**AUTHORIZATION TEMPLATE**

(to be printed on Company’s Letterhead)

(DD Month YYYY)

**SEC. CARLOS G. DOMINGUEZ**

Secretary

DEPARTMENT OF FINANCE

Podium Level, DOF Building

BSP Complex, Roxas Boulevard

Manila

Attention: Director IV, Revenue Office

Subject: Authorization Letter to Apply for Tax and Duty Exemption on Importation of

(Description of Good/s)

Dear **Sir/Madam:**

Please be informed that I, (Name of Consignee/Applicant), hereby authorize Mr./Ms. (Name of Authorized Representative), whose signature appears below, to act on my behalf regarding the application for tax exemption on importation of good/s under (Legal Basis).

Mr./Ms. (Name of Authorized representative) is also authorized to perform the necessary actions in connection with the aforementioned authority such as but not limited to the filling up of forms, withdrawal of application, and the delivery of brochures and other related documents as may be required by the Department of Finance.

Attached are copies of our government-issued IDs and company IDs for your reference.

Thank you.

Very truly yours,

(Signature over printed Name of Consignee/Applicant)

(Position)

Authorized Representative:

(Name of Authorized Representative)

(Position)

**AFFIDAVIT TEMPLATE**

(to be notarized)

REPUBLIC OF THE PHILIPPINES)

CITY OF MANILA ) S.S.

I,(name of consignee/applicant) , of legal age, Filipino citizen, in my capacity as (position) of (name of organization) with address at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ after having been duly sworn to in accordance with law, do hereby depose and say:

1. That the shipment on board the vessel/aircraft \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ covered by AWB/BL No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Invoice No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ valued at \_\_\_\_\_\_\_\_\_\_\_\_shall be actually, directly and exclusively used for (purpose) .
2. That we are applying for the tax and duty exemption pursuant to the provisions of ­­(legal basis)­.­­­­­­­­­­­­­­­­­­­­­­­­
3. That the Department of Finance is not liablefor any misdeclarations on the shipment by the consignee/applicant.
4. That I am executing this affidavit to attest to the truth of the foregoing facts to clear this shipment according to Customs procedures on the matter.\*

In witness whereof, I hereunto set my hands this \_\_ day of \_\_\_\_\_\_\_\_ 20\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Affiant

SUBSCRIBED AND SWORN TO BEFORE ME, this\_\_\_dayof \_\_\_\_\_\_\_20\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ affiant exhibited his/her (Government issued ID)**.**

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Series of \_\_\_\_\_\_\_\_\_

***NOTE:***

*\*Additional information may be required depending on the legal basis of your application.*