the application documents to the applicant for submission in CRMD.			
C. Filing		None	1 hour	Administrative Officer CRMD
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of	 2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI. 2.3a. Proceed to agency action no. 4 if application is sufficient 2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies) 3. Draft TEI / Non-TEI / formal letter of compliance for review and approval. 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
discrepancy(cies).	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD



	2.2 Deview / appress the TEL /	N	1	
	3.2. Review / approve the TEI /	None	4 hours	Director III
	Non-TEI / formal letter of			RO
	compliance. Assessment is also			
	made whether the shipment			
	requires verification / inspection.			
	3.3. Review / approve the TEI /	None	4 hours	Director IV
	Non-TEI / formal letter of			RO
	compliance.			
	3.4. Review/approve the TEI/	None	8 hours	Assistant Secretary /
	Non-TEI/formal letter of			Undersecretary
	compliance.			ROG
	3.5. A system-generated email	None	2 hours	Administrative
	notice will be sent to the			Assistant
	applicant informing the approval			ROG
	of the application and the same			
	will be forwarded to CRMD for			
	release to the applicant.			
4. Receive email that the	4.1. Transmit the approved			
application has been	TEI/Non-TEI/formal letter of			
processed by the	compliance and supporting			
Revenue Office and will	documents to CRMD for			
be forwarded to CRMD	release.			
for release.				
IUI Telease.	4.2 Drepare the eppressed TEL/	Nana	0 houro	Administrative Officer
	4.2. Prepare the approved TEI /	None	8 hours	Administrative Officer CRMD
	Non-TEI / formal letter of		12 minutes	CRMD
	compliance for release.			
	4.3. A system-generated email			
	notice will be sent to the			
	applicant confirming the release			
	/ delivery of either the following:			
	4.3a. Deliver to Bureau of			
	Customs (BOC) for the release			
	of TEI / Non-TEI.			
	4.3b. Deliver to the consignee's			
	postal for the release of the			
	formal letter for compliance.			
5. Receive email				
notification confirming				
that the result of the				
application has been				
released/delivered to				
either the following:				
5a. BOC				
5b. Consignee's postal				
mail.				
	1		4 working days	
	TOTAL:	None	3 hours and	
	IOTAE.		42 minutes	
			12	



j.	Section 4(f) of R.A. 8292, as amended by Section 86(s) of R.A. 10963 (TRAIN)	
	Supplies, materials and equipment of State Universities/Colleges	

Office or Division:	Revenue Office (RO) – Internal Revenue Division (IRD) Revenue Operations Group (ROG) Central Records Management Division (CRMD)					
Classification:	Complex	Complex				
Type of Transaction:		G2G- Government-to-Government				
Who may avail:	State Oniversities and Coneget					
CHECKLIST (OF REQUIREMENTS	WHERE TO SECURE				
ONE-TIME REGISTRATIO	N:					
 A. Applicant 1. Name of consignee 2. Tax Identification Number 3. SEC Registration Number 4. DTI Registration Number 5. BOI Registration Number 6. Email address 7. Telephone number 8. Official address B. Broker or Representati 1. Tax Identification Number 2. Valid Government-issued 2. License Number 3. Name of broker or represe 4. Email address 5. Contact number 	er (if applicable) (if applicable) (if applicable) ve, if any r (for broker only) I ID (for representative only)	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party Professional Regulation Commission Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party 				
 ORIGINAL COPY: 1. Completely filled-out D0 2. Notarized Affidavit of Er 3. Authorization letter (if an PHOTOCOPY: 4. Import Bill of Lading/AW 5. Commercial Invoice (Pa 6. Resolution from the Boar from the State Universit 	nd-Use/Ownership uthorized representative) /B	 Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping Company Shipper from country of origin Board of Regents/ State Universities/State Colleges 				



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
 A. Registration 1. One-time registration through RO Kiosk or online at DOF Website <u>https://teslite.dof.gov.ph to</u> <u>provide</u> <u>corporate/individual</u> <u>information and upload</u> <u>the documents in support</u> <u>of registration</u> If First time applicant, start from <i>Client Step A. Registration</i> If Registered applicant, proceed to <i>Client Step B. Filing</i> 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
website B. Officer of the day Checklisting		None	None	Officer of the Day, Tax Specialist RO
1. Present the application and supporting documents at the RO window.	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding the required entries in the e- TES^{Lite} If complete. 1b. Return application documents to the applicant if incomplete. 			



				O CETTE VIV
	 1.1. Encode the required entries in the e-TES^{Lite} and generate the application number. 1.2 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant IRD
C. Filing		None	1 hour	Administrative Officer CRMD
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			CKMD
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	 2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI. 2.3a. Proceed to agency action no. 4 if application is sufficient 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD



	TOTAL:	None	days 3 hours and 42 minutes	
5a. BOC 5b. Consignee's postal mail.			4 working	
5. Receive email notification confirming that the result of the application has been released/delivered to either the following:				
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			
	4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI.			
	4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following:			
	4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer CRMD
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.			
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary ROG
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.			RO



 k. Section 21 (a) and (c) of R.A. 11333 (National Museum Act of the Philippines) Scientific, philosophical, historical and cultural books, supplies and materials of the National Museum 							
Office or Division:		Revenue Office (RO) – Internal Revenue Division (IRD) Revenue Operations Group (ROG) Central Records Management Division (CRMD)					
Classification:	Complex						
Type of Transaction:	G2G- Government-to-Governm	ient					
Who may avail:	National Museum						
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE					
 4. DTI Registration Number 5. BOI Registration Number 6. Email address 7. Telephone number 8. Official address B. Broker or Representation 1. Tax Identification Number 	EGISTRATION:nsignee cation Number ration Number (if applicable) ation Number (if applicable) ation Number (if applicable) ess number ress- Requesting Party - Bureau of Internal Revenue - Securities and Exchange Commission 						
 License Number Name of broker or representation Email address Contact number 	 2. Valid Government-issued ID (for representative only) 2. License Number 3. Name of broker or representative 4. Email address - Requesting Party - Requesting Party - Requesting Party - Requesting Party 						
 ORIGINAL COPY: 1. Completely filled-out DOF-RO Form No. 91 2. Notarized Affidavit of End-Use/Ownership 3. Authorization letter (if authorized representative) 		- Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u>					
PHOTOCOPY: 4. Import Bill of Lading/A\ 5. Commercial Invoice (P		- Shipping Company - Shipper from country of origin					



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration 1. One-time registration through RO Kiosk or online at DOF Website <u>https://teslite.dof.gov.ph</u> to provide <u>corporate/individual</u> <u>information and upload</u> <u>the documents in</u> <u>support of registration</u> If First time applicant, start from <i>Client Step A.</i> <i>Registration</i> If Registered applicant, proceed to <i>Client Step B. Filing</i> 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 		None	Administrative Assistant RO
RO Kiosk or online at DOF website B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window.	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding the required entries in the e- TES^{Lite} If complete. 1b. Return application documents to the applicant if incomplete. 1.1. Encode the required entries 	None	None	Officer of the Day, Tax Specialist RO Administrative
	in the e-TES ^{Lite} and generate the application number.	None	None	Administrative Assistant IRD



	1.2 Return the application documents to the applicant for submission in CRMD.			
C. Filing		None	1 hour	Administrative Officer CRMD
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	 2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI. 2.3a. Proceed to agency action 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
	no. 4 if application is sufficient 2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD



	TOTAL:	None	4 working days 3 hours and 42 minutes	
5a. BOC 5b. Consignee's postal mail.				
notification confirming that the result of the application has been released/delivered to either the following:				
5. Receive email	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			
	4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI.			
	4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following:			
	4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer CRMD
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.			
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary ROG
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO



 Section 45(1)(c) of R.A. 9003 (Ecological Solid Waste Management Act of 2000), as amended by Section 86(xx) of R.A. 10963 (TRAIN) Equipment, machinery and spare parts donated to local government units, enterprises or private entities, and non-governmental organizations for Solid Waste Management Programs

		Solid Waste Management Flograms		
Office or Division:	Revenue Office (RO) – Internal Revenue Division (IRD) Revenue Operations Group (ROG) Central Records Management Division (CRMD)			
Classification:	Complex			
Type of Transaction:	G2G- Government-to-Government G2B - Government-to-Business G2C - Government-to-Citizen			
Who may avail:	Local government units, enterprises or private entities, including non- government organizations			
CHECKLIST O	FREQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATIO	DN:			
 A. Applicant Name of consignee Tax Identification Number SEC Registration Number (if applicable) DTI Registration Number (if applicable) BOI Registration Number (if applicable) Email address Telephone number Official address Boker or Representative, if any Tax Identification Number (for broker only) Valid Government-issued ID (for representative only) License Number Name of broker or representative Email address Contact number 		 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party Professional Regulation Commission Requesting Party 		
 APPLICATION (TO BE SUBMITTED IN TWO (2) SETS) ORIGINAL COPY: Completely filled-out DOF-RO Form No. 91 Notarized Affidavit of End-Use/Ownership Authorization letter (if authorized representative) PHOTOCOPY: Import Bill of Lading/AWB Commercial Invoice (Packing List, if applicable) DENR recommendation Authenticated/Apostilled Deed of Donation Notarized Deed of Acceptance 		 Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping Company Shipper from country of origin Department of Environment and Natural Resources (DENR) Donor Donee 		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration 1. One-time registration through RO Kiosk or online at DOF Website https://teslite.dof.gov.ph to provide corporate/individual information and upload the documents in support of registration If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Filing 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
 B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding the required entries in the e-TES^{Lite} If complete. 1b. Return application documents to the applicant if incomplete. 1.1. Encode the required 	None	None	Officer of the Day, Tax Specialist RO Administrative
	entries in the e-TES ^{Lite} and generate the application number.			Assistant IRD



	1.2 Return the application documents to the applicant for submission in CRMD.			
C. Filing		None	1 hour	Administrative Officer
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	 2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI. 2.3a. Proceed to agency action no. 4 if application is sufficient 2.3b. Issue a notice of 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
	compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



				<u> </u>
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary / Undersecretary ROG
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.			
	4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following:			
	4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI.			
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			



5. Receive email notification confirming that the result of the application has been released/delivered to either the following:				
5a. BOC 5b. Consignee's postal mail.				
	TOTAL:	None	4 working days 3 hours and 42 minutes	



 m. Section 26(3) of R.A. 9275 (The Philippine Clean Water Act of 2004), as amended by Section 86(ss) of R.A. 10963 (TRAIN) Goods donated to Local Government Units, water districts, local water utilities, enterprises, or private entities and individuals for water quality management programs
 Office or Division:
 Revenue Office (RO) – Internal Revenue Division (IRD) | Revenue Operations Group (ROG) | Central Records Management Division (CRMD)

Office or Division:	Group (ROG) Central Records Management Division (CRMD)				
Classification:	Complex				
Type of Transaction:	G2G- Government-to-Government G2B - Government-to-Business G2C - Government-to-Citizen				
Who may avail:	Local government units, enterp government organizations	prises or private entities, including non-			
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATIO	DN:				
 A. Applicant 1. Name of consignee 2. Tax Identification Numb 3. SEC Registration Numbe 4. DTI Registration Numbe 5. BOI Registration Numbe 6. Email address 7. Telephone number 8. Official address B. Broker or Representation 1. Tax Identification Numbe 2. Valid Government-issue 2. License Number 3. Name of broker or representation 4. Email address 5. Contact number 	er (if applicable) er (if applicable) er (if applicable) tive, if any er (for broker only) ed ID (for representative only)	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party Professional Regulation Commission Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party 			
 APPLICATION (TO BE SUBMITTED IN TWO (2) SETS) ORIGINAL COPY: Completely filled–out DOF-RO Form No. 91 Notarized Affidavit of End-Use/Ownership Authorization letter (if authorized representative) PHOTOCOPY: Import Bill of Lading/AWB Commercial Invoice (Packing List, if applicable) DENR Endorsement Authenticated/Apostilled Deed of Donation Notarized Deed of Acceptance 		 Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping Company Shipper from country of origin Department of Environment and Natural Resources (DENR) Donor Donee 			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration 1. One-time registration through RO Kiosk or online at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Filing 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
 B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding the required entries in the e- TES^{Lite} If complete. 1b. Return application documents to the applicant if incomplete. 	None	None	Officer of the Day, Tax Specialist RO
	1.1. Encode the required entries in the e-TES ^{Lite} and generate the application number.	None	None	Administrative Assistant IRD



		1		
	1.2 Return the application documents to the applicant for submission in CRMD.			
C. Filing		None	1 hour	Administrative Officer
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	2.3a. Proceed to agency action no. 4 if application is sufficient			CTD
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD



				<u> </u>
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary ROG
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.			
	4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following:			
	4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI.			
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			
5. Receive email notification confirming that the result of the application has been released/delivered to either the following:				
5a. BOC 5b. Consignee's postal mail.				
	TOTAL:	None	4 working days 3 hours and 42 minutes	



86(bb) of R.A. 10963 Equipment, machine Civil Aviation Authorit	8 (TRAIN) pries, spare parts, accesso ty of the Philippines (CAA evenue Office (RO) – Inter roup (ROG) Central Reco omplex	n Authority Act of 2000), as amended by Section ories and other materials including supplies of the P) mal Revenue Division (IRD) Revenue Operations ords Management Division (CRMD)
LITTICA AF LIIVISIAA-	roup (ROG) Central Reco omplex	
Gr	•	
Classification: Co		
Type of Transaction: G2	2G- Government-to-Gover	rnment
Who may avail: Civ	vil Aviation Authority of the	e Philippines
CHECKLIST OF RE	EQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:		
 A. Applicant 1. Name of consignee 2. Tax Identification Number 3. SEC Registration Number (if 4. DTI Registration Number (if 5. BOI Registration Number (if 6. Email address 7. Telephone number 8. Official address B. Broker or Representative, 1. Tax Identification Number (fe 2. Valid Government-issued ID 2. License Number 3. Name of broker or represent 4. Email address 5. Contact number 	applicable) f applicable) , if any for broker only) O (for representative only)	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party Professional Regulation Commission Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party
 APPLICATION (TO BE SUBM ORIGINAL COPY: 1. Completely filled-out DOF- 2. Notarized Affidavit of End- 3. Authorization letter (if authority) PHOTOCOPY: 4. Import Bill of Lading/AWB 	-RO Form No. 91 Use/Ownership	 Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping Company
5. Commercial Invoice (Packi 6. BOI Certification of non-av		- Shipper from country of origin - Board of Investments



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration 1. One-time registration through RO Kiosk or online at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in <u>support of registration</u> If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Filing 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	RESPONSIBLE Administrative Assistant RO
 B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding the required entries in the e-TES^{Lite} If complete. Return application documents to the applicant if incomplete. 	None	None	Officer of the Day, Tax Specialist RO



	1.1. Encode the required	None	None	Administrative
	entries in the e-TES ^{Lite} and generate the application number. 1.2 Return the application documents to the applicant			Assistant IRD
	for submission in CRMD.			
C. Filing		None	1 hour	Administrative Officer CRMD
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	IRD
	 2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI. 2.3a. Proceed to agency action no. 4 if application is sufficient 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary ROG
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.			
	4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following:			
	4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI.			
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			



 5. Receive email notification confirming that the result of the application has been released/delivered to either the following: 5a. BOC 				
5b. Consignee's postal mail.				
	TOTAL:	None	4 working days 3 hours and 42 minutes	



 Section 25(a) and (c) of R.A. 9500 (The University of the Philippines Charter of 2008), as amended by Section 86 of R.A. 10963 (TRAIN) Assets, books, supplies and materials of the University of the Philippines 					
Office or Division:	· · ·	Revenue Office (RO) – Internal Revenue Division (IRD) Central Records Management Division (CRMD)			
Classification:	Complex				
Type of Transaction:	G2G- Government-to-Govern	iment			
Who may avail:	University of the Philippines				
	F REQUIREMENTS	WHERE TO SECURE			
 ONE-TIME REGISTRATIC A. Applicant Name of consignee Tax Identification Numbe SEC Registration Numbe DTI Registration Numbe BOI Registration Number Official address Broker or Representation Tax Identification Numbe Valid Government-issue License Number Name of broker or representation Email address Contact number APPLICATION (TO BE SUB)	ON:Derber (if applicable)er (if applicable)er (if applicable)er (if applicable)er (if applicable)er (if applicable)ber (if applicable)er (if applicable)ber (if applicable)				
 ORIGINAL COPY: 1. Completely filled–out DOF-RO Form No. 91 2. Notarized Affidavit of End-Use/Ownership 3. Authorization letter (if authorized representative) PHOTOCOPY: 4. Import Bill of Lading/AWB 5. Commercial Invoice (Packing List, if applicable) 6. Resolution from the Board of Regents and/or Certification from the President that acquisition of the item is authorized by the Board of Regents 		 Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping Company Shipper from country of origin Board of Regents and/or State Universities/State Colleges President 			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration 1. One-time registration through RO Kiosk or online at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in <u>support of registration</u> If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Filing 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
 B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding 	None	None	Officer of the Day, Tax Specialist RO



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	the required entries in the e- TES ^{Lite} If complete. 1b. Return application			
	documents to the applicant if incomplete.			
	 1.1. Encode the required entries in the e-TES^{Lite} and generate the application number. 1.2 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant IRD
C. Filing		None	1 hour	Administrative Officer
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			CRMD
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	2.3a. Proceed to agency action no. 4 if application is sufficient			CTD
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			



				C OF THE PH
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Director IV RO
	3.4. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour	Administrative Assistant RO
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release.			
	4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following:			
	4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI.			
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			



 5. Receive email notification confirming that the result of the application has been released/delivered to either the following: 5a. BOC 5b. Consignee's postal mail. 					
	то	TAL:	None	3 working days 6 hrs 42 mins	



 p. Section 10 of R.A. 9369 (An Act amending RA 8436 Entitled: An Act authorizing the Commission on Elections to use an automated election system, x x x)
 Election equipment, materials, software and supplies of the Commission on Elections (COMELEC)

Office or Division:		I Revenue Division (IRD) Revenue Operations s Management Division (CRMD)			
Classification:	Complex				
Type of Transaction:	G2G- Government-to-Government				
Who may avail:	Commission on Elections				
	OF REQUIREMENTS WHERE TO SECURE				
ONE-TIME REGISTRATIO	DN:				
 A. Applicant Name of consignee Tax Identification Numbility SEC Registration Number BOI Registration Number BOI Registration Number BOI Registration Number BOI Registration Number Cofficial address Broker or Representar Tax Identification Number Valid Government-issue License Number Name of broker or representar Email address Contact number ORIGINAL COPY: Completely filled-out II Notarized Affidavit of II Authorization letter (if a 	er (if applicable) er (if applicable) er (if applicable) tive, if any er (for broker only) ed ID (for representative only) esentative JBMITTED IN TWO (2) SETS) OOF-RO Form No. 91 End-Use/Ownership	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party Professional Regulation Commission Requesting Party 			
PHOTOCOPY: 4. Import Bill of Lading/A 5. Commercial Invoice (P		- Shipping Company - Shipper from country of origin			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration One-time registration through RO Kiosk or online at DOF Website https://teslite.dof.gov.ph to provide corporate/individual information and upload the documents in support of registration If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Filing 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
 B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding 	None	None	Officer of the Day, Tax Specialist RO



	the required entries in the e- TES ^{Lite} If complete.			
	1b. Return application			
	documents to the applicant if incomplete.			
	1.1. Encode the required entries in the e-TES ^{Lite} and generate the application number.	None	None	Administrative Assistant IRD
	1.2 Return the application documents to the applicant for submission in CRMD.			
C. Filing		None	1 hour	Administrative Officer
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			U. M. D
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI.2.3a. Proceed to agency action no. 4 if application is sufficient	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			



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3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary ROG
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.			
	 4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following: 	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI.			
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			



 5. Receive email notification confirming that the result of the application has been released/delivered to either the following: 5a. BOC 5b. Consignee's postal mail. 				
	TOTAL:	None	4 working days 3 hours and 42 minutes	



 q. Section 23 of R.A.10086 (Strengthening Peoples' Nationalism Through Philippine History Act), as amended by Section 86(gg) of R.A. 10963 (TRAIN) Scientific, philosophical, historical and cultural books, supplies and materials of the National Historical Commission of the Philippines (NHCP) 				
Office or Division:		I Revenue Division (IRD) Revenue Operations s Management Division (CRMD)		
Classification:	Complex			
Type of Transaction:	G2G- Government-to-Governm	ient		
Who may avail:	National Historical Commission	of the Philippines		
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE		
 ONE-TIME REGISTRATION A. Applicant 1. Name of consignee 2. Tax Identification Numb 3. SEC Registration Numb 4. DTI Registration Numb 5. BOI Registration Numb 6. Email address 7. Telephone number 8. Official address B. Broker or Representa 1. Tax Identification Numb 2. Valid Government-issue 2. License Number 3. Name of broker or representa 4. Email address 5. Contact number 	ON:Derber (if applicable)er (if applicable)er (if applicable)ber (if applicable)er (if applicable)ber (if applicable)<			
ORIGINAL COPY: 1. Completely filled–out I 2. Notarized Affidavit of I	End-Use/Ownership authorized representative) WB Packing List, if applicable)	 Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping Company Shipper from country of origin National Historical Commission of the Philippines 		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration 1. One-time registration through RO Kiosk or online at DOF Website https://teslite.dof.gov.ph to provide corporate/individual information and upload the documents in support of registration If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Filing 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
 B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding 	None	None	Officer of the Day, Tax Specialist RO



the required entries in the e- TES ^{Lite} If complete.			
documents to the application if incomplete.			
1.1. Encode the required entries in the e-TES ^{Lite} and generate the application number. 1.2 Return the application	None	None	Administrative Assistant
documents to the applicant for submission in CRMD.			IRD
1. Receive the application with complete set of documentary requirements.			
the checklist with corresponding application number and CRMD received stamp.	None	1 hour	Administrative Officer
1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Assign the application to respective RO Divisions.			
2.1. Route the application to IRD.			
2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI.			Action Officer
2.3a. Proceed to agency action no. 4 if application is sufficient	None	4 hours	(Tax Specialist II, Sr. Tax Specialist, Supervising Tax
2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)	INCHE		Supervising Tax Specialist) CTD
	 TESLITE If complete. 1b. Return application documents to the application documents to the application in the e-TESLITE and generate the application number. 1.1. Encode the required entries in the e-TESLITE and generate the application number. 1.2 Return the application documents to the applicant for submission in CRMD. 1. Receive the application with complete set of documentary requirements. 1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp. 1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application. 2. Assign the application to respective RO Divisions. 2.1. Route the application to IRD. 2.2. Assign application to Action Officer. 2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI. 2.3a. Proceed to agency action no. 4 if application is sufficient 2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has 	TESLite if complete.1b.Return application documents to the applicant if incomplete.1.1. Encode the required entries in the e-TESLite and generate the application number.1.2. Return the application documents to the applicant for submission in CRMD.1. Receive the application with complete set of documentary requirements.1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.1.2. A system-generated email notice will be sent to the application.2. Assign the application to respective RO Divisions.2.1. Route the application to respective RO Divisions.2.1. Route the application to respective RO Divisions.2.3. Evaluate the application to RD.2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI.2.3a. Proceed to agency action no. 4 if application is sufficient2.3b. Issue a notice of compliance will be issued If application within two (2) working days, otherwise, a formal letter of compliance will be issued If application has	TESLie if complete. 1b. Return application documents to the applicant if incomplete. 1.1. Encode the required entries in the e-TESLie and generate the application number. 1.2 Return the application documents to the applicant for submission in CRMD. 1. Receive the application with complete set of documentary requirements. 1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp. 1.2. A system-generated email notice will be sent to the application. 2. Assign the application to respective RO Divisions. 2.1. Route the application to RDD. 2.3. Evaluate the application to Action Officer. 2.3. Evaluate the application is sufficient 2.3. Evaluate the application is sufficient 2.3. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has



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3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary ROG
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 10013	ROG
	 4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following: 4.3a. Deliver to Bureau of Customs (BOC) for the release 	None	8 hours 12 minutes	Administrative Officer CRMD
	of TEI / Non-TEI. 4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			



5. Receive email notification confirming that the result of the application has been released/delivered to either the following:				
5a. BOC 5b. Consignee's postal mail.				
	TOTAL:	None	4 working days 3 hours and 42 minutes	



r. Section 17 of R.A. 7898 (AFP Modernization Act), as amended by R.A. 10349 (An Act Amending Republic Act No. 7898 Establishing the Revised AFP Modernization Program and for other Purposes), as amended by Section 86(ii) of R.A.10963 (TRAIN) Weapons, equipment and ammunitions of the Armed Forces of the Philippines (AFP)

Office or Division:	Revenue Office (RO) – Internal Revenue Division (IRD) Revenue Operations Group (ROG) Central Records Management Division (CRMD)				
Classification:	Complex				
Type of Transaction:	G2G- Government-to-Government				
Who may avail:	Armed Forces of the Philippine	s			
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATIO	DN:				
 A. Applicant 1. Name of consignee 2. Tax Identification Numb 3. SEC Registration Numbe 4. DTI Registration Numbe 5. BOI Registration Numbe 6. Email address 7. Telephone number 8. Official address B. Broker or Representation 1. Tax Identification Numbe 2. Valid Government-issue 2. License Number 3. Name of broker or representation 4. Email address 5. Contact number 	er (if applicable) er (if applicable) er (if applicable) t ive, if any er (for broker only) ed ID (for representative only)	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party Professional Regulation Commission Requesting Party 			
	ind-Use/Ownership authorized representative) WB acking List, if applicable) he shipment is under the AFP n tification, if applicable	 Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping Company Shipper from country of origin Department of National Defense National Telecommunications Commission / Civil Aviation Authority of the Philippines Philippine National Police/ Department of Trade and Industry- Strategic Trade Management Office 			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration 1. One-time registration through RO Kiosk or online at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Filing 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
 B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding 	None	None	Officer of the Day, Tax Specialist RO



	the required entries in the e- TES ^{Lite} If complete.			
	1b. Return application documents to the applicant if incomplete.			
	1.1. Encode the required entries in the e-TES ^{Lite} and generate the application number.	None	None	Administrative Assistant IRD
	1.2 Return the application documents to the applicant for submission in CRMD.			
C. Filing		None	1 hour	Administrative Officer CRMD
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	2.3a. Proceed to agency action no. 4 if application is sufficient			СТД
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			



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3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary ROG
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.			
	 4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following: 	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI.			
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			



 5. Receive email notification confirming that the result of the application has been released/delivered to either the following: 5a. BOC 5b. Consignee's postal mail. 				
	TOTAL:	None	4 working days 3 hours and 42 minutes	



s. Section 15(a) of R.A. 11639, (General Appropriations Act for the Fiscal Year 2023) National internal revenue tax and import duties payable or assumed by national government agencies and its instrumentalities, constitutional offices enjoying fiscal autonomy and state universities and colleges arising from foreign donations, grants and loans.

Office or Division:	Revenue Office (RO) – Internal Revenue Division (IRD) Revenue Operations Group (ROG) Central Records Management Division (CRMD)				
Classification:	Complex				
Type of Transaction:	G2G- Government-to-Governm	nent			
Who may avail:	National government agencies, constitutional offices enjoying fiscal autonomy SUCs, BFP, DND, PNP, PCG, NCWC and government hospitals.				
	OF REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATIC	DN:				
 A. Applicant Name of consignee Tax Identification Numb SEC Registration Numbe DTI Registration Numbe BOI Registration Numbe BOI Registration Numbe Email address Telephone number Official address B. Broker or Representation Numbe Valid Government-issue License Number Name of broker or representation Number Email address AppLication (TO BE SUB)	er (if applicable) er (if applicable) er (if applicable) Eive, if any er (for broker only) ed ID (for representative only)	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party Professional Regulation Commission Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party 			
loan agreement *Other Documents to s agency required under	nd-Use/Ownership authorized representative) WB	 Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping Company Shipper from country of origin Donor and Donee, or Applicant/Requesting party 			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration One-time registration through RO Kiosk or online at DOF Website https://teslite.dof.gov.ph to provide corporate/individual information and upload the documents in support of registration If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Filing 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
 B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding 	None	None	Officer of the Day, Tax Specialist RO



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	the required entries in the e- TES ^{Lite} If complete.			
	1b. Return application			
	documents to the applicant if incomplete.			
	1.1. Encode the required entries in the e-TES ^{Lite} and generate the application number.	None	None	Administrative Assistant IRD
	1.2 Return the application documents to the applicant for submission in CRMD.			
C. Filing		None	1 hour	Administrative Officer CRMD
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	2.3a. Proceed to agency action no. 4 if application is sufficient			СТД
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			



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3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary ROG
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.			
	 4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following: 	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI.			
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			



 5. Receive email notification confirming that the result of the application has been released/delivered to either the following: 5a. BOC 5b. Consignee's postal mail. 				
	TOTAL:	None	4 working days 3 hours and 42 minutes	



t. Section 15(b) of R.A. 11639, (General Appropriations Act for the Fiscal Year 2023) Importation of the Department of National Defense, Philippine National Police, Bureau of Fire Protection, Philippine Coast Guard and the National Coast Watch Center, special hospitals, specialty hospitals, DOH-retained hospitals and SUCs hospitals on importation of health equipment.

Office or Division:	Revenue Office (RO) – Internal Revenue Division (IRD) Revenue Operations Group (ROG) Central Records Management Division (CRMD)				
Classification:	Complex				
Type of Transaction:	G2G- Government-to-Governm	nent			
Who may avail:		, constitutional offices enjoying fiscal autonomy, NCWC and government hospitals.			
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATIO	ON:				
 ORIGINAL COPY: 1. Completely filled-out E 2. Notarized Affidavit of E 3. Authorization letter (if a PHOTOCOPY: 4. Import Bill of Lading/A 5. Commercial Invoice (F *Other Documents to s agency required under 	ber (if applicable) er (if applicable) er (if applicable) tive, if any er (for broker only) ed ID (for representative only) essentative UBMITTED IN TWO (2) SETS) DOF-RO Form No. 91 End-Use/Ownership authorized representative)	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party Professional Regulation Commission Requesting Party Shipping Company Shipper from country of origin 			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration One-time registration through RO Kiosk or online at DOF Website https://teslite.dof.gov.ph to provide corporate/individual information and upload the documents in support of registration If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Filing 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
 B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding 	None	None	Officer of the Day, Tax Specialist RO



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	the required entries in the e-			
	TES ^{Lite} If complete.			
	1b. Return application			
	documents to the applicant if			
	incomplete.			
	1.1. Encode the required entries	None	None	Administrative
	in the e-TES ^{Lite} and generate the application number.			Assistant IRD
	1.2 Return the application			
	documents to the applicant for			
	submission in CRMD.			
C. Filing		None	1 hour	Administrative Officer CRMD
1. File the application	1. Receive the application with			
with complete set of	complete set of documentary			
documentary requirements at the	requirements.			
CRMD.				
	1.1. Provide the second copy of			
	the checklist with corresponding			
	application number and CRMD			
	received stamp.			
	1.2. A system-generated email notice will be sent to the			
	applicant notifying the receipt of			
	the application.			
2. Receive email notice	2. Assign the application to			
of acceptance of the	respective RO Divisions.			
application.				
	2.1. Route the application to			
	IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	2.3. Evaluate the application	None	4 hours	Action Officer
	and draft appropriate Tax			(Tax Specialist II, Sr.
	Exemption Indorsement (TEI) / Non-TEI.			Tax Specialist, Supervising Tax
				Supervising Tax Specialist)
	2.3a. Proceed to agency action			CTD
	no. 4 if application is sufficient			
	2.3b. Issue a notice of			
	compliance to the applicant to be			
	complied within two (2) working			
	days, otherwise, a formal letter of			
	compliance will be issued If application has			
	discrepancy(cies)			
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3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary ROG
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.			
	 4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following: 	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI.			
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			



5. Receive email notification confirming that the result of the application has been released/delivered to either the following:				
5a. BOC 5b. Consignee's postal mail.				
	TOTAL:	None	4 working days 3 hours and 42 minutes	



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u. Section 21 of R	.A. 7356 (Law Creating the Na	ational Commission for Culture and the Arts), as			
	ction 86(i) of R.A. 10963 (TRA				
	NCCA for the use of Filipino ar				
	Revenue Office (RO) – Internal Revenue Division (IRD) Central Records				
Office or Division:	Management Division (CRME				
Classification	Complex				
Classification:	Complex				
Type of Transaction:	G2G-Government-to-Govern	iment			
Who may avail:	National Commission for Cult	ure and the Arts			
-	F REQUIREMENTS	WHERE TO SECURE			
		WHERE TO SECORE			
ONE-TIME REGISTRATIC	N:				
A. Applicant					
1. Name of consignee		- Requesting Party			
2. Tax Identification Number		- Bureau of Internal Revenue			
3. SEC Registration Numb		- Securities and Exchange Commission			
4. DTI Registration Numbe		- Department of Trade and Industry			
5. BOI Registration Number	er (it applicable)	- Board of Investments			
6. Email address		- Requesting Party			
7. Telephone number		- Requesting Party			
8. Official address		- Requesting Party			
B. Broker or Representat					
1. Tax Identification Number		- Bureau of Internal Revenue			
2. Valid Government-issue	d ID (for representative only)	- Requesting Party			
2. License Number		- Professional Regulation Commission			
3. Name of broker or repre	sentative	- Requesting Party			
4. Email address		- Requesting Party			
5. Contact number		- Requesting Party			
APPLICATION (TO BE SU	JBMITTED IN TWO (2) SETS)				
ORIGINAL COPY:		- Requesting party/Applicant through the DOF			
1. Completely filled–out D	OF-PO Form No. 91	Website https://bit.ly/form-91-authorize-and-			
 Notarized Affidavit of Er 		affidavit-template			
3. Authorization letter (if a	umonzed representative)				
PHOTOCOPY.					
PHOTOCOPY:		- Shipping Company			
4. Import Bill of Lading/AV		- Shipper from country of origin			
5. Commercial Invoice (Pa		- Board of Investments			
6. BOI Certification of non	-availability				



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration 1. One-time registration through RO Kiosk or online at DOF Website <u>https://teslite.dof.gov.ph</u> to provide <u>corporate/individual</u> <u>information and upload</u> <u>the documents in</u> <u>support of registration</u> If First time applicant, start from <i>Client Step A.</i> <i>Registration</i> If Registered applicant, proceed to <i>Client Step B.</i> <i>Filing</i> 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
 B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding 	None	None	Officer of the Day, Tax Specialist RO



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	the required entries in the e- TES ^{Lite} If complete. 1b. Return application documents to the applicant if			
	incomplete.			
	 1.1. Encode the required entries in the e-TES^{Lite} and generate the application number. 1.2 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant IRD
C. Filing		None	1 hour	Administrative
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			Officer CRMD
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	2.3a. Proceed to agency action no. 4 if application is sufficient			IRD
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			



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3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Director IV RO
	3.4. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour	Administrative Assistant RO
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release.			
	4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following:			
	4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI.			
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			



 5. Receive email notification confirming that the result of the application has been released/delivered to either the following: 5a. BOC 5b. Consignee's postal mail. 					
	то	TAL:	None	3 working days 6 hrs 42 mins	



-	5. Granting of Tax Exemption on Importations of intergovernmental bodies,						
	organizations, and non-governmental entities						
		g the National Electrification Administration), as					
amended by Section 109 of R.A. 9337 Equipment, machineries and spare parts of NEA registered electric cooperatives							
		Revenue Division (IRD) Revenue Operations					
Office or Division:		s Management Division (CRMD)					
Classification:	Complex						
Type of Transaction:	G2B - Government-to-Busines	S					
Who may avail:	Electric Cooperatives						
	OF REQUIREMENTS	WHERE TO SECURE					
ONE-TIME REGISTRATIO	ON:						
 A. Applicant Name of consignee Tax Identification Numb SEC Registration Number DTI Registration Number BOI Registration Number BOI Registration Number Official address Broker or Representat Tax Identification Number Valid Government-issue License Number Name of broker or representation Notarized Affidavit of E Authorization letter (if at the proceed of the	ber (if applicable) er (if applicable) er (if applicable) tive, if any er (for broker only) ed ID (for representative only) esentative UBMITTED IN TWO (2) SETS) OOF-RO Form No. 91 End-Use/Ownership authorized representative) WB Packing List, if applicable)	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party Professional Regulation Commission Requesting Party Shipping Company Shipper from country of origin National Electrification Administration Board of Investments 					



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration One-time registration through RO Kiosk or online at DOF Website https://teslite.dof.gov.ph to provide corporate/individual information and upload the documents in support of registration If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Filing 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
 B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding 	None	None	Officer of the Day, Tax Specialist RO



	the required entries in the e- TES ^{Lite} If complete.			
	1b. Return application			
	documents to the applicant if incomplete.			
	1.1. Encode the required entries in the e-TES ^{Lite} and generate the application number.	None	None	Administrative Assistant IRD
	1.2 Return the application documents to the applicant for submission in CRMD.			
C. Filing		None	1 hour	Administrative Officer CRMD
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			OTTIME
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	 2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI. 2.3a. Proceed to agency action no. 4 if application is sufficient 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			



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3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary ROG
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.			
	 4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following: 	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI.			
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			



 5. Receive email notification confirming that the result of the application has been released/delivered to either the following: 5a. BOC 5b. Consignee's postal mail. 				
	TOTAL:	None	4 working days 3 hours and 42 minutes	



 b. Section 1 of P.D. 292 (Defining the Status of, and Authorizing the Grant of Tax Exemption and other Privileges to the Aquaculture Department of the Southeast Asian Fisheries Development Center in the Philippines) Goods for official and personal use of SEAFDEC aquaculture department and its foreign personnel 					
Office or Division:	Revenue Office (RO) – Interna Management Division (CRMD)	I Revenue Division (IRD) Central Records			
Classification:	Complex				
Type of Transaction:	G2G- Government-to-Governm	nent			
Who may avail:	Southeast Asian Fisheries Dev	elopment Center in the Philippines			
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATIO	DN:				
 A. Applicant Name of consignee Tax Identification Numbe SEC Registration Numbe DTI Registration Numbe BOI Registration Numbe BOI Registration Number Official address Telephone number Official address Broker or Representat Tax Identification Numbe Valid Government-issue License Number Name of broker or repret Email address Contact number APPLICATION (TO BE SU ORIGINAL COPY: Completely filled-out D Notarized Affidavit of Ei Authorization letter (if a PHOTOCOPY: Import Bill of Lading/AV Commercial Invoice (Pa) 	er (if applicable) er (if applicable) er (if applicable) tive, if any er (for broker only) ed ID (for representative only) esentative JBMITTED IN TWO (2) SETS) OF-RO Form No. 91 nd-Use/Ownership uthorized representative)	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party Professional Regulation Commission Requesting Party Shipping Company Shipper from country of origin 			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration One-time registration One-time registration One-time registration Hrough RO Kiosk or online at DOF Website https://teslite.dof.gov.ph to provide corporate/individual information and upload the documents in support of registration If First time applicant, start from Client Step A. Registration If Registered applicant, start proceed to Client Step B. Filing 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
 B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding the required entries in the e- TES^{LITE} If complete. 	None	None	Officer of the Day, Tax Specialist RO



	1b. Return application documents to the applicant if incomplete.			
	1.1. Encode the required entries in the e-TES ^{Lite} and generate the application number.	None	None	Administrative Assistant IRD
	1.2 Return the application documents to the applicant for submission in CRMD.			
C. Filing		None	1 hour	Administrative Officer
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			CRMD
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
	2.3a. Proceed to agency action no. 4 if application is sufficient			Specialist) CTD
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



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	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Director IV RO
4. Receive email that	 3.4. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEL / 	None	1 hour	Administrative Assistant RO
the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	Non-TEI / formal letter of compliance and supporting documents to CRMD for release.			
5. Receive email	 4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following: 4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI. 4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance. 	None	8 hours 12 minutes	Administrative Officer CRMD
5. Receive email notification confirming that the result of the application has been released/delivered to either the following:				
5a. BOC 5b. Consignee's postal mail.				
	TOTAL:	None	3 working days 6 hrs 42 mins	



c. Section 1 of P.D. 1171 (Providing Certain Tax Exemptions to the Southeast Asia	an Regional
Center for Graduate Study and Research in Agriculture and for Other Purposes)	
Goods for official and personal use of Southeast Asian Regional Center for Graduate	te Study and
Research in Agriculture.	

Office or Division:	Revenue Office (RO) – Internal Revenue Division (IRD) Central Records Management Division (CRMD)				
Classification:	Complex				
Type of Transaction:	G2G- Government-to-Governm	nent			
Who may avail:	Southeast Asian Regional Cen Agriculture	ter for Graduate Study and Research in			
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATIO	DN:				
 A. Applicant 1. Name of consignee 2. Tax Identification Numb 3. SEC Registration Numbe 4. DTI Registration Numbe 5. BOI Registration Numbe 6. Email address 7. Telephone number 8. Official address B. Broker or Representa 1. Tax Identification Numb 2. Valid Government-issue 2. License Number 3. Name of broker or representa 4. Email address 5. Contact number 	er ber (if applicable) er (if applicable) er (if applicable) tive, if any er (for broker only) ed ID (for representative only) esentative JBMITTED IN TWO (2) SETS) OOF-RO Form No. 91 End-Use/Ownership authorized representative)	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party Professional Regulation Commission Requesting Party Shipping Company Shipper from country of origin Department of Foreign Affairs SEARCA 			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration One-time registration through RO Kiosk or online at DOF Website https://teslite.dof.gov. ph to provide corporate/individual information and upload the documents in support of registration If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Filing Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
B. Filing 1. File the application with complete set of documentary requirements at the CRMD.	 Receive the application with complete set of documentary requirements. 1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp. 1.2. A system-generated email notice will be sent to the applicant 	None	1 hour	Administrative Officer CRMD



	notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	 2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI. 2.3a. Proceed to agency action no. 4 if application is sufficient 2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies) 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) IRD
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Director IV RO
	3.4. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be	None	1 hour	Administrative Assistant RO



	TOTAL:	None	3 working days 6 hrs 42 mins	
5a. BOC 5b. Consignee's postal mail.				
5. Receive email notification confirming that the result of the application has been released/delivered to either the following:				
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			
	4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI.			
	4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following:			
	4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer CRMD
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	the applicant. 4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release.			
	forwarded to CRMD for release to			



	able and television stations Revenue Office (RO) – Interna	I Revenue Division (IRD) Revenue Operations		
Office or Division:	Group (ROG) Central Record	s Management Division (CRMD)		
Classification:	Complex			
Type of Transaction:	G2B - Government-to-Busines			
Who may avail:	Radio Broadcasting Cable and			
	OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATIC	JN:			
 Name of consignee Tax Identification Numb SEC Registration Numbe DTI Registration Numbe BOI Registration Numbe BOI Registration Numbe Email address Telephone number Official address Broker or Representation Tax Identification Numbe Valid Government-issue License Number Name of broker or representation Email address Contact number 	er (if applicable) er (if applicable) er (if applicable) t ive, if any er (for broker only) ed ID (for representative only)	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party Professional Regulation Commission Requesting Party 		
1. Completely filled–out E	OF-RO Form No. 91	- Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u>		
 PHOTOCOPY: 2. Import Bill of Lading/A\ 3. Commercial Invoice (P 4. BOC & KBP/ PIA Certi 5. Copy of Broadcast/Cat 6. NEDA Certification nor 7. NTC Import Permit * For Authority to Import: s requirements except B/L o 	acking List, if applicable) fication of Airtime Credit blecast Contract h-local availability ame as with the above	 Shipping Company Shipper from country of origin Bureau of Customs and Philippine Information Agency/Kapisanan ng mga Broadkaster ng Pilipinas Applicant/Requesting party National Economic and Development Authority National Telecommunications Commission 		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration One-time registration through RO Kiosk or online at DOF Website https://teslite.dof.gov.ph to provide corporate/individual information and upload thtps://teslite.dof.gov.ph to provide corporate/individual information and upload thttps://teslite.dof.gov.ph to provide corporate/individual information and upload 				



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	the required entries in the e- TES ^{Lite} If complete.			
	1b. Return application documents to the applicant if incomplete.			
	1.1. Encode the required entries in the e-TES ^{Lite} and generate the application number.	None	None	Administrative Assistant Internal Revenue Division
	1.2 Return the application documents to the applicant for submission in CRMD.			
C. Filing		None	1 hour	Administrative Officer Central Records
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			Management Division
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	2.3a. Proceed to agency action no. 4 if application is sufficient			Customs and Tariff Division
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			



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3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief Internal Revenue Division
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III Revenue Office
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV Revenue Office
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant Revenue Operations Group
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.			
	 4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following: 	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI.			
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			



 5. Receive email notification confirming that the result of the application has been released/delivered to either the following: 5a. BOC 5b. Consignee's postal mail. 				
	TOTAL:	None	4 working days 3 hours and 42 minutes	



e.	Article 5(1), (4) and 9(4)(e) of P.D. 1620 (Granting to the International Rice Research Institute
	the Status, Prerogatives, Privileges and Immunities of an International Organization)
	Official goods, personal and household effects of International Rice Research Institute, its non-
	Filipino personnel.

Office or Division:		Revenue Office (RO) – Internal Revenue Division (IRD) Central Records Management Division (CRMD)				
Classification:	Complex	Complex				
Type of Transaction	G2G - Government-to-Gove	G2G - Government-to-Government				
Who may avail:	International Rice Research	Institute				
CHECKLIST	OF REQUIREMENTS		WHERE TO SECU	JRE		
ONE-TIME REGISTRA	FION:					
 DTI Registration Num BOI Registration Num Email address Telephone number Official address Broker or Represent Tax Identification Num Valid Government-iss License Number Name of broker or rep Email address Contact number 	 ignee Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party Professional Regulation Commission Requesting Party 		у			
ORIGINAL COPY: 1. Completely filled–ou	t DOF-RO Form No. 91	- Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u>				
 PHOTOCOPY: 2. Import Bill of Lading 3. Commercial Invoice 4. DFA Recommendat 5. Letter request from 	(Packing List, if applicable)	 Shipping Company Shipper from country of origin Departmentt of Foreign Affairs IRRI 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
A. Registration 1. One-time registration through RO Kiosk or online at DOF Website <u>https://teslite.dof.gov.</u> <u>ph to provide</u> <u>corporate/individual</u> <u>information and</u>	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 	None	None	<i>Administrative Assistant</i> Revenue Office		



		n		
upload the documentsin support ofregistration• If First time applicant, start from Client Step A. Registration• If Registered applicant, proceed to Client Step B. Filing2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)2a. Receive email indicating the	 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 			
deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. Filing 1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer Central Records Management Division
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division



	 2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI. 2.3a. Proceed to agency action no. 4 if application is sufficient 2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies) 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Internal Revenue Division
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief Internal Revenue Division
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III Revenue Office
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Director IV Revenue Office
4. Receive email that the application has been processed by the Revenue Office and will be forwarded	 3.4. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for 	None	1 hour	Administrative Assistant Revenue Office
to CRMD for release.	release. 4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer



	 4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following: 4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI. 4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance. 			Central Records Management Division
 5. Receive email notification confirming that the result of the application has been released/delivered to either the following: 5a. BOC 5b. Consignee's postal mail. 				
	TOTAL:	None	3 working days 6 hrs 42 mins	



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		Ramon Magsaysay Award Foundation from the				
		or Local, as well as Constructions, Gifts and				
Donations Given T	,					
Goods of the Ramon Magsaysay Award Foundation						
Office or Division:	Revenue Office (RO) – Internal Revenue Division (IRD) Revenue Operations					
	Group (ROG) Central Record	Group (ROG) Central Records Management Division (CRMD)				
Classification:	Complex					
Type of Transaction:	G2B - Government-to-Busines	S				
Who may avail:	Radio Broadcasting Cable and	Television Stations				
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE				
ONE-TIME REGISTRATIO	DN:					
A. Applicant						
1. Name of consignee		- Requesting Party				
2. Tax Identification Numb	or	- Bureau of Internal Revenue				
3. SEC Registration Numb		- Securities and Exchange Commission				
4. DTI Registration Numbe		- Department of Trade and Industry				
5. BOI Registration Number		- Board of Investments				
6. Email address		- Requesting Party				
		1 0 1				
7. Telephone number		- Requesting Party				
8. Official address	the if any	- Requesting Party				
B. Broker or Representation		Duracy of Internal Devenue				
1. Tax Identification Numb		- Bureau of Internal Revenue				
2. Valid Government-issue	d ID (for representative only)	- Requesting Party				
2. License Number		- Professional Regulation Commission				
3. Name of broker or repre	esentative	- Requesting Party				
4. Email address		- Requesting Party				
5. Contact number	JBMITTED IN TWO (2) SETS)	- Requesting Party				
AFFLICATION (TO BE SC						
ORIGINAL COPY:						
1. Completely filled-out D	OF-RO Form No. 91	- Requesting party/Applicant through the DOF				
2. Notarized Affidavit of E		Website https://bit.ly/form-91-authorize-and-				
3. Authorization letter (if a	•	affidavit-template				
	·					
PHOTOCOPY:		- Shipping Company				
4. Import Bill of Lading/A		- Shipper from country of origin				
5. Commercial Invoice (P	acking List, if applicable)					
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration One-time registration through RO Kiosk or online at DOF Website https://teslite.dof.gov.ph to provide corporate/individual information and upload the documents in support of registration If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Filing 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant Revenue Office
 B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding 	None	None	<i>Officer of the Day, Tax Specialist</i> Revenue Office



	the required entries in the e- TES ^{Lite} If complete.			
	1b. Return application documents to the applicant if incomplete.			
	1.1. Encode the required entries in the e-TES ^{Lite} and generate the application number.	None	None	Administrative Assistant Internal Revenue Division
	1.2 Return the application documents to the applicant for submission in CRMD.			
C. Filing		None	1 hour	Administrative Officer Central Records
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			Management Division
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	2.3a. Proceed to agency action no. 4 if application is sufficient			Customs and Tariff Division
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			



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3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief Internal Revenue Division
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III Revenue Office
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV Revenue Office
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Operations Group
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant Revenue Operations Group
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.			
	4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following:			
	4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI.			
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			



	TOTAL:	None	4 working days 3 hours and 42 minutes	
5a. BOC 5b. Consignee's postal mail.				
5. Receive email notification confirming that the result of the application has been released/delivered to either the following:				



		opines), as amended by Section 17 of R.A. 6715 from fraternal and similar organizations			
Office or Division:	Revenue Office (RO) – Interna Group (ROG) Central Record	Revenue Office (RO) – Internal Revenue Division (IRD) Revenue Operations Group (ROG) Central Records Management Division (CRMD)			
Classification:	Complex				
Type of Transaction:	G2B - Government-to-Busines	S			
Who may avail:	Labor Organizations				
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATIC	DN:				
 A. Applicant 1. Name of consignee 2. Tax Identification Numbe 3. SEC Registration Numbe 4. DTI Registration Numbe 5. BOI Registration Numbe 6. Email address 7. Telephone number 8. Official address B. Broker or Representat 1. Tax Identification Numbe 2. Valid Government-issue 2. License Number 3. Name of broker or representation Number 4. Email address 5. Contact number 	er (if applicable) er (if applicable) er (if applicable) t ive, if any er (for broker only) ed ID (for representative only)	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party Professional Regulation Commission Requesting Party Requesting Party Requesting Party Requesting Party Professional Regulation Commission Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party 			
 ORIGINAL COPY: 1. Completely filled-out D 2. Notarized Affidavit of E 3. Authorization letter (if a PHOTOCOPY: 4. Import Bill of Lading/AN 	OF-RO Form No. 91 ind-Use/Ownership authorized representative) WB acking List, if applicable) DOLE ed Deed of Donation	 Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping Company Shipper from country of origin Department of Labor and Employment Donor Donee 			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration 1. One-time registration through RO Kiosk or online at DOF Website <u>https://teslite.dof.gov.ph</u> to provide <u>corporate/individual</u> <u>information and upload</u> <u>the documents in</u> <u>support of registration</u> If First time applicant, start from <i>Client Step A.</i> <i>Registration</i> If Registered applicant, proceed to <i>Client Step B. Filing</i> 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
RO Kiosk or online at DOF website B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window.	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding the required entries in the e-TES^{Lite} If complete. 1b. Return application 	None	None	Officer of the Day, Tax Specialist RO
	documents to the applicant if incomplete. 1.1. Encode the required entries in the e-TES ^{Lite} and generate the application number.	None	None	Administrative Assistant IRD



	1.2 Return the application documents to the applicant for submission in CRMD.			
C. Filing		None	1 hour	Administrative Officer CRMD
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	2.3a. Proceed to agency action no. 4 if application is sufficient			СТД
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD



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	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary Undersecretary ROG
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.			
	4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following:			
	4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI.			
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			
5. Receive email notification confirming that the result of the application has been released/delivered to either the following:				
5a. BOC 5b. Consignee's postal mail.				
	TOTAL:	None	4 working days 3 hours and 42 minutes	



 h. Section 8(d) of R.A. 7278, (An Act to Create a Public Corporation to be Known as the Boy Scouts of the Philippines), as amended by Section 86(d) of R.A. 10963 (TRAIN) Goods donated to the Boy Scouts of the Philippines 				
Office or Division:		I Revenue Division (IRD) Revenue Operations s Management Division (CRMD)		
Classification:	Complex			
Type of Transaction:	G2B - Government-to-Business	5		
Who may avail:	Boy Scouts of the Philippines			
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATIO	DN:			
A. Applicant.1. Name of consignee- Requesting Party2. Tax Identification Number- Bureau of Internal Revenue3. SEC Registration Number (if applicable)- Securities and Exchange Commission4. DTI Registration Number (if applicable)- Department of Trade and Industry5. BOI Registration Number (if applicable)- Board of Investments6. Email address- Requesting Party7. Telephone number- Requesting Party8. Official address- Requesting Party9. Tax Identification Number (for broker only)- Bureau of Internal Revenue2. Valid Government-issued ID (for representative only)- Bureau of Internal Revenue2. Valid Government-issued ID (for representative only)- Bureau of Internal Revenue3. Name of broker or representative- Requesting Party4. Email address- Requesting Party5. Contact number- Requesting Party4. Email address- Requesting Party5. Contact number- Requesting Party6. Email address- Requesting Party7. Telephone or representative- Requesting Party8. Broker or representative- Requesting Party9. Name of broker or representative- Requesting Party9. Contact number- Requesting Party9. Contact number- Requesting Party10. Contact number- Requesting Party11. Contact number- Requesting Party12. Contact number- Requesting Party13. Name of broker or representative- Requesting Party14. Email address <td< th=""></td<>				
 ORIGINAL COPY: 1. Completely filled-out D 2. Notarized Affidavit of E 3. Authorization letter (if a PHOTOCOPY: 4. Import Bill of Lading/AV 5. Commercial Invoice (P 6. Authenticated/Apostille 7. Notarized Deed of Accel 	ind-Use/Ownership authorized representative) WB acking List, if applicable) ed Deed of Donation	 Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping Company Shipper from country of origin Donor Donee 		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration 1. One-time registration through RO Kiosk or online at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Filing 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
 B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding 	None	None	Officer of the Day, Tax Specialist RO



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	the required entries in the e- TES ^{Lite} If complete.			
	1b. Return application documents to the applicant if incomplete.			
	 1.1. Encode the required entries in the e-TES^{Lite} and generate the application number. 1.2 Return the application 	None	None	Administrative Assistant IRD
	documents to the applicant for submission in CRMD.			
C. Filing		None	1 hour	Administrative Officer CRMD
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	2.3a. Proceed to agency action no. 4 if application is sufficient			CTD
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			



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3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary ROG
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.			
	4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following:			
	4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI.			



	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			
 5. Receive email notification confirming that the result of the application has been released/delivered to either the following: 5a. BOC 5b. Consignee's postal 				
mail.			4 working	
	TOTAL:	None	days 3 hours and 42 minutes	



	A. 7459 (Investors and Inventions z) of R.A. 10963 (TRAIN)	s Incentives Act of the Philippines), as amended		
		and commercialization of technologies		
Office or Division:	Revenue Office (RO) – Internal Revenue Division (IRD) Revenue Operations Group (ROG) Central Records Management Division (CRMD)			
Classification:	Complex			
Type of Transaction:	G2B - Government-to-Busines	S		
Who may avail:	Filipino Inventors			
	OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATIO	DN:			
 A. Applicant 1. Name of consignee 2. Tax Identification Numb 3. SEC Registration Numbe 4. DTI Registration Numbe 5. BOI Registration Numbe 6. Email address 7. Telephone number 8. Official address B. Broker or Representat 1. Tax Identification Numb 2. Valid Government-issue 2. License Number 3. Name of broker or representation 4. Email address 5. Contact number 	er ber (if applicable) er (if applicable) er (if applicable) tive, if any er (for broker only) ed ID (for representative only) esentative JBMITTED IN TWO (2) SETS) OF-RO Form No. 91 End-Use/Ownership authorized representative) WB acking List, if applicable) n	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party Professional Regulation Commission Requesting Party Shipping Company Shipper from country of origin Department of Science and Technology Board of Investments 		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration One-time registration One-time registration One-time registration through RO Kiosk or online at DOF Website https://teslite.dof.gov.ph to provide corporate/individual information and upload the documents in support of registration If First time applicant, start from Client Step A. Registered applicant, proceed to Client Step B. Filing 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
 B. Officer of the day Checklisting 1. Present the application and supporting documents at 	1. Check the completeness of supporting documents.	None	None	Officer of the Day, Tax Specialist RO
the RO window.	1a. Forward the application the respective division for encoding the required entries in the e-TES ^{Lite} If complete.			
	1b. Return application documents to the applicant if incomplete.			



	1.1 Encode the required entries	None	None	Administrative
	1.1. Encode the required entries in the e-TES ^{Lite} and generate	None	None	Administrative Assistant
	the application number. 1.2 Return the application			IRD
	documents to the application			
	submission in CRMD.			
C. Filing		None	1 hour	Administrative Officer CRMD
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	2.3a. Proceed to agency action no. 4 if application is sufficient			CTD
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also	None	4 hours	Division Chief IRD



	TOTAL:	None	4 working days 3 hours and 42 minutes	
5a. BOC 5b. Consignee's postal mail.				
5. Receive email notification confirming that the result of the application has been released/delivered to either the following:				
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			
	 4.3. A system-generated emain notice will be sent to the applicant confirming the release / delivery of either the following: 4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI. 			
	 4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3. A system-generated email 	None	8 hours 12 minutes	Administrative Officer CRMD
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.	Naza	0 haura	Advantation Office of
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary ROG
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	made whether the shipment requires verification / inspection.			



i Contine 10 of D A	7696 (The Duel Tech Training	Suptom Act of 1004)		
	A. 7686 (The Dual Tech Training			
		government dual training educational institutions		
accredited by the		Development Authority (TESDA)		
Office or Division:	Revenue Office (RO) – Internal Revenue Division (IRD) Revenue Operations			
		s Management Division (CRMD)		
Classification:	Complex			
Type of Transaction:	G2B - Government-to-Government-to-Government-to-Government-to-Government-to-Government-to-Government-to-Governm	nent		
Who may avail:	Dual Training Private Educatio	nal Institutions		
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATIO	DN:			
A. Applicant				
1. Name of consignee		- Requesting Party		
2. Tax Identification Numb		- Bureau of Internal Revenue		
3. SEC Registration Numb		- Securities and Exchange Commission		
4. DTI Registration Number		- Department of Trade and Industry		
5. BOI Registration Number	er (it applicable)	- Board of Investments		
6. Email address		- Requesting Party		
7. Telephone number		- Requesting Party		
8. Official address		- Requesting Party		
B. Broker or Representat				
1. Tax Identification Numb	er (for broker only)	- Bureau of Internal Revenue		
2. Valid Government-issue	ed ID (for representative only)	- Requesting Party		
2. License Number		- Professional Regulation Commission		
3. Name of broker or repre	esentative	- Requesting Party		
4. Email address		- Requesting Party		
5. Contact number		- Requesting Party		
APPLICATION (TO BE SU	JBMITTED IN TWO (2) SETS)			
ORIGINAL COPY:		- Requesting party/Applicant through the DOF		
1. Completely filled-out D	OF-RO Form No. 91	Website https://bit.ly/form-91-authorize-and-		
2. Notarized Affidavit of E	Ind-Use/Ownership			
3. Authorization letter (if a	authorized representative)	affidavit-template		
PHOTOCOPY:		Shipping Compony		
4. Import Bill of Lading/A	WB	- Shipping Company		
5. Commercial Invoice (P	acking List, if applicable)	- Shipper from country of origin		
6. TESDA recommendati		- Technical Education and Skills Development		
		Authority		
7. BOI Certification of nor	n-availability	- Board of Investments		
- -				
<u> </u>				



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration One-time registration through RO Kiosk or online at DOF Website https://teslite.dof.gov.ph to provide corporate/individual information and upload the documents in support of registration If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Filing 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
 B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding 	None	None	Officer of the Day, Tax Specialist RO



				_
	the required entries in the e-			
	TES ^{Lite} If complete.			
	1b. Return application			
	documents to the applicant if			
	incomplete.			
	1.1. Encode the required entries	None	None	Administrative
	in the e-TES ^{Lite} and generate the application number.			Assistant IRD
	1.2 Return the application			
	documents to the applicant for			
	submission in CRMD.			
C. Filing		None	1 hour	Administrative Officer CRMD
1. File the application	1. Receive the application with			
with complete set of	complete set of documentary			
documentary requirements at the	requirements.			
CRMD.				
	1.1. Provide the second copy of			
	the checklist with corresponding			
	application number and CRMD			
	received stamp.			
	1.2. A system-generated email notice will be sent to the			
	applicant notifying the receipt of			
	the application.			
2. Receive email notice	2. Assign the application to			
of acceptance of the	respective RO Divisions.			
application.				
	2.1. Route the application to			
	IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	2.3. Evaluate the application	None	4 hours	Action Officer
	and draft appropriate Tax			(Tax Specialist II, Sr.
	Exemption Indorsement (TEI) / Non-TEI.			Tax Specialist, Supervising Tax
				Supervising Tax Specialist)
	2.3a. Proceed to agency action			CTD
	no. 4 if application is sufficient			
	2.3b. Issue a notice of			
	compliance to the applicant to be			
	complied within two (2) working			
	days, otherwise, a formal letter of			
	compliance will be issued If application has			
	discrepancy(cies)			
		1		I



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3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary ROG
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.			
	4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following:			
	4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI.			
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			



5. Receive email				
notification confirming				
that the result of the				
application has been				
released/delivered to				
either the following:				
5a. BOC				
5b. Consignee's postal				
mail.				
			4 working days	
	TOTAL	None		
	TOTAL:	None	3 hours and	
			42 minutes	



Essential equipm	A. 7686 (The Dual Tech Training ent, apparatus and materials of Technical Education and Skills	government dual training educational institutions		
accredited by the		• •		
Office or Division	Revenue Office (RO) – Internal Revenue Division (IRD) Revenue Operations			
	Group (ROG) Central Records Management Division (CRMD)			
Classification:	Complex			
Type of Transaction:	G2B - Government-to-Busines	S		
Who may avail:	Dual Training Private Education	onal Institutions		
	OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATIO	DN:			
A. Applicant				
1. Name of consignee		- Requesting Party		
2. Tax Identification Numb	-	- Bureau of Internal Revenue		
3. SEC Registration Numb		- Securities and Exchange Commission		
4. DTI Registration Numbe		- Department of Trade and Industry		
5. BOI Registration Number	er (if applicable)	- Board of Investments		
6. Email address		- Requesting Party		
7. Telephone number		- Requesting Party		
8. Official address		- Requesting Party		
B. Broker or Representat				
1. Tax Identification Numb	er (for broker only)	- Bureau of Internal Revenue		
2. Valid Government-issue	ed ID (for representative only)	- Requesting Party		
2. License Number		- Professional Regulation Commission		
3. Name of broker or repre	esentative	- Requesting Party		
4. Email address		- Requesting Party		
5. Contact number		- Requesting Party		
APPLICATION (TO BE SU	JBMITTED IN TWO (2) SETS)			
ORIGINAL COPY:				
		- Requesting party/Applicant through the DOF		
1. Completely filled-out D		Website <u>https://bit.ly/form-91-authorize-and-</u>		
2. Notarized Affidavit of E	•	affidavit-template		
3. Authorization letter (if a	authorized representative)			
PHOTOCOPY:				
4. Import Bill of Lading/Al	NB	- Shipping Company		
5. Commercial Invoice (P		- Shipper from country of origin		
6. TESDA recommendation		- Technical Education and Skills Development		
		Authority		
7. BOI Certification of nor	n-availability	- Board of Investments		
		- Applicant/Requesting party or Securities and		
8. Copy of Charter or SEC Registration		Exchange Commission		
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration One-time registration One-time registration One-time registration through RO Kiosk or online at DOF Website https://teslite.dof.gov.ph to provide corporate/individual information and upload the documents in support of registration If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Filing 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
B. Pre-Evaluation 1. Present the application and supporting documents at the RO window.	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding the required entries in the e-TES^{Lite} If complete. 1b. Return application documents to the applicant if incomplete. 	None	None	Officer of the Day, Tax Specialist RO
	1.1. Encode the required entries in the e-TES ^{Lite} and generate the application number.	None	None	Administrative Assistant IRD



	1.2 Return the application documents to the applicant for submission in CRMD.			
C. Filing		None	1 hour	Administrative Officer
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			CRMD
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	 2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI. 2.3a. Proceed to agency action no. 4 if application is sufficient 2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies) 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD



	TOTAL:	None	4 working days 3 hours and 42 minutes	
5a. BOC 5b. Consignee's postal mail.				
5. Receive email notification confirming that the result of the application has been released/delivered to either the following:				
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			
	4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI.			
	4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following:			
	4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer CRMD
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.			
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary ROG
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO



I. Section 9 of R.A. 9511 (An Act Granting the National Grid Corporation of the Philippines a Franchise, x x x), as amended by Section 86(bbb) of RA No. 10963 (TRAIN) Equipment, machinery, spare parts and supplies of the National Grid Corporation of the Philippines (NGCP)						
Office or Division:	Revenue Office (RO) – Internal Revenue Division (IRD) Revenue Operations Group (ROG) Central Records Management Division (CRMD)					
Classification:	Complex					
Type of Transaction:	G2B - Government-to-Busines	S				
Who may avail:	National Grid Corporation of th	e Philippines				
-	OF REQUIREMENTS	WHERE TO SECURE				
ONE-TIME REGISTRATIO	DN:					
 A. Applicant 1. Name of consignee 2. Tax Identification Numb 3. SEC Registration Numbe 4. DTI Registration Numbe 5. BOI Registration Numbe 6. Email address 7. Telephone number 8. Official address B. Broker or Representat 1. Tax Identification Numb 2. Valid Government-issue 2. License Number 3. Name of broker or representation 4. Email address 5. Contact number 	 mber imber (if applicable) imber (if applicable) mber (if ap					
 ORIGINAL COPY: 1. Completely filled-out D 2. Notarized Affidavit of E 3. Authorization letter (if a PHOTOCOPY: 4. Import Bill of Lading/AV 5. Commercial Invoice (P 6. Picture/Technical Desc the item is not commor 7. NTC Certification, if ap 	ind-Use/Ownership authorized representative) WB acking List, if applicable) cription of the shipment (in case hly identifiable	 Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping Company Shipper from country of origin Applicant/Requesting party National Telecommunications Commission 				



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration One-time registration One-time registration One-time registration DOF Website https://teslite.dof.gov.ph to provide corporate/individual intps://teslite.dof.gov.ph to provide corporate/individual intps://teslite.dof.gov.ph to provide corporate/individual into provide corporate/individual into provide corporate/individual into provide corporate/individual into provide into provide It opport of registration If Registerd applicant, proceed to <i>Client Step B. Filing</i> 2. Receive an email indicating the deficiency (cies) and teslite.dof. and teslite.dof. and <a <="" href="teslite.dof" td=""><td> 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete </td><td>None</td><td>None</td><td>Administrative Assistant RO</td>	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
 B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding 	None	None	Officer of the Day, Tax Specialist RO



				-
	the required entries in the e- TES ^{Lite} If complete.			
	1b. Return application documents to the applicant if			
	incomplete.			
	1.1. Encode the required entries in the e-TES ^{Lite} and generate the application number.	None	None	Administrative Assistant IRD
	1.2 Return the application documents to the applicant for submission in CRMD.			
C. Filing		None	1 hour	Administrative Officer CRMD
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	2.3a. Proceed to agency action no. 4 if application is sufficient			СТД
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			



				OR THE PRIM
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary ROG
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.			
	4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following:			
	4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI.			
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			



 5. Receive email notification confirming that the result of the application has been released/delivered to either the following: 5a. BOC 5b. Consignee's postal mail. 				
	TOTAL:	None	4 working days 3 hours and 42 minutes	



		e Code of 2008) of Cooperative Development Authority (CDA)			
Office or Division:	Revenue Office (RO) – Internal Revenue Division (IRD) Revenue Operations Group (ROG) Central Records Management Division (CRMD)				
Classification:	Complex				
Type of Transaction:	G2B - Government-to-Busines	S			
Who may avail:	CDA Registered Cooperatives				
CHECKLIST	CHECKLIST OF REQUIREMENTS WHERE TO SECURE				
ONE-TIME REGISTRATIO	DN:				
 ORIGINAL COPY: 1. Completely filled-out D 2. Notarized Affidavit of E 3. Authorization letter (if a PHOTOCOPY: 4. Import Bill of Lading/AN 	er (if applicable) er (if applicable) er (if applicable) tive, if any er (for broker only) ed ID (for representative only) esentative JBMITTED IN TWO (2) SETS) OF-RO Form No. 91 and-Use/Ownership authorized representative) WB acking List, if applicable) n-availability and By-Laws	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party Professional Regulation Commission Requesting Party Shipping Company Shipper from country of origin Cooperative Development Authority Board of Investments (BOI) Applicant/Requesting Party 			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration One-time registration One-time registration One-time registration Online at DOF Website https://teslite.dof.gov.ph to provide corporate/individual information and upload the documents in support of registration If First time applicant, start to provide corporate/individual information and upload the documents-in support of registration If Register applicant, start trom Client Step A. Registration If Register applicant, proceed to Client Step B. Filing 2. Receive an email indicating the registration https://teslite.documents-ing If Register applicant, proceed to Client Step B. Filing ttps://teslite.documents-ing https://teslite.documents-ing ttps://teslite.documents-ing ttps://teslite.documents-ing ttps:/teslite	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
 B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding the required entries in the e- TES^{Lite} If complete. 1b. Return application documents to the applicant if incomplete. 	None	None	Officer of the Day, Tax Specialist RO



	 1.1. Encode the required entries in the e-TES^{Lite} and generate the application number. 1.2 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant IRD
C. Filing 1. File the application with complete set of documentary requirements at the CRMD.	 Receive the application with complete set of documentary requirements. 1.1. Provide the second copy of 	None	1 hour	Administrative Officer CRMD
	 the checklist with corresponding application number and CRMD received stamp. 1.2. A system-generated email notice will be sent to the applicant notifying the receipt of 			
2. Receive email notice of acceptance of the application.	the application. 2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	 2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI. 2.3a. Proceed to agency action no. 4 if application is sufficient 2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies) 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			



	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary ROG
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.			
	4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following:			
	4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI.			
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			



 5. Receive email notification confirming that the result of the application has been released/delivered to either the following: 5a. BOC 5b. Consignee's postal mail. 				
	TOTAL:	None	4 working days 3 hours and 42 minutes	



	R.A. 10072 (The Philippine R hilippine Red Cross (PRC)	ed Cross Act of 2009)				
Office or Division:	Revenue Office (RO) – Inter	Revenue Office (RO) – Internal Revenue Division (IRD) Central Records Management Division (CRMD)				
Classification:	Complex					
Type of Transaction:	G2B - Government-to-Busin	G2B - Government-to-Business				
Who may avail:	Philippine Red Cross					
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE				
ONE-TIME REGISTRAT	ION:					
 A. Applicant Name of consignee Tax Identification Num SEC Registration Num DTI Registration Num BOI Registration Num BOI Registration Num Email address Telephone number Official address Broker or Represent Tax Identification Num Valid Government-issu License Number Name of broker or rep Email address Contact number APPLICATION (TO BE S SETS) ORIGINAL COPY: Completely filled-out Notarized Affidavit of Authorization letter (it 	aber aber (if applicable) ber (if applicable) ber (if applicable) ative, if any aber (for broker only) ued ID (for representative only) resentative SUBMITTED IN TWO (2) 5 DOF-RO Form No. 91 End-Use/Ownership f authorized representative)	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party Professional Regulation Commission Requesting Party Shipping Company Shipper from country of origin 				



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
CLIENT STEPS A. Registration 1. One-time registration through RO Kiosk or online at DOF Website https://teslite.dof.gov.ph to provide corporate/individual information and upload the documents in support of registration • If First time applicant, start from Client Step A. Registration • If Registered applicant, proceed to Client Step B. Filing	AGENCY ACTION Assist the applicant in encoding the required entries Evaluate the correctness and completeness of the accomplished registration and uploaded documents. Assend an email notice of approval if correct and complete Send an email notice of 	TO BE		RESPONSIBLE
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	disapproval f incorrect or incomplete	None	None	Administrative Assistant RO
 B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding the required entries in the e- TES^{Lite} If complete. 1b. Return application documents to the applicant if incomplete. 	None	None	Officer of the Day, Tax Specialist RO



				OF THE PP
	 1.1. Encode the required entries in the e-TES^{Lite} and generate the application number. 1.2 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant IRD
C. Filing 1. File the application with complete set of documentary requirements at the CRMD.	 Receive the application with complete set of documentary requirements. 1.1. Provide the second copy of 	None	1 hour	Administrative Officer CRMD
	the checklist with corresponding application number and CRMD received stamp. 1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	 2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI. 2.3a. Proceed to agency action no. 4 if application is sufficient 2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies) 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) IRD
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD



	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	8 hours	Director IV RO
	3.4. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour	Administrative Assistant RO
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI / Non-TEI / formal letter of compliance and supporting documents to CRMD for release.			
	 4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following: 4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI. 	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			
5. Receive email notification confirming that the result of the application has been released/delivered to either the following:				
5a. BOC 5b. Consignee's postal mail.				
	TOTAL:	None	3 working days 6 hrs 42 mins	



	and (c) of R.A. 10073 (GSP Char ed by or donated to the Girl Scou			
Office or Division:	Revenue Office (RO) – Internal Revenue Division (IRD) Revenue Operations Group (ROG) Central Records Management Division (CRMD)			
Classification:	Complex			
Type of Transaction:	G2B - Government-to-Busines	S		
Who may avail:	Girl Scouts of the Philippines			
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATIO	ON:			
A. Applicant				
1. Name of consignee		- Requesting Party		
2. Tax Identification Numb	er	- Bureau of Internal Revenue		
3. SEC Registration Numb		- Securities and Exchange Commission		
4. DTI Registration Number		 Department of Trade and Industry 		
5. BOI Registration Number	er (if applicable)	- Board of Investments		
6. Email address		- Requesting Party		
7. Telephone number		- Requesting Party		
8. Official address B. Broker or Representa	tive if any	- Requesting Party		
1. Tax Identification Numb		- Bureau of Internal Revenue		
2. Valid Government-issue		- Requesting Party		
2. License Number		- Professional Regulation Commission		
3. Name of broker or repre	esentative	- Requesting Party		
4. Email address		- Requesting Party		
5. Contact number		- Requesting Party		
APPLICATION (TO BE SI	UBMITTED IN TWO (2) SETS)			
ORIGINAL COPY: 1. Completely filled-out D 2. Notarized Affidavit of E 3. Authorization letter (if a	End-Use/Ownership	- Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u>		
	Packing List, if applicable) ad Deed of Donation (if donation)	 Shipping Company Shipper from country of origin Donor Donee 		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration 1. One-time registration through RO Kiosk or online at DOF Website https://teslite.dof.gov.ph to provide corporate/individual information and upload the documents in support of registration If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Filing 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and 	 AGENCY ACTION 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 		None	RESPONSIBLE
register again through RO Kiosk or online at DOF website B. Officer of the day		None	None	Officer of the Day,
Checklisting 1. Present the application and supporting documents at the RO window.	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding the required entries in the e- TES^{Lite} If complete. 1b. Return application documents to the applicant if incomplete. 			Tax Specialist RO



	 1.1. Encode the required entries in the e-TES^{Lite} and generate the application number. 1.2 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant IRD
C. Filing		None	1 hour	Administrative Officer
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			CRMD
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	2.3a. Proceed to agency action no. 4 if application is sufficient			CTD
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also	None	4 hours	Division Chief IRD



	TOTAL:	None	4 working days 3 hours and 42 minutes	
5a. BOC 5b. Consignee's postal mail.			Aworking	
5. Receive email notification confirming that the result of the application has been released/delivered to either the following:				
	4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance.			
	4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI.			
	4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following:			
	4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer CRMD
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.			
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	NONE	2 Hours	Administrative Assistant ROG
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours 2 hours	Assistant Secretary /Undersecretary ROG Administrative
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	made whether the shipment requires verification / inspection.			



6. Granting of Tax Exemption on Foreign Donations

a. Section 800 of the last clause of the last paragraph of R.A. No. 10863 (CMTA) Donation of goods endorsed by the National Economic Development Authority (NEDA) in the interest of National Economic Development

Office or Division:		Revenue Office (RO) – Internal Revenue Division (IRD) Revenue Operations				
Oleasifications		cords Management Division (CRMD)				
Classification:						
Type of Transaction:	G2B - Government-to-Gov G2B - Government-to-Busi					
Who may avail:	Government agencies, put charitable institutions and t	olic and private hospitals, non-profit religious or ousiness entities.				
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE				
ONE-TIME REGISTRATIO	DN:					
 A. Applicant 1. Name of consignee 2. Tax Identification Numb 3. SEC Registration Numbe 4. DTI Registration Numbe 5. BOI Registration Numbe 6. Email address 7. Telephone number 8. Official address B. Broker or Representation 1. Tax Identification Numbe 2. Valid Government-issue 2. License Number 3. Name of broker or representation 4. Email address 5. Contact number 	er (if applicable) er (if applicable) er (if applicable) t ive, if any er (for broker only) ed ID (for representative only) esentative	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party Professional Regulation Commission Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party 				
SETS) ORIGINAL COPY: 1. Completely filled-out D 2. Notarized Affidavit of E 3. Authorization letter (if a PHOTOCOPY: 4. Import Bill of Lading/AV 5. Commercial or Non-Co	OF-RO Form No. 91 Ind-Use/Ownership authorized representative) WB ommercial Invoice (e.g. signment Invoice, if available) t (Statement of Value	 Requesting party/Applicant through the DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping Company Shipper from country of origin National Economic and Development Authority Donor Donee 				



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration One-time registration One-time registration Trough RO Kiosk or online at DOF Website https://teslite.dof.gov.ph to provide corporate/individual information and upload the documents in Support of registration If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Filing 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	Administrative Assistant RO
 B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding the required entries in the e-TES^{Lite} If complete. 	None	None	Officer of the Day, Tax Specialist RO



	1b. Return application documents to the applicant if incomplete.			
	 1.1. Encode the required entries in the e-TES^{Lite} and generate the application number. 1.2 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant IRD
C. Filing		None	1 hour	Administrative
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			Officer CRMD
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non- TEI.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) CTD
	2.3a. Proceed to agency action no. 4 if application is sufficient			
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			



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3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Director III RO
	3.3. Review / approve the TEI / Non-TEI / formal letter of compliance.	None	4 hours	Director IV RO
	3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary ROG
	3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	2 hours	Administrative Assistant ROG
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release.			
	4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer CRMD
	4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following:			



mail.	TOTAL:	None	4 working days 3 hours and 42 minutes	
5a. BOC 5b. Consignee's postal				
5. Receive email notification confirming that the result of the application has been released/delivered to either the following:				
	 4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non-TEI. 4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance. 			



 b. Section 800(m) of R.A. 10863 (CMTA) Donation of goods to the Philippine government or any registered relief organization for free distribution to the needy 					
Office or Division:	Revenue Office (RO) – Internal R Group (ROG) Central Records M	evenue Division (IRD) Revenue Operations Ianagement Division (CRMD)			
Classification:	Complex				
Type of Transaction:	G2G- Government to Governmen G2B - Government-to-Business	t			
Who may avail:	Government entities, Non-govern	ment relief organizations			
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATIO	DN:				
 ONE-TIME REGISTRATION: A. Applicant Name of consignee Tax Identification Number SEC Registration Number (if applicable) DTI Registration Number (if applicable) BOI Registration Number (if applicable) Email address Telephone number Official address Boker or Representative, if any Tax Identification Number (for broker only) Valid Government-issued ID (for representative only) License Number Name of broker or representative Email address Contact number ORIGINAL COPY: 		 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party Professional Regulation Commission Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party Professional Regulation Commission Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party Requesting Party 			
 Notarized Affidavit of E Authorization letter (if a 	nd-Use/Ownership authorized representative)	affidavit-template			
Invoice, Consignment document (Statement of	ommercial Invoice (e.g. Proforma nvoice, if available) or equivalent of Value Invoice). or foodstuff and medicines, indicate commendation ed Deed of Donation	 Shipping Company Shipper from country of origin Shipper from country of origin Department of Social Welfare and Development, Department of Health, Department of Education Donor Donee 			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration 1. One-time registration through RO Kiosk or online at DOF Website <u>https://teslite.dof.gov.ph</u> to provide <u>corporate/individual</u> <u>information and upload</u> <u>the documents in</u> <u>support of registration</u> If First time applicant, start from <i>Client Step A.</i> <i>Registration</i> If Registered applicant, proceed to <i>Client Step B. Filing</i> 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	 1.1 Assist the applicant in encoding the required entries 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a.Send an email notice of approval if correct and complete 1.2b. Send an email notice of disapproval f incorrect or incomplete 	None	None	RESPONSIBLE Administrative Assistant RO
 B. Officer of the day Checklisting 1. Present the application and supporting documents at the RO window. 	 Check the completeness of supporting documents. 1a. Forward the application the respective division for encoding the required entries in the e-TES^{Lite} If complete. 1b. Return application documents to the applicant if incomplete. 	None	None	Officer of the Day, Tax Specialist RO
	1.1. Encode the required entries in the e-TES ^{Lite} and generate the application number.	None	None	Administrative Assistant IRD



	1.2 Return the application documents to the applicant for submission in CRMD.			
C. Filing		None	1 hour	Administrative Officer
1. File the application with complete set of documentary requirements at the CRMD.	1. Receive the application with complete set of documentary requirements.			CRMD
	1.1. Provide the second copy of the checklist with corresponding application number and CRMD received stamp.			
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive email notice of acceptance of the application.	2. Assign the application to respective RO Divisions.			
	2.1. Route the application to IRD.			
	2.2. Assign application to Action Officer.	None	30 minutes	Division Chief IRD
	2.3. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist,
	2.3a. Proceed to agency action no.4 if application is sufficient			Supervising Tax Specialist) CTD
	2.3b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	3.1. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also made whether the shipment requires verification / inspection.	None	4 hours	Division Chief IRD
	3.2. Review / approve the TEI / Non-TEI / formal letter of compliance. Assessment is also	None	4 hours	Director III RO



	TOTAL:	None	4 working days 3 hours and 42 minutes	
5a. BOC 5b. Consignee's postal mail.				
5. Receive email notification confirming that the result of the application has been released/delivered to either the following:				
	 4.3a. Deliver to Bureau of Customs (BOC) for the release of TEI / Non- TEI. 4.3b. Deliver to the consignee's postal for the release of the formal letter for compliance. 			
	 4.2. Prepare the approved TEI / Non-TEI / formal letter of compliance for release. 4.3. A system-generated email notice will be sent to the applicant confirming the release / delivery of either the following: 	None	8 hours 12 minutes	Administrative Officer CRMD
4. Receive email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 Non-TEI / formal letter of compliance. 3.4. Review/approve the TEI/ Non-TEI/formal letter of compliance. 3.5. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1. Transmit the approved TEI/Non-TEI/formal letter of compliance and supporting documents to CRMD for release. 	None	8 hours 2 hours	RO Assistant Secretary or Undersecretary ROG Administrative Assistant ROG
	made whether the shipment requires verification / inspection. 3.3. Review / approve the TEI /	None	4 hours	Director IV



Office or Division:	Revenue Office (RO) – Internal Revenue Division (IRD) Central Records Management Division (CRMD)		
Classification:	Complex		
Type of Transaction:	G2G- Government to Go	vernment	
Who may avail:	Diplomatic entities or per International Organizatio		
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE	
ONE-TIME REGISTRATION: A. Applicant 1. Name of consignee 2. Tax Identification Number 3. SEC Registration Number (if a 4. DTI Registration Number (if a 5. BOI Registration Number (if a 6. Email address 7. Telephone number 8. Official address B. Broker or Representative, if 1. Tax Identification Number (for 2. Valid Government-issued ID (if 2. License Number 3. Name of broker or representat 4. Email address 5. Contact number APPLICATION (TO BE SUBMITTE ORIGINAL COPY: 1. Completely filled-out DOF-Ref	pplicable) pplicable) broker only) for representative only) tive D IN TWO (2) SETS)	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party Requesting Party Bureau of Internal Revenue Requesting Party Professional Regulation Commission Requesting Party 	
 PHOTOCOPY: 2. Import Bill of Lading/Airway Bill 3. Commercial invoice (Packing list, if applicable) 4. DFA favorable recommendation 		 Shipping company Shipper from country of origin Department of Foreign Affairs 	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
 A. Registration 1. One-time registration through RO Kiosk or online at DOF Website <u>https://teslite.dof.gov.ph to</u> provide corporate/individual information and upload the documents in support of registration If First time applicant, start from <i>Client Step A. Registration</i> If Registered applicant, proceed to <i>Step 1: Log in</i> 	1. Assist the applicant in encoding the required entries	None	None	Administrative Assistant RO
 B. Pre-evaluation Log in to e-TES^{Lite} system using applicant's nominated user ID and password Fill-out the online application form (DOF-RO-PR-001-FR-91 REV.1) and upload complete set of documentary requirements. Client will receive an e-ticket of the submitted application 2. Receive email notice of disapproval and make the necessary corrections based on the pre-evaluation for resubmission. (Re-start to client step no.1) 	 Receive a notification of an e-ticket/pre-application number for pre-evaluation. Pre-evaluate the online application for tax exemption and generate an email notifying either the following: If the application is sufficient, proceed to agency action no. 3 If the application is deficient the action officer will generate an email notice to the applicant notifying to make the necessary corrections based on the pre- evaluation Accept the online application. A system- generated email will be sent to applicant notifying the acceptance of the online application. 	None	None	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) RO



C. Evaluation 1. Receive email notice of acceptance of the online application	 Print the complete set of documentary requirements uploaded in the e-TES^{Lite} and draft TEI/formal letter of compliance 1.1. Evaluate the application and draft appropriate Tax Exemption Indorsement (TEI) / Non-TEI. 1.1a. If application is 			
	sufficient, proceed to agency action no. 3 1.1b. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies)	None	4 hrs	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) IRD
2. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	2. Draft TEI / Non-TEI / formal letter of compliance for review and approval.			
	2.1. Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification inspection.	None	4 hrs	Division Chief IRD
	2.2. Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification inspection.	None	4 hrs	Director III RO
	2.3. Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification inspection.	None	8 hours	Director IV RO



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3. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 2.4. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 3. Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release. 	None	1 hour	Administrative Assistant RO
	 3.1 Prepare the approved TEI/formal letter of compliance for release. 3.2. A system-generated email notice will be sent to the release/delivery of either the following 3.2a. Issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued If application has discrepancy(cies) 	None	8 hrs 12 minutes	Administrative Officer CRMD
 4. Receive email notification confirming that the result of the application has been released/delivered to either the following: 4a. BOC 4b. Consignee's postal mail. 	3.2b. Deliver to the consignee's postal for the release of the formal letter for compliance.			
	TOTAL:	None	3 working days 5 hours 12 minutes	



1. Granting of tax exemption on donation of previously imported capital equipment, raw materials, spare parts or accessories to be made by Investment Promotions Agency (IPA)-registered enterprises to TESDA, state universities and colleges (SUCs), DepEd and/or CHED-accredited schools

 a. Section 294 in relation to Section 295(C)(e) of R.A. 11534 (CREATE)
 Donation of capital equipment, raw materials, spare parts, or accessories by IPA-registered enterprises to TESDA, SUCs, DepEd and/or CHED accredited schools

Office or Division:	Povenue Office (PO) Th	ne Mabuhay Lane Revenue Operations Group		
		and Management Division (CRMD)		
Classification:	Simple			
Type of	G2G - Government-to-Go	vernment		
Transaction:	G2B - Government-to-Bus	siness		
Who may avail:	TESDA, state universities	and colleges (SUCs), or DepEd and CHED		
		pproved one-time e-TES ^{Lite} registration		
	F REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRA	IION:			
 A. Applicant Name of consignee Tax Identification Number SEC Registration Number (if applicable) DTI Registration Number (if applicable) BOI Registration Number (if applicable) Email address Telephone number Official address B. Broker or Representative, if any Tax Identification Number (for broker only) Valid Government-issued ID (for representative only) License Number Name of broker or representative Email address 		 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party Requesting party Requesting party Requesting party 		
 APPLICATION (TO BE SUBMITTED IN TWO (2) SETS) ORIGINAL COPY: Proof of payment of filing fee (1 copy only) Completely filled-out DOF-RO-PR-001-FR-91 REV.1 Authorization letter (if authorized representative) Notarized Affidavit of End-Use/Ownership PHOTOCOPY: Dummy Bill of Lading/Airway Bill or equivalent document Commercial invoice (Packing list, if applicable) Notarized Deed of Donation Notarized Deed of Acceptance Endorsement from the concerned IPA confirming notification of disposition from the 		 DOF Cash Section Requesting party/Applicant through DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping company Shipper from country of origin Requesting party/Applicant Requesting party/Applicant Investment Promotion Agencies 		



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accessories	erials, spare parts, or			
10. Clearance from regulation applicable)	ulatory agency (if	- Appropriate regul	atory agency	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 	None	None	Administrative Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a Receive email in disating the 	None	None	None	
indicating the deficiency(cies) and				



				or inst
register again through				
RO Kiosk or online at				
DOF website				
B. Officer of the Day				
Checklisting				
1. Present the	1.1 Check the	None	None	Administrative
application and	completeness of	none	none	Assistant
supporting documents	supporting documents.			RO
at the RO window.	supporting documents.			110
	1.1a Forward the			
	application the respective			
	division for encoding the			
	required entries in the e-			
	TES ^{Lit} if complete.			
	1.1b Return application			
	documents to the			
	applicant if incomplete.			
	1.2 Encode the required	None	None	Administrative
	entries in the e-TES ^{Lite}			Assistant
	and generate the			RO
	application number.			
	1.3 Return the application			
	documents to the			
	applicant for submission in CRMD.			
2. Pay the required	2. Receive payment and	DO No. 041-2022	None	Administrative
filing fee at the Cash	issue Official Receipt.	Schedule of Fees:	NOTE	Assistant II
Section.		IMPORTATION FEE		Cash Section
Coolon		₽100,000 & below ₽200		GSD
		From ₽100,001 to ₽400		
		P400,000 From		
		P400,001 to P600 P700,000		
		From P 700,001 to P 800		
		P1,000,000		
		P1,000,000 P-1,000		
C. Filing				
1. File application with	1.1 Receive the	None	1 hour	Administrative
complete set of	application with complete	NULLE	r nour	Officer
documentary	set of documentary			CRMD
requirements at the	requirements.			-
CRMD.				
	1.2 Return the second			
	copy of the checklist form			
	with application number			
	and CRMD received			
	stamp to applicant.			
	1.3 A system-generated			
	email notice will be sent to			
	the applicant notifying the			
	receipt of the application.			



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2. Receive transaction slip and email notice of acceptance of the application	 2.1 The e-TES^{Lite} will automatically assign the application to an <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane. 2.2 Route the application and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane. 			
3. Receive an email notice of compliance	 2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI). 2.3a If the application is sufficient, proceed to agency action no. 3.1 2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued. 3.1 Prepare a TEI / formal letter of compliance for 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) RO
and complied; or applicant did not comply with the notice of discrepancy(cies).	review and approval			
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary ROG



4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release. 	None	1 hour and 30 minutes	Administrative Assistant ROG
	4.2 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer CRMD
5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance.	5. Release the approved TEI / formal letter of compliance.			
6. Receive the hard copy of the approved TEI / formal letter of compliance.	6. A system-generated email notice will be sent to the applicant confirming either of the following:			
	6a. the release of TEI 6b. the release of the formal letter of compliance			
7. Receive an email notification confirming that the result of the application has been released.	None			
	TOTAL:	None	2 working days 7 hours 12 minutes	



 2. Granting of tax exemption on importation of Investment Promotion Agencie (IPA) Registered Firms a. Section 294 (D) in relation to Section 295(C) of the NIRC, as amended by Section 16 of RA 11534 (CREATE Law) Capital equipment, spare parts and accessories imported by BOI registered new and expanding enterprises Office or Division: Revenue Office (RO) – The Mabuhay Lane Revenue Operations Group (ROG) Central Records and Management Division (CRMD) 			
Classification:	Simple		
Type of Transaction:	G2B - Government-to-Bus		
Who may avail:		n approved one-time e-TES ^{Lite} registration	
	F REQUIREMENTS	WHERE TO SECURE	
 License Number Name of broker or rej Email address Contact number 	mber mber (if applicable) nber (if applicable) nber (if applicable) ntative, if any mber (for broker only) sued ID (for representative only)	 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party Requesting party Requesting party Requesting party 	
 Completely filled-our REV.1 Authorization letter (representative) Notarized Affidavit of Completely filled-our REV.0 (if applicable) PHOTOCOPY: Import Bill of Lading Commercial invoice BOI Certificate of Re Annexes/Terms and Certificate of Author Entry issued by IPA BOI Certificate of Locomercial invoice 	f End-Use/Ownership t DOF-RO-PR-001-FR-155) /Airway Bill (Packing list, if applicable) egistration with I Conditions ity to Import/Admission	 DOF Cash Section Requesting party/Applicant through DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping company Shipper from country of origin Board of Investments Investment Promotion Agencies Investment Promotion Agencies 	



 11. Proforma invoice 12. Certificate of Registration from IPA with Annexes/Terms and Conditions 13. Bank Transaction (Mode of Importation/LC, DA, Purchase Order, etc.) 14. Clearance from regulatory agency (if applicable) 		 Shipper from country of origin Investment Promotion Agencies Requesting party/Applicant Appropriate regulatory agency 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
 One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration. <u>If First time applicant, start from Client Step A. Registred applicant, proceed to Client Step B. Officer of the Day </u> 	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
Checklisting	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	



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2a Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website B. Officer of the Day				
Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Administrative Assistant RO
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF IMPORTATION FILING FEE P100,000 & below P200 From P100,001 to P400,000 P400 From P400,001 P400 From P400,001 P600 From P700,000 P600 From P700,001 to P1,000,000 P800 P1,000,000 P1,000	None	Administrative Assistant II Cash Section GSD
C. Filing				
1. File application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			



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2. Receive transaction slip and email notice of acceptance of the application	 1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application. 2.1 The e-TES^{Lite} will automatically assign the application to an <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane. 2.2 Route the application and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane. 			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	 2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI). 2.3a If the application is sufficient, proceed to agency action no. 3.1 2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued. 3.1 Prepare a TEI / formal letter of compliance for review and approval 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) RO
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary ROG



4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release. 	None	1 hour and 30 minutes	Administrative Assistant ROG
	4.2 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer CRMD
5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance.	5. Release the approved TEI / formal letter of compliance.			
6. Receive the hard copy of the approved TEI / formal letter of compliance.	6. A system-generated email notice will be sent to the applicant confirming either of the following:			
	6a. the release of TEI 6b. the release of the formal letter of compliance			
7. Receive an email notification confirming that the result of the application has been released.	None			
	TOTAL:	None	2 working days 7 hours 12 minutes	



 b. Fiscal Incentives Review Board (FIRB) Resolution No. 026-22 as clarified in the FIRB Resolution No. 033-22

Laptops, Desktops and Other IT Peripherals by Information Technology and Business Processing Management (IT-BPM) Registered Business Enterprise (RBE) Transferees

Office or Division:	Revenue Office (RO) – The Management Division (CF	ne Mabuhay Lane Central Records and RMD)		
Classification:	Simple			
Type of Transaction:	G2B - Government-to-Bus	siness		
Who may avail:	PEZA/BOI IT-BPM RBE T	ransferees with approved one-time e-TESLite		
,	registration			
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRA	TION:			
A. Applicant		Description		
1. Name of consignee		- Requesting party		
2. Tax Identification Nur		- Bureau of Internal Revenue		
3. SEC Registration Nu		- Securities and Exchange Commission		
4. DTI Registration Num 5. BOI Registration Num	· · · · · ·	 Department of Trade and Industry Board of Investments 		
6. Email address	iner (II applicanie)	- Requesting party		
7. Telephone number		- Requesting party		
8. Official address		- Requesting party		
B. Broker or Represen	tative, if any			
1. Tax Identification Nur		- Bureau of Internal Revenue		
	sued ID (for representative only)	- Requesting party		
2. License Number	······································	- Professional Regulation Commission		
3. Name of broker or rep	oresentative	- Requesting party		
4. Email address		- Requesting party		
5. Contact number		- Requesting party		
	JBMITTED IN TWO (2) SETS)			
ORIGINAL COPY:				
1. Proof of payment of	filing foo (1 copy oply)			
	t DOF-RO-PR-001-FR-91	- DOF Cash Section		
REV.1		- Requesting party/Applicant through DOF Website		
3. Authorization letter (if authorized	https://bit.ly/form-91-authorize-and-affidavit-template		
representative)				
	f End-Use/Ownership			
	t DOF-RO-PR-001-FR-155			
REV.0 (if applicable)				
PHOTOCOPY:	(DL)/A;			
	(BL)/Airway Bill (AWB)	- Shipping company		
	(Packing list, if applicable)	- Shipper from country of origin		
	he concerned IPA (for rted as of 31 January 2023)	- Investment Promotion Agencies		
	ration with BOI of Official	De and a film as a tra an ta		
	e BOI for payment of	- Board of Investments		
registration fee				
10. Certificate of Author	ity to Import and the	- Board of Investments		
	ued by the concerned IPA			
or Transit Single				



r				OF THE VI
 11. Staging/Dummy BL issued by the Bureau of Customs (for existing goods imported as of 31 January 2023) 12. Cartificate of Least New Ausilability issued by 		- Bureau of Custon	ns	
 Certificate of Local Non-Availability issued by the BOI (for new goods imported starting 01 February 2023) 		- Requesting party	/Applicant	
13. Clearance from regulation applicable)	 Clearance from regulatory agency (if applicable) 		atory agency	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON RESPONSIBLE
A. Registration		17.10		
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	



			1	· · · · · · · · · · · · · · · · · · ·
2a Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Administrative Assistant RO
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF IMPORTATION FILING FEE P100,000 & below P200 From P100,001 to P400,000 P400 From P400,001 to P700,000 P600 From P700,001 to P700,000 P800 P1,000,000 P1,000	None	Administrative Assistant Cash Section GSD
C. Filing				
1. File application with complete set of documentary requirements at the CRMD.	 1.1 Receive the application with complete set of documentary requirements. 1.2 Provide the checklist with corresponding 	None	1 hour	Administrative Officer CRMD
	application number and received stamp of the CRMD.			



				OF THE PITT
2. Receive transaction slip and email notice of acceptance of the application	 1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application. 2.1 The e-TES^{Lite} will automatically assign the application to an <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane. 2.2 Route the application and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane. 			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	 2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI). 2.3a If the application is sufficient, proceed to agency action no. 3.1 2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued. 3.1 Prepare a TEI / formal letter of compliance for review and approval 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) RO
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	4 hours	Division Chief RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	4 hours	Director IV RO



4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release. 	None	1 hour and 30 minutes	Administrative Assistant RO
	4.2 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer CRMD
5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance.	5. Release the approved TEI / formal letter of compliance.			
6. Receive the hard copy of the approved TEI / formal letter of compliance.	6. A system-generated email notice will be sent to the applicant confirming either of the following:			
	6a. the release of TEI 6b. the release of the formal letter of compliance			
7. Receive an email notification confirming that the result of the application has been released.	None			
	TOTAL:	None	1 working day 7 hours 12 minutes	



	and(E) of the NIRC, as am 3OI registered firms	ended by Section 16 of R.A. 11534 (CREATE Law)		
Office or Division:		he Mabuhay Lane Revenue Operations Group and Management Division (CRMD)		
Classification:	Simple			
Type of Transaction:	G2B - Government-to-Bu	siness		
Who may avail:	BOI Registered Enterprise	es with approved one-time e-TES ^{Lite} registration		
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRA	TION:			
 A. Applicant 1. Name of consignee 2. Tax Identification Number 3. SEC Registration Number (if applicable) 4. DTI Registration Number (if applicable) 5. BOI Registration Number (if applicable) 6. Email address 7. Telephone number 8. Official address B. Broker or Representative, if any 1. Tax Identification Number (for broker only) 2. Valid Government-issued ID (for representative only) 2. License Number 3. Name of broker or representative 4. Email address 		 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party 		
 ORIGINAL COPY: 1. Proof of payment of 2. Completely filled-our REV.1 3. Authorization letter (representative) 4. Notarized Affidavit of PHOTOCOPY: 5. Import Bill of Lading 6. Commercial invoice 7. Certificate of Author 	t DOF-RO-PR-001-FR-91 (if authorized f End-Use/Ownership /Airway Bill (Packing list, if applicable)	 DOF Cash Section Requesting party/Applicant through DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping company Shipper from country of origin Board of Investments/Investment Promotion Agencies 		
8. BOI Certificate of Lo	inning 23 June 2022) ration from IPA with I Conditions	 Board of Investments Board of Investments/Investment Promotion Agencies Appropriate regulatory agency 		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a Receive email indicating the deficiency(cies) and register again through 	None	None	None	
RO Kiosk or online at DOF website				



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B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Administrative Assistant RO
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF IMPORTATION FEE P100,000 & P200 below From P100,001 to P400,000 From P400,000 From P400,001 to P400,000 From P700,001 to P400,000 From P700,001 to P400,000 From P1,000,000 P1,0000 P1,000,000 P1,000,000 P1,000,000 P1,000,000 P1,00	None	Administrative Assistant Cash Section GSD
C. Filing				
1. File application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	 1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant. 1.3 A system-generated emetil paties will be cont to 			
	email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive transaction slip and email notice of acceptance of the application	2.1 The e-TES ^{Lite} will automatically assign the application to an <i>Action</i>			



				OF THE PHIL
	Officer of RO-Mabuhay Lane. 2.2 Route the application			
	and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			
	2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI).	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	2.3a If the application is sufficient, proceed to agency action no. 3.1			RO
	2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Prepare a TEI / formal letter of compliance for review and approval			
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary _{ROG}
	3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour and 30 minutes	Administrative Assistant ROG



4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release.		40 mi 1	
	4.2 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer CRMD
 5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance. 6. Receive the hard copy of the approved 	 5. Release the approved TEI / formal letter of compliance. 6. A system-generated email notice will be sent to 			
TEI / formal letter of compliance.	the applicant confirming either of the following:			
	6a. the release of TEI 6b. the release of the formal letter of compliance			
7. Receive an email notification confirming that the result of the application has been released.	None			
	TOTAL:	None	2 working days 7 hours 12 minutes	



d. Section 294 (E) in relation to Section 295(D) of the NIRC, as amended by Section 16 of RA
11534 (CREATE Law)
Goods imported by IPA registered export enterprises

Office or Division:	Revenue Office (RO) – The Mabuhay Lane Revenue Operations Group (ROG) Central Records and Management Division (CRMD)					
Classification:	Simple					
Type of Transaction:	G2B - Government-to-Bus	siness				
Who may avail:	BOI Registered Enterprise	es with approved one-time e-TES ^{Lite} registration				
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE				
ONE-TIME REGISTRA	TION:					
 A. Applicant Name of consignee Tax Identification Number SEC Registration Number (if applicable) DTI Registration Number (if applicable) BOI Registration Number (if applicable) Email address Telephone number Official address B. Broker or Representative, if any Tax Identification Number (for broker only) Valid Government-issued ID (for representative only) License Number Name of broker or representative Email address Contact number 		 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party 				
 APPLICATION (TO BE SUBMITTED IN TWO (2) SETS) ORIGINAL COPY: Proof of payment of filing fee (1 copy only) Completely filled-out DOF-RO-PR-001-FR-91 REV.1 Authorization letter (if authorized representative) Notarized Affidavit of End-Use/Ownership Completely filled-out DOF-RO-PR-001-FR-155 REV.0 (if applicable) PHOTOCOPY: Import Bill of Lading/Airway Bill Commercial invoice (Packing list, if applicable) Certificate of Registration from IPA with Annexes/Terms and Conditions Clearance from regulatory agency (if 		 DOF Cash Section Requesting party/Applicant through DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping company Shipper from country of origin Investment Promotion Agencies Appropriate regulatory agency 				



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	and incomplete None	None	None	



	1			
B. Officer of the Day Checklisting				Administrative
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^L if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Administrative Assistant RO
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF IMPORTATION FILING FEE P100,000 & below P200 From P100,001 to P400,000 P400 From P400,001 to P700,000 P400 From P700,001 to P700,000 P600 From P700,000 P800 P1,000,000 P1,000	None	Administrative Assistant Cash Section GSD
C. Filing				
1. File application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive transaction slip and email notice of acceptance of the application	2.1 The e-TES ^{Lite} will automatically assign the application to an <i>Action</i>			



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	Officer of RO-Mabuhay Lane. 2.2 Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	 2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI). 2.3a If the application is sufficient, proceed to agency action no. 3.1 2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued. 3.1 Prepare a TEI / formal letter of compliance for review and approval 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) RO
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary ROG
	3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour and 30 minutes	Administrative Assistant ROG



4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release.		40 mi 1	
	4.2 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer CRMD
 5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance. 6. Receive the hard copy of the approved 	 5. Release the approved TEI / formal letter of compliance. 6. A system-generated email notice will be sent to 			
TEI / formal letter of compliance.	the applicant confirming either of the following:			
	6a. the release of TEI 6b. the release of the formal letter of compliance			
7. Receive an email notification confirming that the result of the application has been released.	None			
	TOTAL:	None	2 working days 7 hours 12 minutes	



e. E.O. 226 (Omnibus Investments Code of 1987), Art. 39(f) Capital equipment with accessories consigned to BOI registered firms

Office or Division:	Revenue Office (RO) – The Mabuhay Lane Revenue Operations Group (ROG) Central Records and Management Division (CRMD)				
Classification:	Simple				
Type of	G2B - Government-to-Bu	siness			
Transaction: Who may avail:	POI Degistered Enterprise	a with approved a	no timo o TESLI	e ragistration	
-	BOI Registered Enterprise FREQUIREMENTS		HERE TO SECUR		
	•	vv	HERE TO SECON		
 A. Applicant 1. Name of consignee 2. Tax Identification Num 3. SEC Registration Num 4. DTI Registration Num 5. BOI Registration Num 6. Email address 7. Telephone number 8. Official address B. Broker or Represent 1. Tax Identification Num 2. Valid Government-iss 2. License Number 3. Name of broker or registration of the second sec	 Name of consignee Requesting party Bureau of Internal Revenue Sec Registration Number (if applicable) SOI Registration Number (if applicable) BOI Registration Number (if applicable) BOI Registration Number (if applicable) Board of Investments Board of Investments Requesting party Professional Regulation Commission 				
4. Email address 5. Contact number		- Requesting party			
 ORIGINAL COPY: 1. Proof of payment of 2. Completely filled-ou REV.1 3. Authorization letter (representative) 4. Notarized Affidavit of 	t DOF-RO-PR-001-FR-91	- DOF Cash Section			
 PHOTOCOPY: 5. Import Bill of Lading 6. Commercial invoice 7. Original endorseme Investments 8. Clearance from regu applicable) 	(Packing list, if applicable) nt from the Board of	 Shipping company Shipper from country of origin Board of Investments Appropriate regulatory agency 			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
A. Registration					
1. One-time registration through RO Kiosk or at DOF Website	1. One-time registration through RO Kiosk or at DOF1.1 Assist the applicant in encoding the required entries.NoneNoneAdministrative Assistant RO				



				Stelling and Stelling
https://teslite.dof.gov.ph to provide corporate/individual information and upload the documents in support of registration.				
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice 	None	None	Administrative Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	1.1 Check the completeness of supporting documents.1.1a Forward the	None	None	Administrative Assistant RO
	application the respective division for encoding the			



				ON THE VIT
	required entries in the e- TES ^{Lit} if complete.			
	1.1b Return application documents to the applicant if incomplete .			
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF IMPORTATION FILING FILING P100,000 & below P200 From P100,001 to P400,000 P400 From P400,000 P400 From P400,000 P600 From P400,000 P600 From P700,000 P800 P1,000,000 P1,000	None	Administrative Assistant Cash Section GSD
C. Filing		11,000,000		
1. File application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	 1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant. 1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application. 			
2. Receive transaction slip and email notice of acceptance of the application	2.1 The e-TES ^{Lite} will automatically assign the application to an <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			
	2.2 Route the application and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			



3. Receive an email notice of compliance and complied; or applicant did not	 2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI). 2.3a If the application is sufficient, proceed to agency action no. 3.1 2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued. 3.1 Prepare a TEI / formal letter of compliance for review and approval 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) RO
comply with the notice of discrepancy(cies).				
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary _{ROG}
	3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour and 30 minutes	Administrative Assistant ROG
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release.			



	4.2 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer CRMD
5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance.	5. Release the approved TEI / formal letter of compliance.			
6. Receive the hard copy of the approved TEI / formal letter of compliance.	 6. A system-generated email notice will be sent to the applicant confirming either of the following: 6a. the release of TEI 6b. the release of the formal letter of compliance 			
7. Receive an email notification confirming that the result of the application has been released.	None			
	TOTAL:	None	2 working days 7 hours 12 minutes	



2 Cranting of tax	avamption on import	ation of anarow natroloum and
renewable ener a. P.D. No. 87 (The	gy firms e Oil Exploration and Deve	ation of energy, petroleum, coal and lopment Act of 1972), Sec. 12(b) materials required for Indigenous petroleum
Office or Division:		he Mabuhay Lane Revenue Operations Group and Management Division (CRMD)
Classification:	Simple	
Type of Transaction:	G2B - Government-to-Bus	siness
Who may avail:	DOE Registered Enterpris	ses engaged in petroleum operations with approved ation
CHECKLIST OI	FREQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRA	FION:	
 A. Applicant Name of consignee Tax Identification Number SEC Registration Number (if applicable) DTI Registration Number (if applicable) BOI Registration Number (if applicable) Email address Telephone number Official address B. Broker or Representative, if any Tax Identification Number (for broker only) Valid Government-issued ID (for representative only) License Number Name of broker or representative Email address Contact number 		 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party Requesting party Professional Regulation Commission Requesting party
 ORIGINAL COPY: Proof of payment of filing fee (1 copy only) Completely filled-out DOF-RO-PR-001-FR-91 REV.1 Authorization letter (if authorized representative) Notarized Affidavit of End-Use/Ownership Completely filled-out DOF-RO-PR-001-FR-155 REV.0 (if applicable) 		- DOF Cash Section - Requesting party/Applicant through DOF Website https://bit.ly/form-91-authorize-and-affidavit-template
 PHOTOCOPY: 6. Import Bill of Lading/Airway Bill 7. Commercial invoice (Packing list, if applicable) 8. DOE Certificate of Qualification for Tax Exemption 9. Contract between DOE and the Contractor (for new applicant) 10. Purchase Order/Proforma invoice 11. Clearance from regulatory agency (if applicable) 		 Shipping company Shipper from country of origin Department of Energy Requesting party/Applicant Requesting party/Applicant Appropriate regulatory agency



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a Receive email indicating the deficiency(cies) and register again through 	None	None	None	
RO Kiosk or online at DOF website				



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B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Administrative Assistant RO
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF IMPORTATION FEE P100,000 & P200 below From P100,001 to P400,000 From P400,000 From P400,001 to P400,000 From P700,001 to P400,000 From P1,000,000 Over P1,000 Ver P1,000 P1,0	None	Administrative Assistant Cash Section GSD
C. Filing				
1. File application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	 1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant. 1.3 A system-generated email notice will be sent to 			
	the applicant notifying the receipt of the application.			
2. Receive transaction slip and email notice of acceptance of the application	2.1 The e-TES ^{Lite} will automatically assign the application to an <i>Action</i>			



				OF THE PHIL
	<i>Officer</i> of RO-Mabuhay Lane.			
	2.2 Route the application and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			
	 2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI). 2.3a If the application is sufficient, proceed to 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) RO
	agency action no. 3.1 2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Prepare a TEI / formal letter of compliance for review and approval			
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary ROG
	3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour and 30 minutes	Administrative Assistant ROG



4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release.			
	4.2 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer CRMD
 5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance. 6. Receive the hard copy of the approved TEI / formal letter of compliance. 	 5. Release the approved TEI / formal letter of compliance. 6. A system-generated email notice will be sent to the applicant confirming either of the following: 6a. the release of TEI 			
	6b. the release of the formal letter of compliance			
7. Receive an email notification confirming that the result of the application has been released.	None			
	TOTAL:	None	2 working days 7 hours 12 minutes	



b. P.D. No. 972 (Coal Development Act of 1976), Sec. 16 (b) Machinery, equipment, spare parts, and all materials required for coal developers

	1		
Office or Division:	Revenue Office (RO) – The Mabuhay Lane Revenue Operations Group (ROG) Central Records and Management Division (CRMD)		
Classification:	Simple		
Type of Transaction:	G2B - Government-to-Bus	siness	
Who may avail:	DOE Registered Enterpris	ses engaged in coal development with approved ation	
CHECKLIST O	FREQUIREMENTS	WHERE TO SECURE	
ONE-TIME REGISTRA			
 A. Applicant Name of consignee Tax Identification Number SEC Registration Number (if applicable) DTI Registration Number (if applicable) BOI Registration Number (if applicable) Email address Telephone number Official address B. Broker or Representative, if any Tax Identification Number (for broker only) Valid Government-issued ID (for representative only) License Number Name of broker or representative 		 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party 	
 ORIGINAL COPY: 1. Proof of payment of 2. Completely filled-our REV.1 3. Authorization letter (representative) 4. Notarized Affidavit of 	f End-Use/Ownership t DOF-RO-PR-001-FR-155	- DOF Cash Section - Requesting party/Applicant through DOF Website https://bit.ly/form-91-authorize-and-affidavit-template	
8. DOE Certificate of C Exemption	(Packing list, if applicable) Qualification for Tax OE and the Contractor (for forma invoice	 Shipping company Shipper from country of origin Department of Energy Requesting party/Applicant Requesting party/Applicant Appropriate regulatory agency 	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a Receive email indicating the deficiency(cies) and register again through 	None	None	None	
RO Kiosk or online at DOF website				



B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^L if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Administrative Assistant RO
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF IMPORTATION FEE P100,000 & P200 below From P100,001 to P400,000 From P400,000 From P400,001 to P400,000 From P700,001 to P400,000 From P1,000,000 Over P1,000 Ver P1,000 P1,0	None	Administrative Assistant Cash Section GSD
C. Filing				
1. File application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	 1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant. 1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application. 			
2. Receive transaction slip and email notice of acceptance of the application	2.1 The e-TES ^{Lite} will automatically assign the application to an <i>Action</i>			



				OF THE PROPERTY
	<i>Officer</i> of RO-Mabuhay Lane.			
	2.2 Route the application and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			
	 2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI). 2.3a If the application is sufficient, proceed to agency action no. 3.1 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) RO
	2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Prepare a TEI / formal letter of compliance for review and approval			
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary ROG



4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release. 	None	1 hour and 30 minutes	Administrative Assistant ROG
 5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance. 6. Receive the hard copy of the approved TEI / formal letter of compliance. 	 4.2 Prepare the approved TEI/formal letter of compliance for release. 5. Release the approved TEI / formal letter of compliance. 6. A system-generated email notice will be sent to the applicant confirming either of the following: 6a. the release of TEI 	None	42 minutes	Administrative Officer CRMD
7. Receive an email notification confirming that the result of the application has been released.	6b. the release of the formal letter of compliance None			
	TOTAL:	None	2 working days 7 hours 12 minutes	



c. R.A. No. 9513 (Renewable Energy Act of 2008), Sec. 15(b) and Sec. 21(a) Components, parts and materials for the manufacture and/or fabrication of RE equipment and components

Office or Division:	Revenue Office (RO) – The Mabuhay Lane Revenue Operations Group		
Classification:	(ROG) Central Records and Management Division (CRMD) Simple		
Type of Transaction:	G2B - Government-to-Bus	siness	
Who may avail:	DOE/BOI Registered Enter with approved one-time e	erprises engaged in renewable energy development -TES ^{Lite} registration	
CHECKLIST O	FREQUIREMENTS	WHERE TO SECURE	
ONE-TIME REGISTRA	FION:		
 ONE-TIME REGISTRATION: A. Applicant Name of consignee Tax Identification Number SEC Registration Number (if applicable) DTI Registration Number (if applicable) BOI Registration Number (if applicable) Email address Telephone number Official address B. Broker or Representative, if any Tax Identification Number (for broker only) Valid Government-issued ID (for representative only) License Number Name of broker or representative Email address 		 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party Requesting party Requesting party Requesting party 	
 ORIGINAL COPY: 1. Proof of payment of 2. Completely filled-out REV.1 3. Authorization letter (representative) 4. Notarized Affidavit o 5. Completely filled-out REV.0 (if applicable) PHOTOCOPY: 6. Import Bill of Lading. 	f End-Use/Ownership t DOF-RO-PR-001-FR-155	 DOF Cash Section Requesting party/Applicant through DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping company Shipper from country of origin 	
 BOI Certificate of Au BOI Certificate of Re Annexes/General Te Clearance from regu applicable) 	ithority egistration with erms and Conditions	 Shipper from country of origin Board of Investments Board of Investments Appropriate regulatory agency 	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	and incomplete None	None	None	



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B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Administrative Assistant RO
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF IMPORTATION FEE P100,000 & P200 below From P100,001 to P400,000 From P400,000 From P400,001 to P400,000 From P700,001 to P400,000 From P1,000,000 Over P1,000 Ver P1,000	None	Administrative Assistant Cash Section GSD
C. Filing				
1. File application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	 1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant. 1.3 A system-generated email notice will be sent to 			
	the applicant notifying the receipt of the application.			
2. Receive transaction slip and email notice of acceptance of the application	2.1 The e-TES ^{Lite} will automatically assign the application to an <i>Action</i>			



				OF THE PHIL
	<i>Officer</i> of RO-Mabuhay Lane.			
	2.2 Route the application and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			
	 2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI). 2.3a If the application is sufficient, proceed to appropriate to appropriate to apply action and the second sec	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) RO
	agency action no. 3.1 2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Prepare a TEI / formal letter of compliance for review and approval			
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary ROG
	3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour and 30 minutes	Administrative Assistant ROG



4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release.		40 mi 1	
	4.2 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer CRMD
 5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance. 6. Receive the hard copy of the approved 	 5. Release the approved TEI / formal letter of compliance. 6. A system-generated email notice will be sent to 			
TEI / formal letter of compliance.	the applicant confirming either of the following:			
	6a. the release of TEI 6b. the release of the formal letter of compliance			
7. Receive an email notification confirming that the result of the application has been released.	None			
	TOTAL:	None	2 working days 7 hours 12 minutes	



4. Granting of tax exemption on importation of completely built units of electric vehicles

a. Sec. 24(b) par. 1 of R.A. No. 1169797 (Electric Vehicle Industry Act) in relation to Executive Order No. 12

Completely built units of electric vehicles

Office or Division:	Revenue Office (RO) – The Mabuhay Lane Revenue Operations Group (ROG) Central Records and Management Division (CRMD)		
Classification:	Simple		
Type of Transaction:	G2G - Government-to-Go G2B - Government-to-Bus		
Who may avail:	Public who are qualified to registration	o apply with approved one-time e-TES ^{Lite}	
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE	
ONE-TIME REGISTRA	ΓION:		
 A. Applicant Name of consignee Tax Identification Number SEC Registration Number (if applicable) DTI Registration Number (if applicable) BOI Registration Number (if applicable) BOI Registration Number (if applicable) Email address Telephone number Official address B. Broker or Representative, if any Tax Identification Number (for broker only) Valid Government-issued ID (for representative only) License Number Name of broker or representative Email address Contact number 		 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party 	
 ORIGINAL COPY: 1. Proof of payment of 2. Completely filled-our REV.1 3. Authorization letter (representative) 4. Notarized Affidavit of PHOTOCOPY: 5. Import Bill of Lading 6. Commercial invoice 	t DOF-RO-PR-001-FR-91 if authorized f End-Use/Ownership /Airway Bill (Packing list, if applicable) EV listings/database ct EV)	 DOF Cash Section Requesting party/Applicant through DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping company Shipper from country of origin Department of Energy Appropriate regulatory agency 	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a Receive email	None	None	None	
indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				



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B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Administrative Assistant RO
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF IMPORTATION FEE P100,000 & P200 below From P100,001 to P400,000 From P400,000 From P400,001 to P400,000 From P700,001 to P400,000 From P1,000,000 Over P1,000 Ver P1,000 P1,0	None	Administrative Assistant Cash Section GSD
C. Filing				
1. File application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	 1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant. 1.3 A system-generated email notice will be sent to 			
	the applicant notifying the receipt of the application.			
2. Receive transaction slip and email notice of acceptance of the application	2.1 The e-TES ^{Lite} will automatically assign the application to an <i>Action</i>			



				OF THE PHIL!
	<i>Officer</i> of RO-Mabuhay Lane. 2.2 Route the application			
	and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			
	 2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI). 2.3a If the application is sufficient, proceed to agency action no. 3.1 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) RO
	2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Prepare a TEI / formal letter of compliance for review and approval			
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary ROG
	3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour and 30 minutes	Administrative Assistant ROG



4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release.		40 mi 1	
	4.2 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer CRMD
 5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance. 6. Receive the hard copy of the approved 	 5. Release the approved TEI / formal letter of compliance. 6. A system-generated email notice will be sent to 			
TEI / formal letter of compliance.	the applicant confirming either of the following:			
	6a. the release of TEI 6b. the release of the formal letter of compliance			
7. Receive an email notification confirming that the result of the application has been released.	None			
	TOTAL:	None	2 working days 7 hours 12 minutes	



b. Sec. 24(b) par. 2 of R.A. No. 11697 (Electric Vehicle Industry Act) Completely built units of charging stations

Office or Division:	Revenue Office (RO) – The Mabuhay Lane Revenue Operations Group (ROG) Central Records and Management Division (CRMD)			
Classification:	Simple			
Type of Transaction:	G2G - Government-to-Go G2B - Government-to-Bus			
Who may avail:	Public who are qualified to registration	o apply with approved one-time e-TES ^{Lite}		
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE		
 ONE-TIME REGISTRAT A. Applicant 1. Name of consignee 2. Tax Identification Nur 3. SEC Registration Nur 4. DTI Registration Nur 5. BOI Registration Nur 6. Email address 7. Telephone number 8. Official address B. Broker or Represent 1. Tax Identification Nur 2. Valid Government-iss 2. License Number 3. Name of broker or rep 4. Email address 5. Contact number 	nber mber (if applicable) nber (if applicable) nber (if applicable) tative, if any nber (for broker only) sued ID (for representative only)	 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party Requesting party Requesting party Requesting party 		
 ORIGINAL COPY: 1. Proof of payment of 2. Completely filled-our REV.1 3. Authorization letter (representative) 4. Notarized Affidavit of PHOTOCOPY: 5. Import Bill of Lading 6. Commercial invoice 7. Electric Vehicle Cha Registration Certifica 	t DOF-RO-PR-001-FR-91 if authorized f End-Use/Ownership /Airway Bill (Packing list, if applicable) rging Station (EVCS) ate issued by the DOE cation for Duty Exemption	 DOF Cash Section Requesting party/Applicant through DOF Website https://bit.ly/form-91-authorize-and-affidavit-template Shipping company Shipper from country of origin Department of Energy Department of Energy Appropriate regulatory agency 		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	and incomplete None	None	None	



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B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Administrative Assistant RO
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF FEE P100,000 & P200 below P200 From P400,001 to P400 P400,001 to P600 From P400,001 to P600 From P700,001 to P800 P700,001 to P800 P1,000,000 P1,000	None	Administrative Assistant Cash Section GSD
C. Filing				
1. File application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	 1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant. 1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application. 			
2. Receive transaction slip and email notice of acceptance of the application	2.1 The e-TES ^{Lite} will automatically assign the application to an <i>Action</i>			



				OF THE PHIL
	<i>Officer</i> of RO-Mabuhay Lane. 2.2 Route the application			
	and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			
	 2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI). 2.3a If the application is sufficient, proceed to agency action no. 3.1 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) RO
	2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Prepare a TEI / formal letter of compliance for review and approval			
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary ROG
	3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour and 30 minutes	Administrative Assistant ROG



4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release.	Nana	10 minuto -	
	4.2 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer CRMD
 5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance. 6. Receive the hard copy of the approved TEI / formal letter of compliance. 	 5. Release the approved TEI / formal letter of compliance. 6. A system-generated email notice will be sent to the applicant confirming either of the following: 6a. the release of TEI 6b. the release of the formal letter of compliance 			
7. Receive an email notification confirming that the result of the application has been released.	None			
	TOTAL:	None	2 working days 7 hours 12 minutes	



 c. Sec. 24(b) par. 3 of R.A. No. 11697 (Electric Vehicle Industry Act) in relation to Sec. 294(D) of R.A. 11534 (CREATE)
 Capital equipment and components used in the manufacture or assembly of EVs and construction or installation of charging stations.

Office or Division:	Revenue Office (RO) – The Mabuhay Lane Revenue Operations Group (ROG) Central Records and Management Division (CRMD)				
Classification:	Simple				
Type of Transaction:	G2G - Government-to-Go G2B - Government-to-Bu				
Who may avail:	Public who are qualified to registration	o apply with approved one-time e-TES ^{Lite}			
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRAT	ΓΙΟΝ:				
 License Number Name of broker or rep Email address Contact number 	mber (if applicable) aber (if applicable) aber (if applicable) tative, if any aber (for broker only) sued ID (for representative only)	 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party 			
 ORIGINAL COPY: 1. Proof of payment of filing fee (1 copy only) 2. Completely filled-out DOF-RO-PR-001-FR-91 REV.1 3. Authorization letter (if authorized representative) 4. Notarized Affidavit of End-Use/Ownership 		- DOF Cash Section - Requesting party/Applicant through DOF Website https://bit.ly/form-91-authorize-and-affidavit-template			
 BOI Certificate of Re Certificate of Author 	(Packing list, if applicable) egistration ity to Import (CAI) n-availability (applicable une 2022) ion	 Shipping company Shipper from country of origin Board of Investments Board of Investments Board of Investments Department of Energy Appropriate regulatory agency 			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a Receive email indicating the 	None	None	None	
deficiency(cies) and register again through RO Kiosk or online at DOF website				



				<u>ر</u>
B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Administrative Assistant RO
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF IMPORTATION FEE P100,000 & P200 below From P100,001 to P400,000 From P400,000 From P400,001 to P400,000 From P700,001 to P400,000 From P700,001 to P400,000 From P1,000,000 P1	None	Administrative Assistant Cash Section GSD
C. Filing				
1. File application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	 1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant. 1.3 A system-generated email notice will be sent to 			
	the applicant notifying the receipt of the application.			
2. Receive transaction slip and email notice of acceptance of the application	2.1 The e-TES ^{Lite} will automatically assign the application to an <i>Action</i>			



				OF THE PHIL
	<i>Officer</i> of RO-Mabuhay Lane.			
	2.2 Route the application and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			
	 2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI). 2.3a If the application is sufficient, proceed to agency action no. 3.1 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) RO
	2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Prepare a TEI / formal letter of compliance for review and approval			
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary ROG
	3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour and 30 minutes	Administrative Assistant ROG



4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release.		40 mi 1	
	4.2 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer CRMD
 5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance. 6. Receive the hard copy of the approved 	 5. Release the approved TEI / formal letter of compliance. 6. A system-generated email notice will be sent to 			
TEI / formal letter of compliance.	the applicant confirming either of the following:			
	6a. the release of TEI 6b. the release of the formal letter of compliance			
7. Receive an email notification confirming that the result of the application has been released.	None			
	TOTAL:	None	2 working days 7 hours 12 minutes	



5. Granting of tax exemption on importations of educational institutions

a. Sec. 4(3), Article XIV of the 1987 Philippine Constitution Non-stock, non-profit educational institutions

Office or Division:	Revenue Office (RO) – The Mabuhay Lane Revenue Operations Group (ROG) Central Records and Management Division (CRMD)			
Classification:	Simple			
Type of Transaction:	G2B - Government-to-Bu	siness		
Who may avail:	Non-stock, non-profit edu	cational institution with approved one-time e-TES ^{Lite}		
inte nay avail	registration			
CHECKLIST O	FREQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRA	TION:			
A. Applicant				
1. Name of consignee		- Requesting party		
2. Tax Identification Nu		- Bureau of Internal Revenue		
3. SEC Registration Nu		- Securities and Exchange Commission		
4. DTI Registration Nun	· · · · /	- Department of Trade and Industry		
5. BOI Registration Nur	nber (if applicable)	- Board of Investments		
6. Email address		- Requesting party		
7. Telephone number		- Requesting party		
8. Official address	ntativo if any	- Requesting party		
B. Broker or Represer 1. Tax Identification Nu		- Bureau of Internal Revenue		
	sued ID (for representative only)	- Requesting party		
2. License Number	to representative Offiy)	- Professional Regulation Commission		
3. Name of broker or re	presentative	- Requesting party		
4. Email address	1	- Requesting party		
5. Contact number		- Requesting party		
	UBMITTED IN TWO (2) SETS)			
ORIGINAL COPY:				
1. Proof of payment of		- DOF Cash Section		
	t DOF-RO-PR-001-FR-91	- Requesting party/Applicant through DOF Website		
REV.1		https://bit.ly/form-91-authorize-and-affidavit-template		
3. Authorization letter	(IT authorized			
representative)	f End Lloo/Oursershin			
4. Notarized Affidavit of	n Enu-Ose/Ownership			
PHOTOCOPY:				
5. Import Bill of Lading	/Airway Bill	- Shipping company		
	(Packing list, if applicable)	- Shipper from country of origin		
	CHED (if College or Higher	- Commission on Higher Education (CHED)		
	DepEd (if pre-school to high	- Department of Education (DepEd)		
9. Articles of Incorpora	ition and By-Laws	- Requesting party/Applicant		
10. Government Recog		- CHED or DepEd		
11. SEC Registration		- Requesting party/Applicant		
12. Clearance from reg	ulatory agency (if	- Appropriate regulatory agency		
applicable)				
If Donation:	· · · -			
	larized Deed of Donation	- Requesting party/Applicant		
14. Notarized Deed of A	Acceptance	- Requesting party/Applicant		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	and incomplete None	None	None	



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B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Administrative Assistant RO
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF FEE P100,000 & P200 below P200 From P400,001 to P400 P400,001 to P600 From P400,001 to P600 From P700,001 to P800 P700,001 to P800 P1,000,000 P1,000	None	Administrative Assistant Cash Section GSD
C. Filing				
1. File application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	 1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant. 1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application. 			
2. Receive transaction slip and email notice of acceptance of the application	2.1 The e-TES ^{Lite} will automatically assign the application to an <i>Action</i>			



				OF THE PHIL
	<i>Officer</i> of RO-Mabuhay Lane.			
	2.2 Route the application and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			
	 2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI). 2.3a If the application is sufficient, proceed to agency action no. 3.1 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) RO
	2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Prepare a TEI / formal letter of compliance for review and approval			
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary ROG
	3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour and 30 minutes	Administrative Assistant ROG



4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release.	Nana	10 minutes	
	4.2 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer CRMD
 5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance. 6. Receive the hard 	5. Release the approved TEI / formal letter of compliance.			
Copy of the approved TEI / formal letter of compliance.	6. A system-generated email notice will be sent to the applicant confirming either of the following:			
	6a. the release of TEI6b. the release of the formal letter of compliance			
7. Receive an email notification confirming that the result of the application has been released.	None			
	TOTAL:	None	2 working days 7 hours 12 minutes	



 6. Granting of tax exemption on importation of Asian Development Bank a. Agreement Between the Asian Development Bank and The Government of the Republic of the Philippines regarding the Headquarters of the Asian Development Bank, Secs. 34, 44 and 45 and R.A. No. 10963 (TRAIN), Sec. 109(k) Goods, articles, including motor vehicles, spare parts, and publications, used exclusively by the Asian Development Bank (ADB) its officers, and staff 					
Office or Division:	Revenue Office (RO) – TI Management Division (CF		Central Records	s and	
Classification:	Simple	/			
Type of Transaction:	G2B - Government-to-Inte	ernational Organiza	ation		
Who may avail:	Asian Development Bank TES ^{Lite} registration	(ADB), officers an	d staff with appro	oved one-time e-	
CHECKLIST O	F REQUIREMENTS	W	HERE TO SECUR	RE	
 4. DTI Registration Num 5. BOI Registration Num 6. Email address 7. Telephone number 8. Official address B. Broker or Represen 1. Tax Identification Num 2. Valid Government-iss 2. License Number 3. Name of broker or re 4. Email address 5. Contact number APPLICATION (TO BE Second) ORIGINAL COPY: 	 Bureau of Internal Revenue Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party 				
 Completely filled-out DOF-RO-PR-001-FR-91 REV.1 PHOTOCOPY: Import Bill of Lading/Airway Bill 		 Requesting party/Applicant through DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping company 			
 Commercial invoice (Packing list, if applicable) DFA favorable recommendation 		 Shipper from country of origin Department of Foreign Affairs 			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
A. Registration 1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u>	1.1 Assist the applicant in encoding the required entries.	PAID TIME RESPONSIBLI None None Administrative None None Administrative RO RO			



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to provide corporate/individual information and upload the documents in support of registration.				
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect 	None	None	Administrative Assistant RO
	and incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	1.1 Check the completeness of supporting documents.1.1a Forward the application the respective	None	None	Administrative Assistant RO
	application the respective division for encoding the			



				St THE
	required entries in the e- TES ^{Lit} if complete.			
	1.1b Return application documents to the applicant if incomplete.			
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF IMPORTATION FILING FEE P100,000 & below P200 From P100,001 to P400,000 P400 From P400,000 P400 From P400,000 P600 From P400,001 to P700,000 P800 P1,000,000 P1,000 Over P1,000,000 P1,000	None	Administrative Assistant Cash Section GSD
C. Filing		÷1,000,000		
1. File application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Provide the checklist with corresponding application number and received stamp of the CRMD.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive transaction slip and email notice of acceptance of the application	2.1 The e-TES ^{Lite} will automatically assign the application to an <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			
	2.2 Route the application and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			



	 2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI). 2.3a If the application is sufficient, proceed to agency action no. 3.1 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) RO
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	 2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued. 3.1 Prepare a TEI / formal letter of compliance for review and approval 			
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	4 hours	Division Chief RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	4 hours	Director IV RO
	3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour and 30 minutes	Administrative Assistant RO
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release.			



5. Present the checklist with corresponding	 4.2 Prepare the approved TEI/formal letter of compliance for release. 5. Release the approved TEI / formal letter of compliance. 	None	42 minutes	Administrative Officer CRMD
application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance.	compliance.			
6. Receive the hard copy of the approved TEI / formal letter of compliance.	 6. A system-generated email notice will be sent to the applicant confirming either of the following: 6a. the release of TEI 6b. the release of the formal letter of compliance 			
7. Receive an email notification confirming that the result of the application has been released.	None			
	TOTAL:	None	1 working day 7 hours 12 minutes	



Granting of tax exemption on importation of Asian Development Bank filed	
through online	

b. Agreement Between the Asian Development Bank and The Government of the Republic of the Philippines regarding the Headquarters of the Asian Development Bank, Secs. 34, 44 and 45 and R.A. No. 10963 (TRAIN), Sec. 109(k)

Goods, articles, including motor vehicles, spare parts, and publications, used exclusively by the Asian Development Bank (ADB) its officers, and staff

	Devenue Office (DO)				
Office or Division:	Revenue Office (RO) – The Mabuhay Lane Central Records and				
Classification:	Management Division (CF				
	Simple				
Type of Transaction:	G2B - Government-to-Inte	ernational Organiza	ation		
Who may avail:	Asian Development Bank	(ADR) officers on	d staff with appre	wad ana tima a	
witto may avan.	TES ^{Lite} registration.	(ADD), Unicers an	u stall with appre		
CHECKLIST O	F REQUIREMENTS	W	HERE TO SECUR	?F	
ONE-TIME REGISTRA		••		-	
 A. Applicant Name of consignee Tax Identification Number SEC Registration Number (if applicable) DTI Registration Number (if applicable) BOI Registration Number (if applicable) Email address Telephone number Official address B. Broker or Representative, if any Tax Identification Number (for broker only) Valid Government-issued ID (for representative only) License Number Name of broker or representative 		 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party 			
4. Email address 5. Contact number		 Requesting party Requesting party 			
	JBMITTED IN TWO (2) SETS)				
ORIGINAL COPY:	ORIGINAL COPY: 1. Completely filled-out DOF-RO-PR-001-FR-91		- Requesting party/Applicant through DOF Website https://bit.ly/form-91-authorize-and-affidavit-template		
PHOTOCOPY:2. Import Bill of Lading/Airway Bill3. Commercial invoice (Packing list, if applicable)4. DFA favorable recommendation		 Shipping company Shipper from country of origin Department of Foreign Affairs 			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAIDPROCESSING PROCESSING TIMEPERSON PERSONSIBLE			
A. Registration 1. One-time registration through RO Kiosk or online at DOF Website <u>https://teslite.dof.gov.p</u>	1. Assist the applicant in encoding the required entries	None	None	Administrative Assistant RO	



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h to provide corporate/individual information and upload the documents in support of registration				
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
2. Receive an email indicating the following:	2. Evaluate the correctness and completeness of the accomplished registration and uploaded documents.			
	2a. If correct and complete, send an email notice of approval			
2. Registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)				
	2b. If incorrect or incomplete, send an email			
	notice of disapproval			
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				
B. Evaluation and Filing				
1. Log in to e-TES ^{Lite} system using applicant's nominated user ID and password		None	2 hours 5 minutes	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
1.1 Fill-out the online application form (DOF-RO-PR-001-FR- 91 REV.1) and upload complete set of documentary	1.1 Receive a notification of an e-ticket/pre- application number for pre-evaluation.			Specialist) RO



requirements. Client		
will receive an e-ticket		
of the submitted		
application		
application	1.2 Evaluate the online	
	application for tax	
	exemption and generate	
	an email notifying either	
	the following:	
	1.2a If the application is	
	sufficient, proceed to	
	agency action no. 2	
	agency action no. 2	
	1 2b If the application has	
	1.2b If the application has	
	discrepancy(cies), the	
	Action Officer will	
	generate an email notice	
	to the applicant notifying	
	to make the necessary	
	corrections based on the	
	pre-evaluation	
2. Receive email	2.1 Accept the online	
notice of disapproval	application. A system-	
and make the		
	generated email will be	
necessary corrections	sent to applicant notifying	
based on the pre-	the acceptance of the	
evaluation for	online application.	
resubmission. (Re-		
start to client step		
no.1)		
	2.2 Evaluate the online	
	application for tax	
	exemption	
	oxemption	
	2.2.a If sufficient print the	
	•	
	complete set of	
	documentary	
	requirements uploaded in	
	the e-TES ^{Lite} and prepare	
	TEI/formal letter of	
	compliance proceed to	
	agency action 3.1	
	2.2.b If the application has	
	discrepancy(cies), the	
	Action Officer will issue a	
	notice of compliance to	
	the applicant to be comply	
	within two (2) working	
	days, otherwise, a formal	
	letter of compliance will be	
	issued.	



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3. Receive an email notice of compliance and comply; or if applicant did not comply with the notice of discrepancy(cies).	3.1 Prepare a TEI / formal letter of compliance for review and approval			
	3.2 Review/approve the TEI/formal letter of compliance.	None	4 hours	Division Chief RO
	4.2. Review/approve the TEI/formal letter of compliance.	None	4 hours	Director IV RO
5. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 4.3. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 5. Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release. 	None	1 hour and 30 minutes	Administrative Assistant RO
 6. Authorized Representative will present identification at the CRMD for the releasing of the approved TEI / formal letter of compliance. 7. Receive the hard copy of the approved TEI / formal letter of compliance. 8. Receive an email notification confirming that the result of the application has been 	 6.1 Prepare the approved TEI/formal letter of compliance for release. 6.2 Release the approved TEI / formal letter of compliance. 7. A system-generated email notice will be sent to the applicant confirming either of the following: 7a. the release of TEI 7b. the release of the formal letter of compliance None 	None	42 minutes	Administrative Officer CRMD
released.	TOTAL:	None	1 working day 5 hours	
			17 inutes	



7. Granting of tax exemption on importation of personal effects and household goods and/or one (1) motor vehicle

a. E.O. No. 1037 (Creation of the Philippine Retirement Park System), Sec. 39(e) Household furniture of Philippine Retirement Authority retirees

Office or Division:	Revenue Office (RO) – The Mabuhay Lane Revenue Operations Group (ROG) Central Records and Management Division (CRMD)			
Classification:	Simple			
Type of Transaction:	G2C - Government-to-Cit	izen		
Who may avail:	Retirees under Philippine e-TES ^{Lite} registration	Retirement Authority (PRA) with approved one-time		
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRA	FION:			
 License Number Name of broker or rep Email address Contact number APPLICATION (TO BE SU 	mber (if applicable) aber (if applicable) aber (if applicable) tative, if any aber (for broker only) sued ID (for representative only)	 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party 		
 Completely filled-our REV. 1 Authorization letter (representative) Notarized Affidavit o 		- DOF Cash Section - Requesting party/Applicant through DOF Website https://bit.ly/form-91-authorize-and-affidavit-template		
 PHOTOCOPY: 5. Import Bill of Lading. 6. Packing list 7. Favorable recomme 8. Approved DOF lette 9. Original passport or authenticated by PR 10. Clearance from regunapplicable) 	ndation from PRA r of extension (if applicable) photocopy duly A	 Shipping company Shipper from country of origin Philippine Retirement Agency (PRA) Department of Finance Requesting party/Applicant Appropriate regulatory agency 		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a Receive email indicating the deficiency(cies) and register again through 	None	None	None	
RO Kiosk or online at DOF website				



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B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Administrative Assistant RO
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF IMPORTATION FEE P100,000 & P200 below From P100,001 to P400,000 From P400,000 From P400,001 to P400,000 From P700,001 to P400,000 From P700,001 to P400,000 From P1,000,000 P1	None	Administrative Assistant Cash Section GSD
C. Filing				
1. File application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	 1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant. 1.3 A system-generated emetil paties will be cont to 			
	email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive transaction slip and email notice of acceptance of the application	2.1 The e-TES ^{Lite} will automatically assign the application to an <i>Action</i>			



				O OF THE PIN
	Officer of RO-Mabuhay Lane. 2.2 Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	 2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI). 2.3a If the application is sufficient, proceed to agency action no. 3.1 2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued. 3.1 Prepare a TEI / formal letter of compliance for review and approval 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) RO
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary _{ROG}



4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release. 	None	1 hour and 30 minutes	Administrative Assistant ROG
	4.2 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer CRMD
5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance.	5. Release the approved TEI / formal letter of compliance.			
6. Receive the hard copy of the approved TEI / formal letter of compliance.	6. A system-generated email notice will be sent to the applicant confirming either of the following:			
	6a. the release of TEI 6b. the release of the formal letter of compliance			
7. Receive an email notification confirming that the result of the application has been released.	None			
	TOTAL:	None	2 working days 7 hours 12 minutes	



b. R.A. No. 10863 (CMTA), Sec. 800(f) and R.A. No. 10963 (TRAIN), Sec. 109(c) Household goods and personal effects of Overseas Filipino Workers or Filipino Balikbayan

Office or Division:	Revenue Office (RO) – The Mabuhay Lane Revenue Operations Group (ROG) Central Records and Management Division (CRMD)		
Classification:	Simple		
Type of Transaction:	G2C - Government-to-Cit	izen	
Who may avail:	Overseas Filipino Worker registration.	s (OFWs) with approved one-time e-TES ^{Lite}	
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE	
ONE-TIME REGISTRA	TION:		
 License Number Name of broker or rep Email address Contact number 	mber (if applicable) nber (if applicable) nber (if applicable) n tative, if any mber (for broker only) sued ID (for representative only) presentative	 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party 	
ORIGINAL COPY: 1. Proof of payment of	t DOF-RO-PR-001-FR-91	- DOF Cash Section - Requesting party/Applicant through DOF Website https://bit.ly/form-91-authorize-and-affidavit-template	
 PHOTOCOPY: 5. Import Bill of Lading/AWB 6. Itemized Packing list 7. Valid Passport issued by the DFA and Certified by DOLE and/or POEA (for overseas employment purposes) 8. Proof of residency/Certificate of employment (abroad) 9. Clearance from regulatory agency (if applicable) 		 Shipping company Shipper from country of origin Department of Foreign Affairs/DFA Consular Office Abroad Requesting party/Applicant Appropriate regulatory agency 	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	and incomplete None	None	None	



B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^L if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Administrative Assistant RO
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF IMPORTATION FEE P100,000 & P200 below From P100,001 to P400,000 From P400,000 From P400,001 to P400,000 From P700,001 to P400,000 From P1,000,000 Over P1,000 Ver P1,000 P1,0	None	Administrative Assistant Cash Section GSD
C. Filing				
1. File application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	 1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant. 1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application. 			
2. Receive transaction slip and email notice of acceptance of the application	2.1 The e-TES ^{Lite} will automatically assign the application to an <i>Action</i>			



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	Officer of RO-Mabuhay Lane.			
	2.2 Route the application and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			
	2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI).	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	2.3a If the application is sufficient, proceed to agency action no. 3.1			RO
	2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Prepare a TEI / formal letter of compliance for review and approval			
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary ROG



4. Receive an email that the application has been processed by the Revenue Office and will be forwarded	 3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release. 	None	1 hour and 30 minutes	Administrative Assistant ROG
to CRMD for release.	4.2 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer CRMD
5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance.	5. Release the approved TEI / formal letter of compliance.			
6. Receive the hard copy of the approved TEI / formal letter of compliance.	 6. A system-generated email notice will be sent to the applicant confirming either of the following: 6a. the release of TEI 			
	6b. the release of the formal letter of compliance			
7. Receive an email notification confirming that the result of the application has been released.	None			
	TOTAL:	None	2 working days 7 hours 12 minutes	



 c. E.O. No. 1037 (Creation of the Philippine Retirement Park System), Sec. 39(e), R.A. No. 10863 (CMTA), Sec. 800(q) Coffins, urns, personal effects and household goods of a deceased person 				
Office or Division:		he Mabuhay Lane Revenue Operations Group and Management Division (CRMD)		
Classification:	Simple			
Type of Transaction:	G2C - Government-to-Cit	izen		
Who may avail:	Representatives of decearegistration	ased person with approved one-time e-TES ^{Lite}		
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE		
 License Number Name of broker or rep Email address Contact number 	nber mber (if applicable) aber (if applicable) aber (if applicable) tative, if any nber (for broker only) sued ID (for representative only)	 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party 		
ORIGINAL COPY: 1. Proof of payment of	f End-Use/Ownership /AWB t the deceased person (if applicable) pplicable)	 DOF Cash Section Requesting party/Applicant through DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping company Shipper from country of origin Department of Foreign Affairs/DFA Consular Office Abroad Requesting party/Applicant Requesting party/Applicant Requesting party/Applicant Appropriate regulatory agency 		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a Receive email indicating the deficiency(cies) and register again through 	None	None	None	
RO Kiosk or online at DOF website				



B. Officer of the Day				
Checklisting				
	1.1. Charly the			
1. Present the application and	1.1 Check the completeness of	None	None	Administrative
supporting documents	supporting documents.	none	none	Assistant
at the RO window.	supporting documents.			RO
	1.1a Forward the			
	application the respective			
	division for encoding the			
	required entries in the e-			
	TES ^{Lit} if complete.			
	1.1b Return application			
	documents to the			
	applicant if incomplete.			
	1.2 Encode the required	None	None	Administrative
	entries in the e-TES ^{Lite}			Assistant
	and generate the			RO
	application number.			
	1.3 Return the application			
	documents to the			
	applicant for submission in CRMD.			
2. Pay the required	2. Receive payment and	DO No. 041-2022	None	Administrative
filing fee at the Cash	issue Official Receipt.	Schedule of Fees: VALUE OF FILING	Nono	Assistant
Section.		IMPORTATION FEE		Cash Section
		Elow ₽200 From		GSD
		P100,001 to P400 P400,000		
		From 2 400,001 to 2 600		
		P 700,000 From		
		P700,001 to P800 P1,000,000		
		Over ₽1,000		
C. Filing				
1. File application with	1.1 Receive the	None	1 hour	Administrative
complete set of	application with complete			Officer
documentary	set of documentary			CRMD
requirements at the	requirements.			
CRMD.				
	1.2 Return the second			
	copy of the checklist form with application number			
	and CRMD received			
	stamp to applicant.			
	1.3 A system-generated			
	email notice will be sent to			
	the applicant notifying the			
	receipt of the application.			
2. Receive transaction	2.1 The e-TES ^{Lite} will			
slip and email notice	automatically assign the			
of acceptance of the	application to an Action			
application				



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	Officer of RO-Mabuhay Lane. 2.2 Route the application			
	and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			
	2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI).	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	2.3a If the application is sufficient, proceed to agency action no. 3.1			RO
	2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Prepare a TEI / formal letter of compliance for review and approval			
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary _{ROG}
	3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour and 30 minutes	Administrative Assistant ROG



4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release. 4.2 Prepare the approved 	None	42 minutes	Administrative
	TEI/formal letter of compliance for release.	NULLE	42 minutes	Officer CRMD
 5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance. 6. Receive the hard copy of the approved TEI / formal letter of the approved TEI / formal letter	 5. Release the approved TEI / formal letter of compliance. 6. A system-generated email notice will be sent to the applicant confirming 			
compliance.	either of the following: 6a. the release of TEI 6b. the release of the formal letter of compliance			
7. Receive an email notification confirming that the result of the application has been released.	None			
	TOTAL:	None	2 working days 7 hours 12 minutes	



 d. R.A. 7157 (Philippine Foreign Service Act of 1991), Section 81 Importation of household goods and personal effects including one (1) used motor car of DFA officers, staff, employees, and attachés of other government agencies 		
Office or Division:	Revenue Office (RO) – The Mabuhay Lane Revenue Operations Group (ROG) Central Records and Management Division (CRMD)	
Classification:	Simple	
Type of Transaction:	G2C - Government-to-Citizen	
Who may avail:	DFA Foreign Service Officer, staff, employee, and attachés of other	
	government agencies with approved one-time e-TES ^{Lite} registration	
	F REQUIREMENTS	WHERE TO SECURE
 ONE-TIME REGISTRATION: A. Applicant 1. Name of consignee 2. Tax Identification Number 3. SEC Registration Number (if applicable) 4. DTI Registration Number (if applicable) 5. BOI Registration Number (if applicable) 6. Email address 7. Telephone number 8. Official address B. Broker or Representative, if any 1. Tax Identification Number (for broker only) 2. Valid Government-issued ID (for representative only) 2. License Number 3. Name of broker or representative 4. Email address 		 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party
 5. Contact number APPLICATION (TO BE SUBMITTED IN TWO (2) SETS) ORIGINAL COPY: Proof of payment of filing fee (1 copy only) Completely filled-out DOF-RO-PR-001-FR-91 REV. 1 Authorization letter (if authorized representative) Notarized Affidavit of End-Use/Ownership 		 Requesting party DOF Cash Section Requesting party/Applicant through DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u>
 PHOTOCOPY: 5. Import Bill of Lading/AWB 6. Packing list 7. DFA favorable recommendation 8. Certificate of Emoluments 9. Recall Order 10. Photocopy of DFA Passport 11. Authorization for an early, split and advance shipment (if applicable) 12. Waiver for shipment beyond two (2) months from the recall date (if applicable) 13. Certificate of Authority to Import from DTI 14. Clearance from regulatory agency (if applicable) 		 Shipping company Shipper from country of origin Department of Foreign Affairs Appropriate regulatory agency



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a Receive email indicating the deficiency(cies) and register again through 	None	None	None	
RO Kiosk or online at DOF website				



	1			
B. Officer of the Day Checklisting				Administrative
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^L if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Administrative Assistant RO
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF IMPORTATION FILING FEE P100,000 & below P200 From P100,001 to P400,000 P400 From P400,001 to P700,000 P400 From P700,001 to P700,000 P600 From P700,000 P800 P1,000,000 P1,000	None	Administrative Assistant Cash Section GSD
C. Filing				
1. File application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			
	1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive transaction slip and email notice of acceptance of the application	2.1 The e-TES ^{Lite} will automatically assign the application to an <i>Action</i>			



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	Officer of RO-Mabuhay Lane. 2.2 Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	 2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI). 2.3a If the application is sufficient, proceed to agency action no. 3.1 2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued. 3.1 Prepare a TEI / formal letter of compliance for review and approval 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) RO
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary ROG
	3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour and 30 minutes	Administrative Assistant ROG



4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release.		40 mi 1	
	4.2 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer CRMD
 5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance. 6. Receive the hard copy of the approved 	 5. Release the approved TEI / formal letter of compliance. 6. A system-generated email notice will be sent to 			
TEI / formal letter of compliance.	the applicant confirming either of the following:			
	6a. the release of TEI 6b. the release of the formal letter of compliance			
7. Receive an email notification confirming that the result of the application has been released.	None			
	TOTAL:	None	2 working days 7 hours 12 minutes	



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		.A. No. 10963 (TRAIN), Sec. 109(d)
Household good	ls and personal effects of p	ersons coming to settle in the Philippines or
		ants who are now residents or citizens of other
countries		
Office or Division:	Revenue Office $(RO) - T$	he Mabuhay Lane Revenue Operations Group
		and Management Division (CRMD)
Classification		
Classification:	Simple	
Type of	G2C - Government-to-Cit	izen
Transaction:		
Who may avail:	Dual Citizens and Foreigr	ners with different visas (with approved one-time e-
	TES ^{Lite} registration)	
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRA		
A. Applicant		
1. Name of consignee		- Requesting party
2. Tax Identification Nur	nher	- Bureau of Internal Revenue
3. SEC Registration Nu		- Securities and Exchange Commission
4. DTI Registration Num		- Department of Trade and Industry
5. BOI Registration Nun		- Board of Investments
6. Email address		- Requesting party
7. Telephone number		- Requesting party
8. Official address		- Requesting party
B. Broker or Represen	tative if any	
1. Tax Identification Nur		- Bureau of Internal Revenue
	sued ID (for representative only)	- Requesting party
2. License Number		- Professional Regulation Commission
3. Name of broker or re	presentative	- Requesting party
4. Email address		- Requesting party
5. Contact number		- Requesting party
	UBMITTED IN TWO (2) SETS)	
	- ())	
ORIGINAL COPY:		
1. Proof of payment of		- DOF Cash Section
2. Completely filled-out	t DOF-RO-PR-001-FR-91	- Requesting party/Applicant through DOF Website
REV. 1		https://bit.ly/form-91-authorize-and-affidavit-template
3. Authorization letter ((if authorized	nups.//bit.iy/ionn-on-addition2e-and-anidavit-template
representative)		
4. Notarized Affidavit of	f End-Use/Ownership	
DUOTOCODY		
PHOTOCOPY:		
5. Import Bill of Lading		- Shipping company
6. Itemized packing list		- Shipper from country of origin
7. Oath of Allegiance (- Department of Foreign Affairs/DFA Consular Office
	al citizen who renounced their	Abroad/Requesting party
Philippine Citizenship) 8 Birth Certificate (for	dual citizen)	
8. Birth Certificate (for	isa (13(a) and 13(g) visa)	- Philippine Statistics Authority
10. Original Philippine P		- DFA Consular Office Abroad/Bureau of Immigration
dualcitizens with OA and		- Department of Foreign Affairs/DFA Consular Office
11. Original Foreign Pas		Abroad/Requesting party
	50001	- Requesting party
12. Marriage Contract (f	or 13(a) visa holder)	- Philippine Statistics Authority
		- Requesting party



13. Copy of approved in granted with immigr14. Clearance from Reg applicable)	ant visa)	- Appropriate Regu	Ilatory Agency	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 A. Registration 1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration. If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day 	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
Checklisting	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a Receive email indicating the deficiency(cies) and 	None	None	None	



				on the
register again through				
RO Kiosk or online at				
DOF website				
B. Officer of the Day				
Checklisting				
1. Present the	1.1 Check the	None	None	A desira istrativa
application and	completeness of	none	None	Administrative Assistant
supporting documents	supporting documents.			RO
at the RO window.	supporting documents.			110
	1.1a Forward the			
	application the respective			
	division for encoding the			
	required entries in the e-			
	TES ^{Lit} if complete.			
	1.1b Return application			
	documents to the			
	applicant if incomplete.			
	1.2 Encode the required	None	None	Administrative
	entries in the e-TES ^{Lite}			Assistant
	and generate the			RO
	application number.			
	1.3 Return the application			
	documents to the			
	applicant for submission in			
O. Deve the second second	CRMD.	DO No. 041-2022	News	A due in it the time
2. Pay the required	2. Receive payment and	Schedule of Fees:	None	Administrative
filing fee at the Cash Section.	issue Official Receipt.	VALUE OF FILING IMPORTATION FEE		Assistant Cash Section
Section.		₽100,000 & below ₽200		GSD
		From P100,001 to P400		
		P400,000		
		From P 400,001 to P 600		
		P700,000 From		
		₽700,001 to ₽800 ₽1,000,000		
		Over P 1,000		
C. Filing				
1. File application with	1.1 Receive the	None	1 hour	Administrative
complete set of	application with complete		i noui	Officer
documentary	set of documentary			CRMD
requirements at the	requirements.			
CRMD.				
	1.2 Return the second	1		
	copy of the checklist form			
	with application number			
	and CRMD received			
	stamp to applicant.			
	1.3 A system-generated			
	email notice will be sent to			
	the applicant notifying the			
	receipt of the application.			



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2. Receive transaction slip and email notice of acceptance of the application	2.1 The e-TES ^{Lite} will automatically assign the application to an <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			
	2.2 Route the application and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			
	 2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI). 2.3a If the application is 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) RO
	sufficient, proceed to agency action no. 3.12.3b If the application has			
	discrepancy(cies), the Action Officer will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Prepare a TEI / formal letter of compliance for review and approval			
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary ROG



4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release. 	None	1 hour and 30 minutes	Administrative Assistant ROG
	4.2 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer CRMD
5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance.	5. Release the approved TEI / formal letter of compliance.			
6. Receive the hard copy of the approved TEI / formal letter of compliance.	6. A system-generated email notice will be sent to the applicant confirming either of the following:			
	6a. the release of TEI 6b. the release of the formal letter of compliance			
7. Receive an email notification confirming that the result of the application has been released.	None			
	TOTAL:	None	2 working days 7 hours 12 minutes	



 f. Section V, Article 62 of R.A. 8756 (Omnibus Investments Code of 1987) in relation to Section 105(h) of the TCCP, amended (R.A. No. 10863 (CMTA), Sec. 800(i) and R.A. No. 10963 (TRAIN), Sec. 109(D) Household goods and personal effects of an alien executive of the regional or area headquarters and regional operating headquarters of a multinational company 				
Office or Division:		he Mabuhay Lane Revenue Operations Group and Management Division (CRMD)		
Classification:	Simple			
Type of Transaction:	G2C - Government-to-Cit			
Who may avail:		ional or area headquarters and regional operating tional company with approved one-time e-TES ^{Lite}		
CHECKLIST O	FREQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRA				
 A. Applicant 1. Name of consignee 2. Tax Identification Nur 3. SEC Registration Nur 4. DTI Registration Nur 5. BOI Registration Nur 6. Email address 7. Telephone number 8. Official address B. Broker or Represent 1. Tax Identification Nur 2. Valid Government-iss 2. License Number 3. Name of broker or rep 4. Email address 5. Contact number 	mber (if applicable) aber (if applicable) aber (if applicable) tative, if any mber (for broker only) sued ID (for representative only)	 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party Requesting party Requesting party Requesting party 		
ORIGINAL COPY: 1. Proof of payment of	f End-Use/Ownership /AWB t ssport /ment nent sa	 DOF Cash Section Requesting party/Applicant through DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipper from country of origin Requesting party/Applicant Requesting party/Applicant Requesting party/Applicant Department of Foreign Affairs/DFA Consular Office Abroad/Requesting party Appropriate regulatory agency 		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a Receive email indicating the deficiency(cies) and register again through 	None	None	None	
RO Kiosk or online at DOF website				



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B. Officer of the Day Checklisting				Administrative
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Administrative Assistant RO
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF FILING IMPORTATION FEE P100,000 & P200 From P400,000 P400,000 P400 From P400,001 P700,000 P600 From P700,000 From P400,001 P700,000 P800 P1,000,000 P1,000	None	Administrative Assistant Cash Section GSD
C. Filing				
1. File application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	 1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant. 1.3 A system-generated 			
	email notice will be sent to the applicant notifying the receipt of the application.			
2. Receive transaction slip and email notice of acceptance of the application	2.1 The e-TES ^{Lite} will automatically assign the application to an <i>Action</i>			



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	Officer of RO-Mabuhay Lane. 2.2 Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	 2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI). 2.3a If the application is sufficient, proceed to agency action no. 3.1 2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued. 3.1 Prepare a TEI / formal letter of compliance for review and approval 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) RO
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary ROG
	3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour and 30 minutes	Administrative Assistant ROG



4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release.		40 mi 1	
	4.2 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer CRMD
 5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance. 6. Receive the hard copy of the approved 	 5. Release the approved TEI / formal letter of compliance. 6. A system-generated email notice will be sent to 			
TEI / formal letter of compliance.	the applicant confirming either of the following:			
	6a. the release of TEI 6b. the release of the formal letter of compliance			
7. Receive an email notification confirming that the result of the application has been released.	None			
	TOTAL:	None	2 working days 7 hours 12 minutes	



 g. Chapter 1, Section 10 of R.A. 7916 (The Special Economic Zone Act of 1995), in relation to R.A. No. 10863 (CMTA), Sec. 800(i) and R.A. No. 10963 (TRAIN), Sec. 109(D) Household goods and personal effects of foreign nationals who have settle in the Philippines in connection with their registered activity under R.A. 7916 (The Special Economic Zone Act of 1995)

1995)			
Office or Division:	Revenue Office (RO) – The Mabuhay Lane Revenue Operations Group (ROG) Central Records and Management Division (CRMD)		
Classification:	Simple		
Type of Transaction:	G2C - Government-to-Cit	izen	
Who may avail:		ve settle in the Philippines in connection with their R.A. 7916 (The Special Economic Zone Act of 1995) -TES ^{Lite} registration	
CHECKLIST O	FREQUIREMENTS	WHERE TO SECURE	
ONE-TIME REGISTRA	FION:		
 A. Applicant Name of consignee Tax Identification Number SEC Registration Number (if applicable) DTI Registration Number (if applicable) BOI Registration Number (if applicable) Email address Telephone number Official address Borker or Representative, if any Tax Identification Number (for broker only) Valid Government-issued ID (for representative only) License Number Name of broker or representative Email address Contact number 		 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party 	
 ORIGINAL COPY: 1. Proof of payment of 2. Completely filled-our REV. 1 3. Authorization letter (representative) 4. Notarized Affidavit of PHOTOCOPY: 5. Import Bill of Lading 6. Itemized packing list 7. Original Foreign Pase 	t DOF-RO-PR-001-FR-91 if authorized f End-Use/Ownership /AWB	 DOF Cash Section Requesting party/Applicant through DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping company Shipper from country of origin Department of Foreign Affairs/DFA Consular Office Abroad/Requesting party 	
9. Indorsement from P	reign national is exempted	 Philippine Economic Zone Authority Philippine Economic Zone Authority Appropriate regulatory agency 	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a Receive email indicating the deficiency(cies) and register again through 	None	None	None	
RO Kiosk or online at DOF website				



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B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Administrative Assistant RO
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF IMPORTATION FLE P100,000 & P200 below P200 From P100,001 to P400 From P400,000 From P400,000 From P400,000 From P400,000 From P400,000 P400,000 P400,000 P400,000 P1,000,000 P1,000,000 P1,000	None	Administrative Assistant Cash Section GSD
C. Filing				
1. File application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	 1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant. 1.3 A system-generated email notice will be sent to 			
	the applicant notifying the receipt of the application.			
2. Receive transaction slip and email notice of acceptance of the application	2.1 The e-TES ^{Lite} will automatically assign the application to an <i>Action</i>			



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	Officer of RO-Mabuhay Lane. 2.2 Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	 2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI). 2.3a If the application is sufficient, proceed to agency action no. 3.1 2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued. 3.1 Prepare a TEI / formal letter of compliance for review and approval 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) RO
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary ROG
	3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour and 30 minutes	Administrative Assistant ROG



4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release.		40 mi 1	
	4.2 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer CRMD
 5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance. 6. Receive the hard copy of the approved 	 5. Release the approved TEI / formal letter of compliance. 6. A system-generated email notice will be sent to 			
TEI / formal letter of compliance.	the applicant confirming either of the following:			
	6a. the release of TEI 6b. the release of the formal letter of compliance			
7. Receive an email notification confirming that the result of the application has been released.	None			
	TOTAL:	None	2 working days 7 hours 12 minutes	



	(CMTA), Sec. 800(h) and household goods of fo	preigners with tourist visa or consultants of the				
Office or Division:	· · · · ·	Revenue Office (RO) – The Mabuhay Lane Revenue Operations Group (ROG) Central Records and Management Division (CRMD)				
Classification:	Simple					
Type of Transaction:	G2C - Government-to-Cit	izen				
Who may avail:	one-time e-TES ^{Lite} registr	a or consultants of the government with approved ation				
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE				
ONE-TIME REGISTRA	FION:					
 A. Applicant 1. Name of consignee 2. Tax Identification Nur 3. SEC Registration Nur 4. DTI Registration Nur 5. BOI Registration Nur 6. Email address 7. Telephone number 8. Official address B. Broker or Represent 1. Tax Identification Nur 2. Valid Government-iss 2. License Number 3. Name of broker or reg 4. Email address 5. Contact number 	mber (if applicable) aber (if applicable) aber (if applicable) tative, if any aber (for broker only) sued ID (for representative only)	 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party Requesting party Professional Regulation Commission Requesting party 				
 ORIGINAL COPY: 1. Proof of payment of 2. Completely filled-out REV. 1 3. Authorization letter (representative) 4. Notarized Affidavit of 	t DOF-RO-PR-001-FR-91 if authorized	- DOF Cash Section - Requesting party/Applicant through DOF Website https://bit.ly/form-91-authorize-and-affidavit-template				
 PHOTOCOPY: 5. Import Bill of Lading. 6. Itemized packing list 7. Original Passport 8. Copy of pending vise 9. Certificate of Employ 10. Contract of Employ 11. Marriage Contract (i 12. Clearance from regular applicable) 	a application yment (if applicable) nent (if applicable) f applicable)	 Shipping company Shipper from country of origin Requesting party/Applicant Requesting party/Applicant Requesting party/Applicant Requesting party/Applicant Requesting party/Applicant Appropriate regulatory agency 				
If Government Consul 13. Confirmation/Certific government agency		- Head of the contracting gov't. agency				



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foreign consultant hired by and/or rendering services to the government agency 14. Original passport/Approved visa 15. Favorable recommendation for conditionally- free release from the head government agency 16. Contract/Agreement with the government agency		 Requesting party/Applicant Head of the contracting gov't. agency Requesting party/Applicant 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
 One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration. If First time applicant, start from Client Step A. Registration 	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 	None	None	Administrative Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	



				OR THE PT
2a Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website B. Officer of the Day				
Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Administrative Assistant RO
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF IMPORTATION FILING FEE P100,000 & below P200 From P100,001 to P400,000 P400 From P400,001 P400 From P400,001 P600 From P700,000 P600 From P700,001 to P1,000,000 P800 P1,000,000 P1,000	None	Administrative Assistant Cash Section GSD
C. Filing				
1. File application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant.			



2. Receive transaction slip and email notice of acceptance of the	 1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application. 2.1 The e-TES^{Lite} will automatically assign the application to an <i>Action</i> 			
application	<i>Officer</i> of RO-Mabuhay Lane.			
	2.2 Route the application and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			
	2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI).	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	2.3a If the application is sufficient, proceed to agency action no. 3.1			RO
	2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Prepare a TEI / formal letter of compliance for review and approval			
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary ROG



	TOTAL:	None	2 working days 7 hours 12 minutes	
7. Receive an email notification confirming that the result of the application has been released.	None	News	O working dave	
	6a. the release of TEI 6b. the release of the formal letter of compliance			
6. Receive the hard copy of the approved TEI / formal letter of compliance.	6. A system-generated email notice will be sent to the applicant confirming either of the following:			
5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance.	5. Release the approved TEI / formal letter of compliance.			
	4.2 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer CRMD
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release. 	None	1 hour and 30 minutes	Administrative Assistant ROG



 R.A. No. 11035 (Balik Scientist Act), Sec. 7(c)(2)(iv) and (v) Personal effects, household goods, professional equipment, instruments and materials and one (1) motor vehicle of the Balik Scientist Law

Office or Division:	Revenue Office (RO) – The Mabuhay Lane Revenue Operations Group (ROG) Central Records and Management Division (CRMD)		
Classification:	Simple		
Type of Transaction:	G2C - Government-to-Cit	izen	
Who may avail:	Filipino who is under Balil time e-TES ^{Lite} registration	k Scientist Program of the DOST with approved one-	
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE	
ONE-TIME REGISTRA			
 A. Applicant 1. Name of consignee 2. Tax Identification Nun 3. SEC Registration Nun 4. DTI Registration Nun 5. BOI Registration Nun 6. Email address 7. Telephone number 8. Official address B. Broker or Represent 1. Tax Identification Nun 2. Valid Government-iss 2. License Number 3. Name of broker or re 4. Email address 5. Contact number 	mber mber (if applicable) nber (if applicable) nber (if applicable) ntative, if any mber (for broker only) sued ID (for representative only)	 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party 	
 ORIGINAL COPY: 1. Proof of payment of 2. Completely filled-ou REV. 1 3. Authorization letter (representative) 4. Notarized Affidavit of PHOTOCOPY: 5. Import Bill of Lading 6. Itemized packing lis 7. Commercial invoice motor vehicle 8. Favorable Endorser 9. Letter of Engageme 10. Photocopy of Passp 	filing fee (1 copy only) t DOF-RO-PR-001-FR-91 (if authorized of End-Use/Ownership /AWB t or Deed of Sale of the ment from DOST nt or Contract oort ration (if registered abroad)	 DOF Cash Section Requesting party/Applicant through DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping company Shipper from country of origin Requesting party/Applicant Department of Science and Technology (DOST) DOST/Requesting party Requesting party/Applicant Requesting party/Applicant Requesting party/Applicant Appropriate regulatory agency 	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and is proval if incorrect and it is provable. 	None	None	Administrative Assistant RO
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	and incomplete None	None	None	



	1			
B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Administrative Assistant RO
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF IMPORTATION FEE P100,000 & P200 below From P100,001 to P400,000 From P400,000 From P400,001 to P400,000 From P700,001 to P400,000 From P1,000,000 Over P1,000 Ver P1,000	None	Administrative Assistant Cash Section GSD
C. Filing				
1. File application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	 1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant. 1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application. 			
2. Receive transaction slip and email notice of acceptance of the application	2.1 The e-TES ^{Lite} will automatically assign the application to an <i>Action</i>			



				OF THE PHIL
	Officer of RO-Mabuhay Lane. 2.2 Route the application			
	and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			
	2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI).	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	2.3a If the application is sufficient, proceed to agency action no. 3.1			RO
	2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Prepare a TEI / formal letter of compliance for review and approval			
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary _{ROG}
	3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour and 30 minutes	Administrative Assistant ROG



			-	
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release.			
	4.2 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer CRMD
 5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance. 6. Receive the hard copy of the approved TEI / formal letter of compliance. 	 5. Release the approved TEI / formal letter of compliance. 6. A system-generated email notice will be sent to the applicant confirming either of the following: 6a. the release of TEI 6b. the release of the 			
7. Receive an email notification confirming that the result of the application has been	formal letter of compliance None			
released.	TOTAL:	None	2 working days 7 hours 12 inutes	



8. Granting of tax exemption on importation of books, newspaper, magazine, review, or bulletin or any such educational reading materials covered by the United Nations Educational, Scientific and Cultural Organization (UNESCO) Agreement including digital or electronic format thereof				
Books, magazin		in or any such educational reading materials ling digital or electronic format thereof		
Office or Division:	Revenue Office (RO) – TI (ROG) Central Records	he Mabuhay Lane Revenue Operations Group and Management Division (CRMD)		
Classification:	Simple			
Type of Transaction:	G2B - Government-to-Bu	siness		
Who may avail:	with approved one-time e			
	F REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRA	TION:			
 Name of consignee Tax Identification Nur SEC Registration Nur DTI Registration Nur BOI Registration Nur BOI Registration Nur Email address Telephone number Official address Broker or Represer Tax Identification Nur Valid Government-iss License Number Name of broker or re Email address Contact number APPLICATION (TO BE SI ORIGINAL COPY: Proof of payment of Completely filled-ou REV. 1 Authorization letter or representative) Notarized Affidavit or 	mber (if applicable) aber (if applicable) aber (if applicable) atative, if any mber (for broker only) sued ID (for representative only) presentative UBMITTED IN TWO (2) SETS) filing fee (1 copy only) t DOF-RO-PR-001-FR-91 (if authorized	 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party Requesting party Professional Regulation Commission Requesting party Professional Regulation Commission Requesting party Requesting party Requesting party Requesting party Requesting party Network Section Requesting party/Applicant through DOF Website https://bit.ly/form-91-authorize-and-affidavit-template 		
applicable) 7. Certification from NI date of issuance, if a 8. Clearance from regu applicable) If donation:	(Itemized packing list, if 3DB (with OR number and applicable)	 Shipping company Shipper from country of origin National Book Development Board Appropriate regulatory agency 		



10. Notarized Deed of Acceptance		- Donor - Requesting party	/Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 	None	None	Administrative Assistant RO
	1.2b Send an email notice of disapproval if incorrect and incomplete			
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	
2a Receive email indicating the deficiency(cies) and register again through				



RO Kiosk or online at DOF website				
B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{LI}t if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Administrative Assistant RO
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF IMPORTATION FILING FEE P100,000 & below P200 From P100,001 to P400,000 P400 From P400,001 to P700,000 P600 From P700,000 P600 From P700,001 to P1,000,000 P800 P1,000,000 P1,000	None	Administrative Assistant Cash Section GSD
C. Filing		11,000,000		
1. File application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	 1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant. 1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application. 			



				OR THE PHIL
2. Receive transaction slip and email notice of acceptance of the application	 2.1 The e-TES^{Lite} will automatically assign the application to an <i>Action Officer</i> of RO-Mabuhay Lane. 2.2 Route the application 			
	and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			
	2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI).	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	2.3a If the application is sufficient, proceed to agency action no. 3.1			RO
	2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Prepare a TEI / formal letter of compliance for review and approval			
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary ROG



4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release. 	None	1 hour and 30 minutes	Administrative Assistant ROG
	4.2 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer CRMD
5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance.	5. Release the approved TEI / formal letter of compliance.			
6. Receive the hard copy of the approved TEI / formal letter of compliance.	6. A system-generated email notice will be sent to the applicant confirming either of the following:			
	6a. the release of TEI 6b. the release of the formal letter of compliance			
7. Receive an email notification confirming that the result of the application has been released.	None			
	TOTAL:	None	2 working days 7 hours 12 minutes	



b. R.A. No. 10863 (CMTA), Sec. 800(t) and R.A. No. 10963 (TRAIN), Sec. 109(r) Books or publication the Koran, Ahadith, and other religious books (Printed Books)

Office or Division:	Revenue Office (RO) – The Mabuhay Lane Revenue Operations Group (ROG) Central Records and Management Division (CRMD)			
Classification:	Simple			
Type of Transaction:	G2G- Government-to-Gov G2B - Government-to-Bus G2C - Government-to-Cit	siness		
Who may avail:	Book importers with appro	oved one-time e-TES ^{Lite} registration		
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRA	TION:			
 License Number Name of broker or rep Email address Contact number 	mber (if applicable) nber (if applicable) nber (if applicable) ntative, if any mber (for broker only) sued ID (for representative only) presentative	 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party 		
 ORIGINAL COPY: 1. Proof of payment of 2. Completely filled-ou REV. 1 3. Authorization letter (representative) 4. Notarized Affidavit of PHOTOCOPY: 5. Import Bill of Lading 	t DOF-RO-PR-001-FR-91 (if authorized of End-Use/Ownership	 DOF Cash Section Requesting party/Applicant through DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping company 		
applicable) 7. Certification from NE date of issuance, if a 8. Clearance from regu- applicable) If donation: 9. Apostilled or Consul-	BDB (with OR number and applicable) ulatory agency (if arized Deed of Donation	 Shipper from country of origin National Book Development Board Appropriate regulatory agency Donor 		
10. Notarized Deed of A		- Donor - Requesting party/Applicant		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	and incomplete None	None	None	



				1
B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Administrative Assistant RO
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF IMPORTATION FEE P100,000 & P200 below From P100,001 to P400,000 From P400,000 From P400,001 to P400,000 From P700,001 to P400,000 From P1,000,000 Over P1,000 Ver P1,000	None	Administrative Assistant Cash Section GSD
C. Filing				
1. File application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	 1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant. 1.3 A system-generated email notice will be sent to 			
	the applicant notifying the receipt of the application.			
2. Receive transaction slip and email notice of acceptance of the application	2.1 The e-TES ^{Lite} will automatically assign the application to an <i>Action</i>			



				OF THE PHIL
	Officer of RO-Mabuhay Lane. 2.2 Route the application			
	and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			
	2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI).	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	2.3a If the application is sufficient, proceed to agency action no. 3.1			RO
	2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Prepare a TEI / formal letter of compliance for review and approval			
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary _{ROG}
	3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour and 30 minutes	Administrative Assistant ROG



4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release. 4.2 Prepare the approved 	None	42 minutes	Administrative
	TEI/formal letter of compliance for release.			Officer CRMD
5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance.	5. Release the approved TEI / formal letter of compliance.			
6. Receive the hard copy of the approved TEI / formal letter of compliance.	 6. A system-generated email notice will be sent to the applicant confirming either of the following: 6a. the release of TEI 6b. the release of the formal letter of compliance 			
7. Receive an email notification confirming that the result of the application has been released.	None			
	TOTAL:	None	2 working days 7 hours 12 minutes	



C. R.A. 8047 (Book Publishing Industry Development Act), Sec. 12 Book or raw materials to be used in book publishing

Office or Division:	Revenue Office (RO) – The Mabuhay Lane Revenue Operations Group (ROG) Central Records and Management Division (CRMD)		
Classification:	Simple		
Type of Transaction:	G2B - Government-to-Bu	siness	
Who may avail:	Importers of books or raw approved one-time e-TES	materials to be used in book publishing with SLite registration	
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE	
ONE-TIME REGISTRA	TION:		
 License Number Name of broker or rep Email address Contact number 	mber (if applicable) nber (if applicable) nber (if applicable) ntative, if any mber (for broker only) sued ID (for representative only) presentative	 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party 	
 ORIGINAL COPY: 1. Proof of payment of 2. Completely filled-our REV. 1 3. Authorization letter (representative) 4. Notarized Affidavit of 	t DOF-RO-PR-001-FR-91	- DOF Cash Section - Requesting party/Applicant through DOF Website https://bit.ly/form-91-authorize-and-affidavit-template	
 (if applicable) PHOTOCOPY: 6. Import Bill of Lading/AWB 7. Commercial invoice (Packing list, if applicable) 8. Favorable recommendation from NBDB 9. Import Pro-Forma Invoice 10. Application Form from NBDB 11. Clearance from regulatory agency (if applicable) 		 Shipping company Shipper from country of origin National Book Development Board Shipper from country of origin National Book Development Board Appropriate regulatory agency 	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a Receive email 	None	None	None	
indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website				



B. Officer of the Day				
Checklisting				
	1.1. Charly the			
1. Present the application and	1.1 Check the completeness of	None	None	Administrative
supporting documents	supporting documents.	none	none	Assistant
at the RO window.	supporting documents.			RO
	1.1a Forward the			
	application the respective			
	division for encoding the			
	required entries in the e-			
	TES ^{Lit} if complete.			
	1.1b Return application			
	documents to the			
	applicant if incomplete.			
	1.2 Encode the required	None	None	Administrative
	entries in the e-TES ^{Lite}			Assistant
	and generate the			RO
	application number.			
	1.3 Return the application			
	documents to the			
	applicant for submission in CRMD.			
2. Pay the required	2. Receive payment and	DO No. 041-2022	None	Administrative
filing fee at the Cash	issue Official Receipt.	Schedule of Fees: VALUE OF FILING	Nono	Assistant
Section.		IMPORTATION FEE		Cash Section
		Elow ₽200 From		GSD
		P100,001 to P400 P400,000		
		From 2 400,001 to 2 600		
		P 700,000 From		
		P700,001 to P800 P1,000,000		
		Over ₽1,000		
C. Filing				
1. File application with	1.1 Receive the	None	1 hour	Administrative
complete set of	application with complete			Officer
documentary	set of documentary			CRMD
requirements at the	requirements.			
CRMD.				
	1.2 Return the second			
	copy of the checklist form with application number			
	and CRMD received			
	stamp to applicant.			
	1.3 A system-generated			
	email notice will be sent to			
	the applicant notifying the			
	receipt of the application.			
2. Receive transaction	2.1 The e-TES ^{Lite} will			
slip and email notice	automatically assign the			
of acceptance of the	application to an Action			
application				



				OF THE PHIL
	Officer of RO-Mabuhay Lane. 2.2 Route the application			
	and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			
	2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI).	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	2.3a If the application is sufficient, proceed to agency action no. 3.1			RO
	2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Prepare a TEI / formal letter of compliance for review and approval			
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary _{ROG}
	3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour and 30 minutes	Administrative Assistant ROG



4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release.			
	4.2 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer CRMD
 5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance. 6. Receive the hard copy of the approved TEI / formal letter of compliance. 	 5. Release the approved TEI / formal letter of compliance. 6. A system-generated email notice will be sent to the applicant confirming either of the following: 6a. the release of TEI 6b. the release of the formal letter of compliance 			
7. Receive an email notification confirming that the result of the application has been released.	None			
	TOTAL:	None	2 working days 7 hours 12 minutes	



d. Article 1(a) & (b) of the Florence Agreement Annexes (A-E) and R.A. No. 10963 (TRAIN), Sec. 109(R)

Books, documents, educational, scientific, and cultural materials

Office or Division:	Revenue Office (RO) – The Mabuhay Lane Revenue Operations Group (ROG) Central Records and Management Division (CRMD)				
Classification:	Simple				
Type of	G2G- Government-to-Gov	vernment			
Transaction:	G2B - Government-to-Bu				
	G2C - Government-to-Citizen				
Who may avail:		ments, educational, scientific, and cultural materials			
	•	Agreement with approved one-time e-TES ^{Lite}			
	registration				
CHECKLIST O	FREQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRA					
A. Applicant					
1. Name of consignee		- Requesting party			
2. Tax Identification Nur		- Bureau of Internal Revenue			
3. SEC Registration Nu	· · · · · · · · · · · · · · · · · · ·	- Securities and Exchange Commission			
4. DTI Registration Num		- Department of Trade and Industry			
5. BOI Registration Nun	nber (if applicable)	- Board of Investments			
6. Email address		- Requesting party			
7. Telephone number		- Requesting party			
8. Official address	tativa if any	- Requesting party			
B. Broker or Represen 1. Tax Identification Nur		- Bureau of Internal Revenue			
	sued ID (for representative only)	- Requesting party			
2. License Number		- Professional Regulation Commission			
3. Name of broker or re	oresentative	- Requesting party			
4. Email address		- Requesting party			
5. Contact number		- Requesting party			
APPLICATION (TO BE SU	JBMITTED IN TWO (2) SETS)				
ORIGINAL COPY:					
1. Proof of payment of	filing fee (1 copy only)	- DOF Cash Section			
2. Completely filled-out	t DOF-RO-PR-001-FR-91	- Requesting party/Applicant through DOF Website			
REV. 1		https://bit.ly/form-91-authorize-and-affidavit-template			
3. Authorization letter (it authorized				
representative)	f End Lloo/Ownership				
4. Notarized Affidavit o	ir End-Use/Ownership				
PHOTOCOPY:					
5. Import Bill of Lading		- Shipping company			
	(Packing list, if applicable)	- Shipper from country of origin			
7. UNESCO letter reco		- UNESCO Philippine National Commission			
date of issuance) (if	3DB (with OR number and	- National Book Development Board			
9. Clearance from regu	,				
applicable)		- Appropriate regulatory agency			
If Donation:					
	arized Deed of Donation	- Donor			
11. Notarized Deed of A		- Requesting party/Applicant			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	None	None	None	



				1
B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Administrative Assistant RO
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF IMPORTATION FEE P100,000 & P200 below From P100,001 to P400,000 From P400,000 From P400,001 to P400,000 From P700,001 to P400,000 From P1,000,000 Over P1,000 Ver P1,000	None	Administrative Assistant Cash Section GSD
C. Filing				
1. File application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	 1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant. 1.3 A system-generated email notice will be sent to 			
	the applicant notifying the receipt of the application.			
2. Receive transaction slip and email notice of acceptance of the application	2.1 The e-TES ^{Lite} will automatically assign the application to an <i>Action</i>			



				OF THE PHIL
	Officer of RO-Mabuhay Lane. 2.2 Route the application			
	and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			
	2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI).	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	2.3a If the application is sufficient, proceed to agency action no. 3.1			RO
	2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Prepare a TEI / formal letter of compliance for review and approval			
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary _{ROG}
	3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour and 30 minutes	Administrative Assistant ROG



4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release. 4.2 Prepare the approved 	None	42 minutes	Administrative
	TEI/formal letter of compliance for release.	None		Officer CRMD
 5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance. 6. Receive the hard copy of the approved TEI / formal letter of compliance. 	 5. Release the approved TEI / formal letter of compliance. 6. A system-generated email notice will be sent to the applicant confirming either of the following: 6a. the release of TEI 6b. the release of the formal letter of applicance. 			
7. Receive an email notification confirming that the result of the application has been released.	formal letter of compliance None			
	TOTAL:	None	2 working days 7 hours 12 inutes	



9. Granting of ta	x exemption on impo	rtation of fertilizers, breeding stocks,
•	ts for making feeds,	
•	63 (TRAIN), Sec. 109(B)	
	, , , , , , , , , , , , , , , , , , , ,	ings; fish, prawn, livestock and poultry feeds,
		oduced or imported, used in the manufacture of
finished feeds		oudced of imported, used in the manufacture of
		ha Mahuhau Lang I Devenue Organitisma Organi
Office or Division:		he Mabuhay Lane Revenue Operations Group
	· · · ·	and Management Division (CRMD)
Classification:	Simple	
Type of	G2G- Government-to-Go	vernment
Transaction:	G2B - Government-to-Bu	siness
Who may avail:		ified under R.A. 10963, Sec. 109(b) with approved
ine may aram	one-time e-TES ^{Lite} registi	
	F REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRAT		WHERE TO SECORE
A Applicant		
A. Applicant 1. Name of consignee		- Requesting party
2. Tax Identification Nur	nher	- Bureau of Internal Revenue
3. SEC Registration Nur		- Securities and Exchange Commission
4. DTI Registration Num		- Department of Trade and Industry
5. BOI Registration Num	· · · /	- Board of Investments
6. Email address		- Requesting party
7. Telephone number		- Requesting party
8. Official address		- Requesting party
B. Broker or Represen	tative, if any	
1. Tax Identification Nur		- Bureau of Internal Revenue
	ued ID (for representative only)	- Requesting party
2. License Number		- Professional Regulation Commission
3. Name of broker or rep	presentative	- Requesting party
4. Email address		- Requesting party
5. Contact number		- Requesting party
	JBMITTED IN TWO (2) SETS)	
-	(, ,	
ORIGINAL COPY:		
1. Proof of payment of		- DOF Cash Section
	DOF-RO-PR-001-FR-91	- Requesting party/Applicant through DOF Website
REV. 1		https://bit.ly/form-91-authorize-and-affidavit-template
3. Authorization letter (if authorized	
representative)		
 Notarized Affidavit o 	t End-Use/Ownership	
PHOTOCOPY:		
5. Import Bill of Lading	/AW/B	
	(Packing list, if applicable)	- Shipping company
	The Clearance to Import from	- Shipper from country of origin
applicable governme		- BPI/BFAR/BAI/FPA
)	
(BPI/BFAR/BAI/FPA	CA .	
(BPI/BFAR/BAI/FPA 8. SPS Import Clearan		- BPI/BFAR/BAI/FPA
(BPI/BFAR/BAI/FPA 8. SPS Import Clearan 9. Articles of Incorpora	tion and By-Laws	- Securities and Exchange Commission/ Cooperative
(BPI/BFAR/BAI/FPA 8. SPS Import Clearan	tion and By-Laws	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a Receive email indicating the deficiency(cies) and register again through 	None	None	None	
RO Kiosk or online at DOF website				



B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^L if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Administrative Assistant RO
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF IMPORTATION FEE P100,000 & P200 below From P100,001 to P400,000 From P400,000 From P400,001 to P400,000 From P700,001 to P400,000 From P1,000,000 Over P1,000 Ver P1,000 P1,0	None	Administrative Assistant Cash Section GSD
C. Filing				
1. File application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	 1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant. 1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application. 			
2. Receive transaction slip and email notice of acceptance of the application	2.1 The e-TES ^{Lite} will automatically assign the application to an <i>Action</i>			



				OF THE PHIL
	<i>Officer</i> of RO-Mabuhay Lane.			
	2.2 Route the application and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			
	 2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI). 2.3a If the application is sufficient, proceed to agency action no. 3.1 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) RO
	2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Prepare a TEI / formal letter of compliance for review and approval			
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary ROG
	3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour and 30 minutes	Administrative Assistant ROG



			-	
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release.			
	4.2 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer CRMD
 5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance. 6. Receive the hard copy of the approved TEI / formal letter of compliance. 	 5. Release the approved TEI / formal letter of compliance. 6. A system-generated email notice will be sent to the applicant confirming either of the following: 6a. the release of TEI 6b. the release of the 			
7. Receive an email notification confirming that the result of the application has been	formal letter of compliance None			
released.	TOTAL:	None	2 working days 7 hours 12 inutes	



a. R.A. No. 1103	x exemption on impo- and materials to DOS 35 (Balik Scientist Act), Sec pment, instruments, and m	c. 6(e)
Office or Division:		ne Mabuhay Lane Revenue Operations Group and Management Division (CRMD)
Classification:	Simple	
Type of Transaction:	G2G- Government-to-Gov	
Who may avail:	registration	nd Technology (DOST) with approved e-TES ^{Lite}
CHECKLIST O	FREQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRA	TION:	
 License Number Name of broker or rep Email address Contact number 	mber (if applicable) aber (if applicable) aber (if applicable) atative, if any aber (for broker only) sued ID (for representative only) presentative	 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Commission Requesting party
 ORIGINAL COPY: 1. Proof of payment of 2. Completely filled-our REV. 1 3. Authorization letter (representative) 4. Notarized Affidavit of PHOTOCOPY: 5. Import Bill of Lading 6. Commercial invoice 	t DOF-RO-PR-001-FR-91 if authorized f End-Use/Ownership /AWB (Packing list, if applicable) arized Deed of Donation .cceptance	 DOF Cash Section Requesting party/Applicant through DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping company Shipper from country of origin Donor Requesting party/Applicant Appropriate regulatory agency



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a Receive email indicating the deficiency(cies) and register again through 	None	None	None	
RO Kiosk or online at DOF website				



		n1		
B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Administrative Assistant RO
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF FILING IMPORTATION FEE P100,000 & P200 below P200 From P100,001 to P400 From P400,001 to P600 From P400,001 to P800 From P700,001 to P800 P1,000,000 P1,000	None	Administrative Assistant Cash Section GSD
C. Filing				
1. File application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	 1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant. 1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application. 			
2. Receive transaction slip and email notice of acceptance of the application	2.1 The e-TES ^{Lite} will automatically assign the application to an <i>Action</i>			



				OF THE PHIL
	Officer of RO-Mabuhay Lane. 2.2 Route the application			
	and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			
	2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI).	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	2.3a If the application is sufficient, proceed to agency action no. 3.1			RO
	2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Prepare a TEI / formal letter of compliance for review and approval			
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary _{ROG}
	3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour and 30 minutes	Administrative Assistant ROG



4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release.			
	4.2 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer CRMD
 5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance. 6. Receive the hard copy of the approved TEI / formal letter of compliance. 	 5. Release the approved TEI / formal letter of compliance. 6. A system-generated email notice will be sent to the applicant confirming either of the following: 6a. the release of TEI 6b. the release of the 			
7. Receive an email notification confirming that the result of the application has been released.	formal letter of compliance None			
	TOTAL:	None	2 working days 7 hours 12 inutes	



11. Granting	g of tax exemption on importation of agriculture and marine
product	S
a RANO	10963 (TRAIN) Section 109(B) in relation to the Agreement Establishing the

	a. R.A. No. 10963 (TRAIN), Section 109(B) in relation to the Agreement Establishing the Asean-				
	Australia-New Zealand Free Trade (AANZFTA)				
-	•	marine food products in their original state livestock and poultry; breeding			
stocks and gene					
Office or Division:		he Mabuhay Lane Revenue Operations Group			
Classification:		and Management Division (CRMD)			
	Simple				
Type of	G2G - Government-to-Go				
Transaction:	G2B - Government-to-Bu				
Who may avail:		ified under R.A. 10963, Section 109(a) with			
	approved e-TES ^{Lite} registi				
ONE-TIME REGISTRA		WHERE TO SECURE			
ONE-TIME REGISTRA	HON:				
A. Applicant					
1. Name of consignee		- Requesting party			
2. Tax Identification Nur	mber	- Bureau of Internal Revenue			
3. SEC Registration Nu		- Securities and Exchange Commission			
4. DTI Registration Num		- Department of Trade and Industry			
5. BOI Registration Nun		- Board of Investments			
6. Email address	, ,	- Requesting party			
7. Telephone number		- Requesting party			
8. Official address		- Requesting party			
B. Broker or Represen					
1. Tax Identification Nur		- Bureau of Internal Revenue			
	sued ID (for representative only)	- Requesting party			
2. License Number		- Professional Regulation Commission			
3. Name of broker or re	presentative	- Requesting party			
4. Email address		- Requesting party			
5. Contact number		- Requesting party			
APPLICATION (TO BE S	UBMITTED IN TWO (2) SETS)				
ORIGINAL COPY:					
1. Proof of payment of	filing fee (1 copy only)	- DOF Cash Section			
	t DOF-RO-PR-001-FR-91	- Requesting party/Applicant through DOF Website			
REV. 1		https://bit.ly/form-91-authorize-and-affidavit-template			
3. Authorization letter ((if authorized	<u>Interstructure in authorize-and-andavit-template</u>			
representative)					
4. Notarized Affidavit of	of End-Use/Ownership				
PHOTOCOPY: 5. Import Bill of Lading/AWB					
	(Packing list, if applicable)	- Shipping company			
7. Veterinary Quaranti		- Shipper from country of origin			
applicable governme		- Appropriate Regulatory Agency			
(BAI/BPI/BFAR/FPA					
8. SPS Import Clearan		Duranu of Animal Is dustry (DAI)			
9. Advanced Tariff Rul		- Bureau of Animal Industry (BAI)			
10. Articles of Incorpora		- Tariff Commission			
11. Clearance from regu	-	- Requesting party/Applicant			
applicable)		- Appropriate regulatory agency			
		1			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	and incomplete None	None	None	



				1
B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Administrative Assistant RO
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF IMPORTATION FEE P100,000 & P200 below From P100,001 to P400,000 From P400,000 From P400,001 to P400,000 From P700,001 to P400,000 From P1,000,000 Over P1,000 Ver P1,000	None	Administrative Assistant Cash Section GSD
C. Filing				
1. File application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	 1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant. 1.3 A system-generated email notice will be sent to 			
	the applicant notifying the receipt of the application.			
2. Receive transaction slip and email notice of acceptance of the application	2.1 The e-TES ^{Lite} will automatically assign the application to an <i>Action</i>			



				TC OF THE PHIL
	Officer of RO-Mabuhay Lane. 2.2 Route the application			
	and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			
	2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI).	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	2.3a If the application is sufficient, proceed to agency action no. 3.1			RO
	2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued.			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3.1 Prepare a TEI / formal letter of compliance for review and approval			
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary ROG
	3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour and 30 minutes	Administrative Assistant ROG



4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release.		40 mi 1	
	4.2 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer CRMD
 5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance. 6. Receive the hard copy of the approved 	 5. Release the approved TEI / formal letter of compliance. 6. A system-generated email notice will be sent to 			
TEI / formal letter of compliance.	the applicant confirming either of the following:			
	6a. the release of TEI 6b. the release of the formal letter of compliance			
7. Receive an email notification confirming that the result of the application has been released.	None			
	TOTAL:	None	2 working days 7 hours 12 minutes	



12. Granting tax exemption on importation of relief consignment

- a. R.A. No. 10863 (CMTA), Section 121
 - Goods such as food, medicine, equipment and materials for shelter, donated or leased to government institutions and accredited private entities for free distribution or use of victims of calamities.

Office or Division:	Revenue Office (RO) – The Mabuhay Lane Revenue Operations Group				
		and Management Division (CRMD)			
Classification:	Simple				
Type of	G2G - Government-to-Go				
Transaction:	G2B - Government-to-Bus				
Who may avail:	Companies who are quali	fied under R.A. 10863, Section 121 with approved			
	e-TES ^{Lite} registration				
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRA	TION:				
 SEC Registration Num DTI Registration Num BOI Registration Num BOI Registration Num Email address Telephone number Official address Broker or Represent Tax Identification Num Valid Government-iss License Number Name of broker or reg Email address Contact number 	 Applicant Name of consignee Tax Identification Number SEC Registration Number (if applicable) DTI Registration Number (if applicable) BOI Registration Number (if applicable) Email address Telephone number Official address Broker or Representative, if any Tax Identification Number (for broker only) Valid Government-issued ID (for representative only) License Number Name of broker or representative Email address Requesting party Bureau of Internal Revenue Beard of Investments Requesting party Requesting party Bureau of Internal Revenue Requesting party Bureau of Internal Revenue Requesting party Professional Regulation Comm Requesting party 				
 ORIGINAL COPY: 1. Proof of payment of 2. Completely filled-ou REV. 1 3. Authorization letter (representative) 4. Notarized Affidavit of PHOTOCOPY: 5. Import Bill of Lading 6. Commercial or Non- 	t DOF-RO-PR-001-FR-91 (if authorized of End-Use/Ownership /AWB Commercial Invoice or	 DOF Cash Section Requesting party/Applicant through DOF Website <u>https://bit.ly/form-91-authorize-and-affidavit-template</u> Shipping company Shipper from country of origin 			
Invoice) (e.g. Profor Invoice, if available) 7. Itemized Packing Li	to re-export temporarily	 Shipper from country of origin Requesting party/Applicant Donor 			



				OR THE PT
 Deed of Donation or Letter of Intent to Donate the Goods Notarized Deed of Acceptance Approved Emergency Use Authorization (EUA) or Certificate of Compassionate (CSP) issued by the FDA Clearance from Regulatory Agency (if applicable) 		 Requesting party, Food and Drug A Appropriate Regulation Appropriate regulation 	dministration (FDA Ilatory Agency)
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
 One-time registration through RO Kiosk or at DOF Website <u>https://teslite.dof.gov.ph</u> to provide corporate/individual information and upload the documents in support of registration. If First time applicant, 	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO
 If this time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect and incomplete 	None	None	Administrative Assistant RO
2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	None	None	None	



	1		1	,
2a Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the required entries in the e-TES^{Lit} if complete. 1.1b Return application documents to the applicant if incomplete. 	None	None	Administrative Assistant RO
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF IMPORTATION FILING FEE P100,000 & below P200 From P100,001 to P400,000 P400 From P400,001 to P700,000 P600 From P700,001 to P700,000 P800 P1,000,000 P1,000	None	Administrative Assistant Cash Section GSD
C. Filing				
1. File application with complete set of documentary requirements at the CRMD.	 1.1 Receive the application with complete set of documentary requirements. 1.2 Return the second copy of the checklist form 	None	1 hour	Administrative Officer CRMD
	with application number and CRMD received stamp to applicant.			



	1		1	Out THE PART
2. Receive transaction slip and email notice of acceptance of the application	 1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application. 2.1 The e-TES^{Lite} will automatically assign the application to an <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane. 2.2 Route the application and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane. 			
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	 2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI). 2.3a If the application is sufficient, proceed to agency action no. 3.1 2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued. 3.1 Prepare a TEI / formal letter of compliance for review and approval 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) RO
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary ROG



4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	 3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant. 4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release. 	None	1 hour and 30 minutes	Administrative Assistant ROG
	4.2 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer CRMD
5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance.	5. Release the approved TEI / formal letter of compliance.			
6. Receive the hard copy of the approved TEI / formal letter of compliance.	6. A system-generated email notice will be sent to the applicant confirming either of the following:			
	6a. the release of TEI 6b. the release of the formal letter of compliance			
7. Receive an email notification confirming that the result of the application has been released.	None			
	TOTAL:	None	2 working days 7 hours 12 minutes	



13.Granting authority to pay duties and taxes on exempt goods including vehicles

a. R.A. No. 10963 (TRAIN), Sec. 107(B) and 131(A) of the NIRC, as amended by Sec. 800 par. 1 of the CMTA

Authority to pay duties and taxes on exempt goods including vehicles

Office or Division:	Revenue Office (RO) – The Mabuhay Lane Revenue Operations Group			
		and Management Division (CRMD)		
Classification:	Simple			
Type of	G2G - Government-to-Go	overnment		
Transaction:	G2B - Government-to-Bus			
	G2C - Government-to-Cit			
Who may avail:		o apply with approved one-time e-TES ^{Lite}		
	registration			
	F REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRA	TION:			
A. Applicant		Desugation north		
1. Name of consignee		- Requesting party		
2. Tax Identification Nur		- Bureau of Internal Revenue		
3. SEC Registration Nu 4. DTI Registration Num		- Securities and Exchange Commission		
5. BOI Registration Nun		 Department of Trade and Industry Board of Investments 		
6. Email address		- Requesting party		
7. Telephone number		- Requesting party		
8. Official address		- Requesting party		
B. Broker or Represen	tative if any	- Requesting party		
1. Tax Identification Nur		- Bureau of Internal Revenue		
	sued ID (for representative only)	- Requesting party		
2. License Number		- Professional Regulation Commission		
3. Name of broker or re	presentative	- Requesting party		
4. Email address		- Requesting party		
5. Contact number		- Requesting party		
	UBMITTED IN TWO (2) SETS)			
ORIGINAL COPY:				
1. Proof of payment of		- DOF Cash Section		
	t DOF-RO-PR-001-FR-91	- Requesting party/Applicant through DOF Website		
REV. 1		https://bit.ly/form-91-authorize-and-affidavit-template		
3. Authorization letter ((if authorized			
representative)				
PHOTOCOPY:				
	y duties and taxes/dispose			
the exempt motor vehicle		- Department of Foreign Affairs		
5. Deed of Sale (if not voluntary payment)		De muestie e este (Arechie est		
6. OR/CR of the vehicl		- Requesting party/Applicant		
	FA employee only, if	- Land Transportation Office		
applicable)		- Department of Foreign Affairs		
8. Clearance from regu	ulatory agency (if	Appropriato regulatory agency		
applicable)		- Appropriate regulatory agency		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or online at DOF Website <u>https://teslite.dof.gov.p</u> <u>h to provide</u> <u>corporate/individual</u> <u>information and</u> <u>upload the documents</u> <u>in support of</u> <u>registration</u>	1. Assist the applicant in encoding the required entries	None	None	Administrative Assistant RO
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
2. Receive an email	Evaluate the correctness and			
indicating the following:	completeness and accomplished registration and uploaded documents.			
	2a. If correct and complete, send an email notice of approval			
2. Registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only)	2b. If incorrect or incomplete, send an email			
2a. Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website	notice of disapproval			



D Officer of the De				
B. Officer of the Day Checklisting				
1. Present the application and supporting documents at the RO window.	 Check the completeness of supporting documents. 1a. If complete, proceed to agency action no. 1.1. 1b. If incomplete, return application documents to the applicant. 1.1. Encode the required entries in the e-TES^{Lite} and issue the Order of Payment Slip. 1.2 Return the application documents with the Order of Payment Slip to the applicant for payment in the Cash Section and for automatication in the CPMD 	None	None	Administrative Assistant RO
2 Dov the required	submission in the CRMD.	DO No. 041-2022	None	Administrativa
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	Schedule of Fees:	None	Administrative Assistant Cash Section GSD
		VALUE OF FILING IMPORTATION FEE		
		₽100,000 & below ₽200		
		From P100,001 to P400,000 From		
		P400,001 to P700,000 From		
		P700,001 to P800 P1,000,000		
		P1,000,000 Over P1,000 P1,000,000 0		
C. Filing				
1. File application with complete set of documentary requirements at the Central Records Management Division.	1. Receive the application and generate a trace number for the application.		1 hour	Administrative Officer CRMD
	1.1. Provide the checklist with corresponding application number and received stamp of the CRMD.	None		
	1.2. A system-generated email notice will be sent to the applicant notifying the receipt of their application.			
2. Receive transaction slip and email notice of acceptance of the application	2. The e-TES ^{Lite} will automatically assign the application to an <i>Action</i>			



				OF THE PHIL
	<i>Officer</i> of RO-Mabuhay Lane.			
	2.1. Route the application and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			
	2.2. Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI).		4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
	 2.2a. If the application is sufficient, proceed to agency action no. 3. 2.2b. If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued. 	None		RO
3. Receive an email notice of compliance and complied; or applicant did not comply with the notice of discrepancy(cies).	3. Prepare a TEI / formal letter of compliance for review and approval			
	3.1 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring pre or post monitoring verification or inspection.	None	8 hours	Division Chief/Director IV RO
	3.3. A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour and 30 minutes	Administrative Assistant RO
4. Receive an email that the application has been processed by the Revenue Office	4. Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release.			



and will be forwarded				
to CRMD for release.				
	4.1 Prepare the approved		42 minutes	Administrative
	TEI/formal letter of			Officer
	compliance for release.			CRMD
5. Present the	5. Release the approved			
checklist with	TEI / formal letter of			
corresponding	compliance.			
application number	compliance.			
and received stamp				
for the receiving of the				
hard copy of the				
approved TEI / formal				
letter of compliance.		None		
6. Receive the hard	6. A system-generated	None		
copy of the approved	email notice will be sent to			
TEI / formal letter of	the applicant confirming			
compliance.	either of the following:			
	6a. the release of TEI			
	6b. the release of the			
	formal letter of compliance			
7. Receive an email				
notification confirming				
that the result of the				
application has been				
released.				
	TOTAL:	None	1 working day	
			7 hours	
			12 minutes	



14. Granting tax exemption on importations of stores for consumption and stores to be taken away

a. Section 820 of R.A. 10863 (CMTA) Importations of stores for consumption and stores to be taken away

	1			
Office or Division:	Revenue Office (RO) – The Mabuhay Lane Revenue Operations Group			
	(ROG) Central Records	and Management	Division (CRMD)	
Classification:	Simple			
Type of	G2B - Government-to-Bu	sinoss		
Transaction:	G2B - Government-to-Bu	5111655		
Who may avail:	International vessel, aircra	aft or train with app	proved one-time	e-TES ^{Lite}
	registration.			
	F REQUIREMENTS	W	HERE TO SECUR	RE
ONE-TIME REGISTRA	TION:			
 A. Applicant Name of consignee Tax Identification Number SEC Registration Number (if applicable) DTI Registration Number (if applicable) BOI Registration Number (if applicable) Email address Telephone number Official address Broker or Representative, if any Tax Identification Number (for broker only) Valid Government-issued ID (for representative only) 		 Requesting party Bureau of Interna Securities and Ex Department of Tra Board of Investma Requesting party Requesting party Requesting party Bureau of Interna Requesting party Porfessional Reg 	Il Revenue cchange Commissi ade and Industry ents Il Revenue ulation Commissio	
3. Name of broker or re	presentative	- Requesting party		
4. Email address 5. Contact number		 Requesting party Requesting party 		
	UBMITTED IN TWO (2) SETS)			
 APPLICATION (TO BE SUBMITTED IN TWO (2) SETS) ORIGINAL COPY: Proof of payment of filing fee (1 copy only) Completely filled-out DOF-RO-PR-001-FR-91 REV. 1 Authorization letter (if authorized representative) Notarized Affidavit of End-Use/Ownership 		- DOF Cash Sectio - Requesting party, https://bit.ly/form-9	Applicant through	
PHOTOCOPY:5. Import Bill of Lading/AWB6. Commercial invoice (Packing list, if applicable)		- Shipping compan - Shipper from cou	•	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Registration				
1. One-time registration through RO Kiosk or at DOF Website https://teslite.dof.gov.ph	1.1 Assist the applicant in encoding the required entries.	None	None	Administrative Assistant RO



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to provide corporate/individual information and upload the documents in support of registration.				
 If First time applicant, start from Client Step A. Registration If Registered applicant, proceed to Client Step B. Officer of the Day Checklisting 				
	 1.2 Evaluate the correctness and completeness of the accomplished registration and uploaded documents. 1.2a Send an email notice of approval if correct and complete 1.2b Send an email notice of disapproval if incorrect 	None	None	Administrative Assistant RO
 2. Receive an email indicating the registration has been approved with log-in user ID and nominated password for online filing of application (for selected legal bases only) 2a Receive email indicating the deficiency(cies) and register again through RO Kiosk or online at DOF website 	and incomplete None	None	None	
 B. Officer of the Day Checklisting 1. Present the application and supporting documents at the RO window. 	 1.1 Check the completeness of supporting documents. 1.1a Forward the application the respective division for encoding the 	None	None	Administrative Assistant RO



				St THE T
	required entries in the e- TES ^{Lit} if complete.			
	1.1b Return application documents to the applicant if incomplete.			
	 1.2 Encode the required entries in the e-TES^{Lite} and generate the application number. 1.3 Return the application documents to the applicant for submission in CRMD. 	None	None	Administrative Assistant RO
2. Pay the required filing fee at the Cash Section.	2. Receive payment and issue Official Receipt.	DO No. 041-2022 Schedule of Fees: VALUE OF IMPORTATION FILING FILING P100,000 & below P200 From P100,001 to P400,000 P400 From P400,000 P400 From P400,000 P600 From P400,001 to P700,000 P800 P1,000,000 P1,000 Over P1,000,000 P1,000	None	Administrative Assistant Cash Section GSD
C. Filing		-1,000,000		
1. File application with complete set of documentary requirements at the CRMD.	1.1 Receive the application with complete set of documentary requirements.	None	1 hour	Administrative Officer CRMD
	 1.2 Return the second copy of the checklist form with application number and CRMD received stamp to applicant. 1.3 A system-generated email notice will be sent to the applicant notifying the receipt of the application. 			
2. Receive transaction slip and email notice of acceptance of the application	2.1 The e-TES ^{Lite} will automatically assign the application to an <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			
	2.2 Route the application and supporting documents to the designated <i>Action</i> <i>Officer</i> of RO-Mabuhay Lane.			



3. Receive an email notice of compliance and complied; or applicant did not	 2.3 Evaluate the application and prepare the appropriate Tax Exemption Indorsement (TEI). 2.3a If the application is sufficient, proceed to agency action no. 3.1 2.3b If the application has discrepancy(cies), the <i>Action Officer</i> will issue a notice of compliance to the applicant to be complied within two (2) working days, otherwise, a formal letter of compliance will be issued. 3.1 Prepare a TEI / formal letter of compliance for review and approval 	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) RO
comply with the notice of discrepancy(cies).				
	3.2 Review/approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires pre or post monitoring verification or verification or inspection	None	8 hours	Division Chief/Director IV RO
	3.3 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary _{ROG}
	3.4 A system-generated email notice will be sent to the applicant informing the approval of the application and the same will be forwarded to CRMD for release to the applicant.	None	1 hour and 30 minutes	Administrative Assistant ROG
4. Receive an email that the application has been processed by the Revenue Office and will be forwarded to CRMD for release.	4.1 Transmit the approved TEI/formal letter of compliance and its supporting documents to CRMD for release.			



 5. Present the checklist with corresponding application number and received stamp for the receiving of the hard copy of the approved TEI / formal letter of compliance. 6. Receive the hard copy of the approved TEI / formal letter of compliance. 	 4.2 Prepare the approved TEI/formal letter of compliance for release. 5. Release the approved TEI / formal letter of compliance. 6. A system-generated email notice will be sent to the applicant confirming either of the following: 	None	42 minutes	Administrative Officer CRMD
	6a. the release of TEI6b. the release of the formal letter of compliance			
7. Receive an email notification confirming that the result of the application has been released.	None			
	TOTAL:	None	2 working days 7 hours 12 minutes	



FEEDBACK AND COMPLAINTS MECHANISM



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VI. FEEDBACK AND COMPLAINTS MECHANISMS

FEEDBACK SUBMISSION:

How to send feedback?	 Accomplish the Customer Feedback Form (either manually or online) and submit it to the ARTA Focal Person (through feedback dropbox or email).
	 For inquiries and follow ups, customers may contact this telephone number 53176363 local 2347/2243 or send an email to <u>cartsecretariat@dof.gov.ph</u>.

FEEDBACK PROCESSING:

How is feedback processed?	 The ARTA Focal Persons of DOF Offices shall check the surveys daily, consolidate and process all received feedback.
	2. The ARTA Focal Persons shall refer feedback requiring answers to the concerned Office/Action Officer within one (1) day from receipt of.
	3. The concerned Office/Action Officer must reply within three (3) days from receipt of the referral memo. They shall notify the customer of action taken through postal or email address as indicated in the accomplished form, copy furnished the CART Secretariat.
	 The ARTA Focal persons shall submit to the CART Secretariat a monthly/quarterly feedback report every 5th day of the preceding month.
	5. The CART Secretariat shall consolidate the monthly report and prepare a quarterly report of the DOF Client Satisfaction Measurement Report to be approved by the CART Secretariat Head for submission to the CART Chairperson.
	 For inquiries and follow-ups, customers may contact this telephone number 53176363 local 2347/2243 or send an email to <u>cartsecretariat@dof.gov.ph.</u>



COMPLAINT FILING:

How to file complaints?	 Accomplish the Customer Complaint Form and submit it to the ARTA Focal Person.
	2. Please note that for administrative complaints under the 2017 Rules on Administrative Cases in the Civil Service (RACCS), no anonymous complaint shall be entertained unless:
	 The act complained of is of public knowledge, or The allegations can be verified, or Supported by documentary or direct evidence.
	 The absence of any of the following requirements of an administrative complaint may resultits dismissal without prejudice to refiling:
	 Full name and address of the complainant; Full name, address, position/s, and office/s of the person/s complained of ; A detailed account of relevant and material facts which shows the acts or omissions allegedly committed; Certified-true-copies of documentary evidence and affidavits of witness/es, if any; and Certification or statement of non-forum shopping.
	 For inquiries and follow ups, customers may contact this telephone number 53176363 local 2347/2243 or send email to <u>cartsecretariat@dof.gov.ph.</u>

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COMPLAINT PROCESSING:

How are complaints processed?	 The ARTA Focal Persons shall immediately notify the CART Chairperson about all the complaints received by their respective Offices.
	2. The CART Chairperson shall immediately determine the sufficiency of the action taken by the office. ARTA Focal Persons shall evaluate and prepare the complaints received.
	3. If the complaint is an administrative complaint under the RACCS and meets all the requirements under the RACCS, it shall be referred to the Board of Personnel Inquiry and Review, through the Human Resource Management and Development Division (HRMDD), for disposition.
	 Other complaints shall be forwarded to the person/s involved, through the concerned head of office, for their response, if appropriate.
	 For inquiries and follow-ups, customers may contact this telephone number 53176363 local 2347/2243 or send email to <u>cartsecretariat@dof.gov.ph.</u>

Contact Information of ARTA, PCC, CCB, and CSC	 The Complaints can also be filed in any of the following offices: Anti-Red Tape Authority (ARTA): <u>complaints@arta.gov.ph</u> Hotline 1-ARTA (1-2782) PLDT (02) 8246-7940 SMART 0920-925-3078, 0998-856-8338 Presidential Complaint Center (PCC): <u>pcc@malacanang.gov.ph</u> Hotline 8888 or 8249-8310 loc. 8175 or 8182 Contact Center ng Bayan (CCB): <u>email@contactcenterngbayan.gov.ph</u> 0908-881-6565 (SMS) Civil Service Commission's (CSC) Central Office or Field Offices: csc.gov.ph
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VII. LIST OF OFFICES

Office	Address	Contact Information
Corporate Affairs and Strategic Infrastructure Group (CASIG)		(632) 5317-6363 Local: 3701/3762
International Finance Group – International Finance Operations Office (IFG-IFOO)	4 th Floor, DOF Building, BSP Complex, Roxas Blvd., Manila, 1004, Philippines	. ,
International Finance Group – International Finance Policy Office (IFG-IFPO)	4 th Floor, DOF Building, BSP Complex, Roxas Blvd., Manila, 1004, Philippines	
Policy Development and Management Services Group (PDMSG) Central Administration Office – Central Records and Management Division (CAO - CRMD) Central Administration Office – General Services Division (CAO-GSD) Human Resource Management and Development Division (CAO- HRMDD) Central Administration Office – Procurement Management Division (CAO-PMD)	Complex, Roxas Blvd., Manila, 1004, Philippines 7 th Floor, EDPC Building., BSP Complex, Roxas Blvd., Manila, 1004, Philippines 7 th Floor, EDPC Building., BSP Complex, Roxas Blvd., Manila, 1004, Philippines 7 th Floor, EDPC Building., BSP	(632) 5317-6363 Local: 2170/2172 (632) 5317-6363 Local: 2160 (632) 5317-6363 Local: 2110 (632) 5317-6363 Local: 2185/2186
Policy Development and Management Services Group (PDMSG) Central Financial Management Office - Accounting Division (CFMO-AD) Central Financial Management Office – Planning and Management Services Division (CFMO-PMSD)	Philippines 7 th Floor, EDPC Building., BSP	(632) 5317-6363 Local: 2212 (632) 5317-6363 Local: 2240/2241



Office	Address	Contact Information
Policy Development and Management Services Group (PDMSG)		
	4 th Floor, DOF Building, BSP Complex,	(632) 5317-6363
Central Management Information Office (CMIO)	Roxas Blvd., Manila, 1004, Philippines	Local: 2312 - 2315
	6 th Floor, DOF Building, BSP Complex, Roxas Blvd., Manila, 1004, Philippines	(632) 8526-2288
	Podium, DOF Building, BSP Complex, Roxas Blvd., Manila, 1004, Philippines	(632) 8526-8458
		(632) 5317-6363
		Local: 3504/3511