



DEPARTMENT OF FINANCE

CITIZEN'S CHARTER

2023 (5TH Edition)

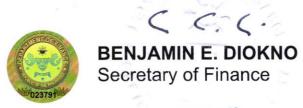


Foreword

The Department of Finance (Department) fully supports the objectives of Republic Act No. 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018.

In view thereof, all relevant offices under its jurisdiction have worked together and crafted the 2023 Citizen's Charter 5th Edition (Charter). This Charter will serve as a guide for all clients and stakeholders being served by the Department based on its mandate. The DOF Committee on Anti-Red Tape (CART) was also created under Department Order No. 019-2021 dated August 10, 2021, to take the lead in ensuring, monitoring, and reporting of DOF's compliance with the requirements of RA No. 11032, its IRR, and subsequent issuances by the Authority.

This Charter is in accordance with the 10-Point Agenda of President Ferdinand R. Marcos, Jr. on Transparent and Efficient Governance wherein the President advocates for efficient government processes to promote transparency, shorter turnaround time and limit opportunities of corruption. Further, this Charter is a testament of the Department's adherence to the policy of competitiveness, impartiality, and accountability in all government transactions for an efficient delivery of government services.





I. Mandate:

Under Executive Orders 127, 127-A and 292, the Department of Finance is responsible for the following:

- Formulation, institutionalization and administration of fiscal policies in coordination with other concerned subdivisions, agencies and instrumentalities of the government;
- Generation and management of the financial resources of government;
- Supervision of the revenue operations of all local government units;
- Review, approval and management of all public sector debt, domestic or foreign; and
- Rationalization, privatization and public accountability of corporations and assets owned, controlled or acquired by the government.

II. Vision:

- A strong economy with stable prices and strong growth;
- A stable fiscal situation with adequate resources for government projects, infrastructure, education, health, and other basic services;
- A borrowing program that is able to avoid the crowding-out effect on the private sector, and minimizes costs;
- A public sector debt profile with long maturities and an optimum mix of currencies that minimizes the impact of currency movements;
- A strong economic growth with equity and productivity.

III. Mission:

Our economy must be one of the most dynamic and active in the world, globally competitive and onward looking. The DOF shall take the lead in providing a solid foundation for the achievement of this objective, by building a strong fiscal position, through the following:

- Formulation, institutionalization and administration of sound fiscal policies;
- Improvement of tax collection efficiency and non-tax revenue efforts;
- Mobilization of adequate resources at most advantageous terms to meet budgetary requirements;
- Sound management of public sector debt; and



Initiation and implementation of 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 (www.dof.gov.ph).

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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22 as clarified in the FIRB Resolution No. 033-22	367-370
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c. Section 294 (D) and (E) of the NIRC, as amended by Section	
16 R.A. 11534 of (CREATE Law)	371-374
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amended by Section 16 or RA 11534 (CREATE Law)	
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project of activity	
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2. Importation of Petroleum, Energy, Coal, and Renewable Energy F	irms
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3. Importation of Educational Institutions	
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Development Bank, Secs. 34, 44 and 45 and R.A. No. 10963,	
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5. Importation of Personal Effects and Household Goods	
a. E.O. No. 1037, Sec. 9(e)	
Household furniture of Philippine Retirement Authority retirees	405-408
b. R.A. No. 10863, Sec. 800(f) and R.A. No. 10963, Sec. 109(c)	
Household goods and personal effects of Overseas Filipino Workers or	409-412
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c. R.A. No. 10863, Sec. 800(q)	
Coffins, urns, personal effects, and household goods of deceased	413-416
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d. R.A. No. 7157, Sec. 81	
Personal effects and household goods including (1) used motor car of	417-420
foreign service officer, staff, and employee	417-420
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	421-424
who are now residents or citizens of other countries	
f. Section V, Article 62 of R.A. 8756 in relation to Section	
105(h) of the TCCP, amended (R.A. No. 10863, Sec. 800(i)	
and R.A. No. 10963, Sec. 109(D)	
Household goods and personal effects of an alien executive of the	425-428
regional or area headquarters and regional operating headquarters of a	
multinational company	
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10863, Sec. 800(i) and R.A. No. 10963, Sec. 109(D)	429-432
Household goods and personal effects of foreign nationals who have settled in the Philippines in connection with their registered activity	423-432
under R.A. 7916 (The Special Economic Zone Act of 1995)	
h. R.A. No. 10863, Sec. 800(h)	
Personal effects and household goods of foreigners with tourist visas	433-436
or consultants of the government	433-430
i. R.A. No. 11035, Sec. 7(c)(2)(iv) and (v)	
Personal effects and household goods and (1) motor vehicle under the	437-440
Balik Scientist law	437-440
6. Books, magazines, journals, reviews, or bulletin or any such	
educational reading materials covered by the UNESCO Agreement	
including digital or electronic format thereof	
a. R.A. No. 10963, Sec. 109(R)	
Books, magazines, journal, reviews or bulletin or any such educational	
reading materials covered by the UNESCO Agreement including digital	441-444
or electronic format thereof	
b. R.A. No. 10863, Sec. 800(t) and R.A. No. 10963, Sec. 109(r)	
Economic, technical, vocational, scientific, philosophical, historical, and	
cultural books, the Koran, Ahadith, and other religious books (Printed	445-448
Books)	
c. R.A. No. 8047, Sec. 12	
Books or raw materials to be used in book publishing	449-452
d. Article 1(a) & (b) of the Florence Agreement Annexes (A-E)	_
and R.A. No. 10963, Sec. 109(R)	453-456
and 10, 1101 1000, 0001 100(11)	



Books, documents, educational, scientific, and cultural materials	
7. Importation of fertilizers, breeding stocks, and ingredients for	
making feeds, etc.	
a. R.A. No. 10963, 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 (except specialty feeds for racehorses, fighting cocks, aquarium fish, zoo animals, and other animals generally considered as pets)	457-460
8. Importation of donated equipment, instruments, and materials to	DOST
a. R.A. No. 11035, Sec. 6(e) Donated equipment, instruments, and materials to DOST 9. Importation under CREATE	461-464
a. R.A. No. 11534, Sec. 109(BB)(i),(ii),(iii), as amended by	
Section 12 Capital equipment, its spare parts, and raw materials, necessary for production of personal protective equipment components, all drugs, vaccines, and medical devices specifically prescribed and directly used for the treatment of COVID-19 prevention and drugs for the treatment of COVID-19 approved by the FDA for use in clinical trials, including raw materials directly necessary for the production of such drugs	465-468
10. Importation of Agriculture and Marine products	
a. Agreement establishing the ASEAN-Australia-New Zealand Free Trade (AANZFTA) and Section 109(a) of R.A. 10963 Agricultural and marine food products in their original state livestock and poultry; breeding stocks and genetic materials	469-472
11. Importation of Relief Consignment	
a. R.A. 10863, 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.	473-476
12. Authority to pay duties and taxes on exempt goods including Ve	ehicles
a. R.A. 10963, 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	477-480
13. Importation of COVID-19 Vaccines	
a. R.A. 11525, Sec. 11 COVID-19 Vaccines	481-484



Privatization and Corporate Affairs Group Corporate Operations Office (PCAG - COO)

External Services



1. Issuance of Comments on GOCC Requests for Tax Subsidy

This covers the application of GOCCs for tax expenditure subsidy for approval by the Fiscal Incentives Review Board (FIRB).

Office or Division:	Privatization and Corporate Affairs Group - Corporate Operations Office			
	(PCAG-COO)			
Classification:	Highly Technical			
Type of Transaction:				
Who may avail:	Government-Owned or -Con	trolled Cor	·	
	of Requirements		Where to Secure	
Letter of request addressed to the Undersecretary of the PCAG, signed by the head of the requesting GOCC or its duly designated officer, indicating the following:		GOCC		
of taxes and duti	ubsidy requirements by type es and amount			
approval and/or endors	oproving the request for sement from the DOF (duly s of the board approving the		GOCC	
Cash Flows: a. Remaining period for the current year, together with the underlying assumptions and calculations b. Next five (5) years, together with the underlying assumptions and calculations		GOCC		
Actual Financial Statements: a. COA-audited, three (3) – year historical b. Latest quarter of the current year (with quarterly breakdown)		GOCC		
	importation purchases, if	GOCC		
Amount of tax subsidie last five (5) years to the	es granted (historical) for the GOCC, if applicable	GOCC		
Tax expenditure subsid	y program		DBM/ FIRB	
Latest actual releases		FIRB		
Other additional supporting documents that may be requested in the course of evaluation for clarification				
Client Steps	Agency Action	Fees to be paid	Processing time	Personnel Responsible
1. GOCC to submit to the Assistant Secretary's Office, through the Central Records Management	1.1. Receive and record the request/ documents from the GOCC and forward to the Office of the	None	1 hour	Administrative Aide II Assistant Secretary's Office



Division located at the Ground Level of DOF Building, the original letter of request for tax subsidy and complete documentary requirements for evaluation.	Assistant Secretary			
	1.2. Assign to the concerned Director/Division the request document	None	6 hours	Assistant Secretary Privatization and Corporate Affairs Group
	1.3. Check the completeness of documents, evaluate the merits of the request, and prepare supporting computations. Draft Letter to the FIRB. Forward the draft documents for the review and endorsement of the Director and Assistant Secretary	None	15 working days	Financial Analyst* and Financial Analyst V** Privatization and Corporate Affairs Group
	1.4. Review and affix signature on the final documents	None	4 working days	Director*** and Assistant Secretary Privatization and Corporate Affairs Group
	1.5. Transmit to FIRB	None	1 hour	Administrative Officer II Director's Office
	TOTAL:		20 working days	

^{*} 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 III, 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)

^{***} A Director may either be Director III or Director IV



2. Issuance of Recommendation on GOCC Requests to Open/ Maintain an Account with Banks Other than Authorized Government Depository Banks

This refers to the evaluation of requests of GOCCs, including local water districts, to open/ maintain accounts with banks other than the authorized government depository banks (AGDBs) pursuant to DOF Circular No. 002.2022, as amended.

Office or Division:	Privatization and Corporate Affairs Group - Corporate Operations Office (PCAG-COO)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government-to-Gove	rnment		
Who may avail:		trolled Corporations (GOCCs)		
Checklist of Red		Where to Secure		
Letter of request addressed to the	•	Where to Secure		
by the head of the requesting G	, ,			
officer, indicating the following:	occ of he daily designated			
omeen, manaamig and remember.		GOCC		
a. Terms of the deposit				
b. Purpose for opening and ma	aintaining an account with the			
(proposed) bank and specifi	c reasons for not meeting the			
conditions				
c. That the GOCCs shall con				
reporting requirements of the				
Board Resolution approving the	0000			
endorsement from the DOF (duly s	GOCC			
board approving the same)				
Summary of daily collection report and latest average daily cash balar		GOCC		
List of AGDBs within 50-kilometer		GOCC		
services currently offered	radius and the products and	GOCC		
Other additional supporting docum	nents that may be requested	GOCC		
in the course of evaluation for clarit	•			
	SDBs that the products or			
services cannot be provided; and,				
b. Vicinity maps showing the (i) locations, (ii) distance				
between the requesting agency	, , ,			
distance between the requesting				
bank or independent report or ce				
National Police Provincial Office co	ontirming the existence of the			
security risk, if applicable		Processing		

Client Steps	Agency Action	Fees to be paid	time per ARTA Law	Personnel Responsible
GOCC to submit to the Assistant Secretary's Office,	1.1. Receive and record the request/ documents from the	None	1 hour	Administrative Aide II Assistant Secretary's Office



through the Central Records Management Division located at the Ground Level of DOF Building, the original letter of request for depository and complete documentary requirements for evaluation.	GOCC and forward to the Office of the Assistant Secretary			
	1.2. Assign to the concerned Director/Division the request document	None	7 hours	Assistant Secretary Privatization and Corporate Affairs Group
	1.3. Check the completeness of documents and evaluate the merits of the request. Draft Memorandum for the Secretary and Letter to the GOCC. Forward the draft documents for the review and endorsement of the Director and Assistant Secretary	None	14 working days	Financial Analyst* and Financial Analyst V** Privatization and Corporate Affairs Group
	1.4. Review and affix signature on the final documents and endorse to the Undersecretary	None	4 working days	Director*** and Assistant Secretary Privatization and Corporate Affairs Group
	1.6. Review, approve, and affix signature in the documents for endorsement to the Secretary	None	1 working day	Undersecretary Privatization and Corporate Affairs Group
	TOTAL:		20 working days	

^{*} 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 III, 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)

^{***} A Director may either be Director III or Director IV



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 NEDA approval secured			
	b.) Development Partner/ Donor / Funder of government program or			
	project			
CHECKLIST OF	DECLIDEMENTS WHERE TO SECURE			

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Formal request via letter, memo, invitation,	All documents and attachments will be			
or email	emanating from the client			

or email		emanating f	rom the client	
Client Steps	Agency Action	Fees to be Paid	Processing Time	Personnel Responsible
1. Submit a request letter, memorandum or invitation to IFG or Records Section.	1.1. Upon receiving the request from client or Records Section, encode the document in the tracking system and forward to the appropriate office	None	4 hours	Executive Assistant Office of the Undersecretary of the International Finance Group
	1.2. Review request and forward to appropriate team	None	4 hours	Director III or Director IV International Finance Operations Office
	1.3. Assign or conduct research, draft paper, and submit to the Director/OIC	None	14 days	Team Leader or Assigned Technical Staff (ranks vary) International Finance Operations Office
	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 International Finance Operations Office
	1.5. Issue clearance and/or endorsement	None	2 days	Executive Assistant Office of the Undersecretary



2. Client proceeds 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.	approved paper	None	1 day	Records Section or IFOO Administrative Staff
	TOTAL:		20 days	



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

External Service



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

Formulation of Philippine position, comments, inputs, recommendations: (i.e. 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), other International Financial Institutions (IFIs), Private and Government Sectors, etc.). This process covers analysis, research, 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 of Division.	international i mance i oney office			
Classification:	Highly Technical			
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 that the Department coordinates with d.) Other Government Agencies, Offices, Bureaus, Commissions in			
	the Philippines			
CHECKLIST OF R	EQUIREMENTS	V	VHERE TO SE	CURE
Formal request via lette email	r, memo, invitation, or All documents and attachments will be emanating from the client			chments will be
ornan	<u> </u>			
Client Steps	Agency Action	Fees to be Paid	Processing Time	Personnel Responsible
A Complex Transaction				

International Finance Policy Office

A. Complex Transactions

Office or Division:

(May not usually require consultation agencies/stakeholders)

- Proposed 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 pertaining and not limited to Regional Economic Cooperation (ASEAN, ASEAN+3, APEC, FTAs and other IFIs), Financing for Climate Change Adaptation and Mitigation, and Disaster Risk Finance.
- Prepare briefers, materials, inputs to speeches or statements, talking points and kits of the Finance Secretary, Undersecretaries, Assistant Secretaries and Directors, to be used in various meetings.

1. Submit request letter,	1.1. IFG receives	None	48 minutes	Executive
memorandum or	request from client,			Assistant
invitation to IFG or	Office of the			Office of the
Records Section.	Secretary, or Records			Undersecretary
Trecerae Codion.	Section.			



Client Steps	Agency Action	Fees to be Paid	Processing Time	Personnel Responsible
	TOTAL:		7 working days	
2. Client proceeds 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.	2.1. Release the approved paper	None	1 working day	Records Section or Administrative Aide II
	1.7. Issue clearance and/or endorsement	None	1 working day	Executive Assistant Office of the Undersecretary
	1.6. Review the draft paper. Inform the Assistant Secretary. Forward to the Office of the Undersecretary for approval.	None	1 working day	Director III or Director IV International Finance Policy Office
	1.5. Assign or conduct research, draft paper, and submit to the Director/OIC	None	3 working days	Team Leader Team Leader or Assigned Technical Staff (ranks vary) International Finance Policy Office
	1.4. Review request and forward to appropriate team	None	4 hours	Director International Finance Policy Office
	1.3. Forward to appropriate office head	None	2 hours and 24 minutes	Executive Assistant Office of the Undersecretary
	1.2. Encode in document tracking system	None	48 minutes	Executive Assistant Office of the Undersecretary

B. Highly Technical Transaction

(Requires inputs/coordination and/or consultation with other agencies/stakeholders)

- Proposed 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 pertaining and not limited to Regional Economic Cooperation (ASEAN, ASEAN+3, APEC, FTAs and other IFIs), Financing for Climate Change Adaptation and Mitigation, and Disaster Risk Finance.



- Request for a Special Authority 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 trainings/capacity building initiatives to bridge the identified skills gap between IFG staff competencies vs office mandates.

1. Submit request letter,	1.1. IFG receives	None	48 minutes	Executive
memorandum or	request from client,			Assistant
invitation to IFG or	Office of the			Office of the
Records Section.	Secretary, or Records			Undersecretary
	Section.			
	1.2. Encode in	None	48 minutes	Executive
	document tracking			Assistant
	system			Office of the Undersecretary
	1.3. Forward to	None	2 hours and	Executive
	appropriate office		24 minutes	Assistant
	head			Office of the
		NI	41	Undersecretary
	1.4. Review request and forward to	None	4 hours	Director International Finance
	and forward to appropriate team			Policy Office
		Niero	4.4	Table
	1.5. Assign or conduct research, draft paper,	None	14 working days	Team Leader Team Leader or
	and submit to the		uays	Assigned
	Director/OIC			Technical Staff
				(ranks vary)
				International Finance Policy Office
	1.6. Review the draft	None	2 working	Director III or
	paper. Inform the		days	Director IV
	Assistant Secretary.			International Finance Policy Office
	Forward to the Office			,
	of the Undersecretary			
	for approval.			
	1.7. Issue clearance	None	2 working	Executive
	and/or endorsement		days	Assistant
				Office of the Undersecretary
2. Client proceeds to	2.1. Release the	None	1 working	Records Section
the Records Section for	approved paper	110110	day	or Administrative
the release or the	L. C. S. S. B. S.			Aide II
document shall be sent				
to the client (if a				
government agency) or				
through e-mail if the				
request was made				
through said channel.	TOTAL		20	
	TOTAL:		20 working	
			days	



Policy Development and Management Services Group

Central Administration Office (PDMSG - CAO)

Internal and External Services



1. Borrowing of Records

The 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:	Central Administration Office (CAO) - Central Records			
	Management Division (CRMD)			
Classification:	Simple			
Type of Transaction:	G2G- Government-to-Government			
Who may avail:	DOF Offices/Divisions/Units			

Checklist of Requirements	Where to Secure
DOF Identification Card	Human Resource Management and
	Development Division
Duly accomplished Request for Previous Record	CRMD Window
Form	

Client Stone	Aganay Action	Fees to	Processing	Personnel
Client Steps	Agency Action	be paid	time	Responsible
File request or duly	1.1. Receive and log	None	3 minutes	Records Officer
accomplished Request	request			Central Records
for Previous Record Form				Management
in the Ground Floor, DOF				Division
Building	4.0.01 1.77	N 1		D / 0'''
	1.2. Check if the	None	3 minutes	Records Officer
	requesting party has unturned previous			Central Records
	record			Management Division
	1.3. Retrieve the	None	4 hours	Records Officer
	record/docket being	110110		Central Records
	requested			Management
				Division
	1.4. Forward the	None	3 minutes	Records Officer
	request to the Chief			Central Records
	Administrative Officer			Management
	for approval	Nlavaa	0 minutes	Division
	1.5. Approval of the request for borrowing	None	2 minutes	Chief Administrative
	request for borrowing			Officer
				Central Records
				Management
				Division
2. Receive the requested	2.1. Release the	None	3 minutes	Records Officer
document/docket in the	document/docket for			Central Records
CRMD Window	borrowed			Management
				Division
	TOTAL:		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 and for special type of records, needs prior approval of concerned office.

Office or Division:	Central Administration Office (CAO) - Central Records
	Management Division (CRMD)
Classification:	Simple
Type of Transaction:	G2C- Government-to-Citizen
	G2B- Government-to-Business
	G2G- Government-to-Government
Who may avail:	All

Checklist of Requirements	Where to Secure
Written request or Duly accomplished Request Form	Requesting Party or CRMD Window
One (1) valid government-issued Identification Card	BIR, Post Office, DFA, PSA, SSS, GSIS, PAG-IBIG

Client Steps	Agency Action	Fees to be paid	Processing time	Personnel Responsible
File request or duly accomplished Request Form in the Ground Floor, DOF Building	1.1. Receive and file request	None	2 minutes	Records Officer Central Records Management Division
2. Pay corresponding amount to the Cashier Window in the Ground Floor, DOF Building and present the Official Receipt to the Records Officer in the CRMD Window	2.1. 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 (for external clients only)	Records Officer Central Records Management Division
	2.2. Retrieve the record/document being requested	None	4 minutes	Records Officer Central Records Management Division
	2.3 Photocopy/print the record/document and forward to Chief Administrative Officer	None	2 minutes	Records Officer Central Records Management Division
	2.4. Certify/sign the document	None	2 minutes	Chief Administrative Officer



				Central Records Management Division
3. Receive the requested record/document in the CRMD Window	3.1. Seal and issue to the requesting party.	None	2 minutes	Records Officer Central Records Management Division
	TOTAL:		15 minutes (external clients) 12 minutes	
			(internal clients)	



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

As the official repository of all records of the Department, the CRMD safe keeps 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:		Central Administration Office (CAO) - Central Records Management Division (CRMD)			
Classification:	Simple	, ,			
Type of Transaction:	G2C- Government-to-0 G2B- Government-to-E	G2C- Government-to-Citizen G2B- Government-to-Business G2G- Government-to-Government			
Who may avail:	All				
	Requirements		Where to Secu	ıre	
Written request or Duly ac Form			Party or CRMD		
One (1) valid government Card	-issued Identification	PAG-IBIG	ffice, DFA, PSA		
Client Steps	Agency Action	Fees to be paid	Processing time	Personnel Responsible	
File request or duly accomplished Request Form in the Ground Floor, DOF Building	1.1. Receive and file request	None	2 minutes	Records Officer Central Records Management Division	
2. Pay corresponding amount to the Cashier Window in the Ground Floor, DOF Building and present the Official Receipt to the Records Officer in the CRMD Window	2.1. Prepare corresponding Order of payment and issue to requestor (for external clients only)	P25.00/ page for certified copy/ photocopy P5.00/ page for plain photocopy	3 minutes (for external clients only)	Records Officer Central Records Management Division	
	2.2. Retrieve the record/document being requested	None	5 hours	Records Officer Central Records Management Division	
	2.3. Photocopy the record/document, initial and forward to Chief Administrative Officer	None	2 minutes	Records Officer Central Records Management Division	
	2.4. Certify/sign the document	None	2 minutes	Chief Administrative Officer Central Records Management Division	



3. Receive the requested record/document in the CRMD Window	3.1. Seal and issue to the requesting party.	None	2 minutes	Records Officer Central Records Management Division
	TOTAL:		5 hours and 14 minutes (external clients)	
			5 hours and 11 minutes (internal clients)	



4. 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.

		(CAO) II D
Office or Division:		ffice (CAO) – Human Resource Management
		n (HRMDD) – Performance Management
Classification:	Simple	
Type of Transaction:	G2G- Government-to-Go	
Who may avail:	· •	onnel, bureaus and attached agencies
Checklist of Requirements		Where to Secure
Fully accomplished Requ (1 original)	est for Travel Authority	Requesting Party
Request letter of the cond	cerned official/employee	Requesting Party
recommended by Head of	of Office/Bureau/ Agency	
(1 original)		
form - CS Form No. 6 covered period (2 origi Compensatory Time-Off (5) consecutive days (1 o	(CTO) for a maximum of riginal)	Requesting Party
fully accomplished cleara 7, s. 2017. (4 originals)	Ill be accompanied by a nce form CS Form No.	Requesting Party
Clearance duly signed by that the applicant has no cases (1 original)	pending administrative	Requesting Party
Clearance duly signed by that the applicant has no advance (1 original)	-	Requesting Party
Sworn statement of the a recommending official, st original) a. Duration of travel, des b. The estimated cost of to. How the trip will be find d. If own account: o Income Tax Return preceding tax year e. If on other person's account preceding tax year preceding tax year preceding tax year	ating the following: (1 atination and purpose; the trip; anced; n of the applicant for the r, (1 photocopy) and count: n of the person for the r (1 photocopy)	Requesting Party
Latest Statement of Asse Worth (1 photocopy)	ts, Liabilities, and Net	Requesting Party



Client Steps	Agency Action	Fees to be paid	Processing time	Personnel Responsible
A. Bureau and Attached	Agencies	De paid	time	ivesponsible
Submit letter request together with the complete documentary requirements to Window/ Receiving section of CRMD	1.1. Receive, barcode, and release request for travel authority together with the documentary requirements to the Office of the Secretary	None	30 minutes	Administrative Officer Central Records Management Division
	1.2. Review, evaluate, and forward the request for travel authority together with the documentary requirements to the office of Central Administrative Office (CAO), Director IV	None	2 hours	Account Officer Office of the Secretary
	1.3. Review, evaluate, and endorse request for travel authority together with the documentary requirements to Human Resource Management and Development Division (HRMDD) for preparation of Travel Authority	None	1 hour	Director IV Central Administration Office
	1.4. Receive the request for Travel Authority 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 Travel Authority	None	20 minutes	Administrative Assistant II Human Resource Management and Development Division
1.7. Review and evaluate prepared Travel Authority	None	20 minutes	Administrative Officer V Human Resource Management and Development Division
1.8 Review and affix initial on Travel Authority	None	2 hours	Supervising Administrative Officer/ Chief Administrative Officer Human Resource Management and Development Division
1.9. Barcode and record initialed Travel Authority in database and release to the office of Central Administration Office (CAO) Director for review and initial	None	10 minutes	Administrative Assistant II Human Resource Management and Development Division
1.10. Review, evaluate, and affix initial on Travel Authority of CAO Director IV	None	1 hour	Director IV Central Administration Office
1.11. Record and release to the Office of the Secretary (OSEC) for signature	None	20 minutes	Administrative Aide III Central Administration Office
1.12 Receive the travel authority including all documentary requirements and	None	10 minutes	Administrative Officer Office of the Secretary



	1	1	T	
	forward to account officer for review			
	Officer for review			
	1.13. Review,	None	1 hour	
	evaluate, and endorse			
	travel authority to Secretary for			Account Officer
	signature			Office of the Secretary
	org. ratur o			
	1.14. Review and sign	None	2 hours	Secretary
	Travel Authority			Office of the Secretary
	1.15. Record signed	None	20 minutes	
	Travel Authority and			Administrative
	release to Central			Officer Office of the Secretary
	Records Management Division (CRMD)			Office of the Secretary
	,			
2. Concerned Personnel	2.1. CRMD for release	None	1 working	Administrative Aide
receive the requested Travel Authority	to concerned personnel/authorized		day	Central Records
Traver Admonty	representative			Management Division
			0 1:	
	TOTAL:		2 working days, 3	
			hours and 35	
			minutes	
		Fees to	Processing	Personnel
Client Steps	Agency Action	be paid	time	Responsible
B. DOF Officials and En	nnlovees	-		-
1. Submit request	1.1. Receive and	None	10 minutes	
together with the	release request for			
complete documentary requirements to	travel authority together with the			
receiving section of	documentary			Administrative
OSEC	requirements to the			Officer
	account officer, office			Office of the Secretary
	of the secretary			



1.2. Review, evaluate and forward the request for travel authority together with the documentary requirements to the office of Central Administration Office (CAO), Director IV	None	2 hours	Account Officer Office of the Secretary
1.3. Review, evaluate, and endorse request for travel authority together with the documentary requirements to Human Resource Management and Development Division (HRMDD) for preparation of Travel Authority	None	1 hour	Director IV Central Administration Office
1.4. Receive the request for travel authority 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 Travel Authority	None	20 minutes	Administrative Assistant II Human Resource Management and Development Division
1.7 Review and evaluate prepared Travel Authority	None	20 minutes	Administrative Officer V Human Resource Management and Development Division



1.8. Review and affix initial on Travel Authority	None	2 hours	Supervising Administrative Officer/ Chief Administrative Officer Human Resource Management and Development Division
1.9. Barcode and record initialed Travel Authority in database and release to the office of Central Administration Office (CAO) Director for review and initial	None	10 minutes	Administrative Assistant II Human Resource Management and Development Division
1.10. Review, evaluate, and affix initial on Travel Authority of CAO Director IV	None	1 hour	Director IV Central Administration Office
1.11. Record and release to the office of the Secretary (OSEC) for signature	None	20 minutes	Administrative Aide III Central Administration Office
1.12. Receive the travel authority including all documentary requirements and forward to account officer for review	None	10 minutes	Administrative Officer Office of the Secretary
1.13. Review, evaluate, and endorse travel authority to Secretary for signature	None	1 hour	Account Officer Office of the Secretary



	1.14. Review and sign Travel Authority	None	2 hours	Secretary Office of the Secretary
	1.15. Record signed Travel Authority and release to Central Records Management Division (CRMD)	None	20 minutes	Administrative Officer Office of the Secretary
2. Concerned Personnel receive the requested Travel Authority	2.1. CRMD for release to concerned personnel/authorized representative	None	1 day	Administrative Aide Central Records Management Division
TOTAL:			2 working days, 3 hours and 15 minutes	

*As per Memorandum dated October 26, 2022, and February 3, 2023, beginning February 7, 2023, all documents on request for travel authority shall be routed first to the Office of the Secretary 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.



5. Issuance of Travel Authority 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 Office (CAO) – Human Resource Management and Development Division (HRMDD)			
Classification:	Simple	,		
Type of Transaction:	G2G- Government-to-Go	overnment		
Who may avail:	All concerned DOF person	onnel, bureau	s and attached	l agencies
Checklist of I	f Requirements Where to Secure			cure
Duly Accomplished Req	uest for Travel Authority			anagement and
Form		Official Trav		holarship and
Invitation		Inviting party		-
Client Steps	Agency Action	Fees to be paid	Processin g time	Personnel Responsible
A. Bureau and Other A				
Submit Request for Travel Authority to HRMDD	1.1. Receive request and forward to Office of the Secretary	None	2 minutes	Administrative Assistant II Central Records Management Division
	1.2. Receive request, review for approval and release to CAO	None	2 minutes	Administrative Assistant II, Secretary Office of the Secretary
	1.3. Receive request, review and forward to HRMDD	None	2 minutes	Administrative Assistant II, 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
	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	7 minutes	Administrative Officer V, Supervising Administrative Officer, Chief Administrative 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 OSEC	None	2 minutes	Administrative Assistant II Office of the Secretary
	1.11. Review and sign	None	5 minutes	Secretary Office of the Secretary
	1.12. Release Travel Authority to CRMD	None	2 minutes	Administrative Assistant II Human Resource Management and Development Division
2. Request CRMD counter for the copy of the Travel Authority	2.1. Give the copy of Travel Authority to requesting client	None	2 minutes	Administrative Assistant II Central Records Management Division
D DOE Officials	TOTAL:		48 minutes	
B. DOF Officials 1. Submit Request for Travel Authority to HRMDD	1.1. Receive request, review for approval and release to CAO	None	2 minutes	Administrative Assistant II, Secretary Office of the Secretary
	1.2. Receive request, review and forward to HRMDD	None	2 minutes	Administrative Assistant II, Director IV Central Administration Office
	1.3. Receive request	None	2 minutes	Administrative Assistant II Human Resource Management and Development Division
	1.4. Check/evaluate completeness of required documents	None	2 minutes	Administrative Officer Human Resource Management and Development Division



	1.5. Prepare Travel Authority, Endorsement to DFA and OP (if needed)	None	10 minutes	Administrative Officer Human Resource Management and Development Division
	1.6. Review and affix initial	None	7 minutes	Administrative Officer V, Supervising Administrative Officer, Chief Administrative Officer Human Resource Management and Development Division
	1.7. Record initialed documents and release to CAO	None	5 minutes	Administrative Assistant II Human Resource Management and Development Division
	1.8. Review and affix initial	None	5 minutes	Director IV Central Administration Office
	1.9. Record initialed documents and release to OSEC	None	2 minutes	Administrative Assistant II Office of the Secretary
	1.10. Review and sign	None	5 minutes	Secretary Office of the Secretary
	1.11. Release Travel Authority to CRMD	None	2 minutes	Administrative Assistant II Human Resource Management and Development Division
2. Request CRMD counter for the copy of the Travel Authority	2.1. Give the copy of Travel Authority to requesting client	None	2 minutes	Administrative Assistant II Central Records Management Division
0.005.5	TOTAL:		46 minutes	
C. DOF Employees	1 1 Possive request	Mono	2 minutes	Administrative
1. Submit Request for Travel Authority to HRMDD	1.1 Receive request, review and forward to CAO	None	2 minutes	Assistant II, Secretary Office of the Secretary
	1.2. Review request, review and forward to HRMDD	None	2 minutes	Administrative Assistant II, Director IV Central Administration Office
	1.3. Receive request	None	2 minutes	Administrative Assistant II Human Resource Management and Development Division



	1		1	
	1.4. Check/evaluate completeness of required documents	None	2 minutes	Administrative Officer Human Resource Management and Development Division
	1.5. Prepare Travel Authority, Endorsement to DFA and OP (if needed)	None	10 minutes	Administrative Officer Human Resource Management and Development Division
	1.6. Review and affix initial	None	7 minutes	Administrative Officer V, Supervising Administrative Officer, Chief Administrative Officer Human Resource Management and Development Division
	1.7. Record initialed documents and release to CAO	None	5 minutes	Administrative Assistant II Human Resource Management and Development Division
	1.8. Review and affix initial	None	5 minutes	Director IV Central Administration Office
	1.9. Record initialed documents and release to OSEC	None	2 minutes	Administrative Assistant II, Office of the Secretary
	1.10. Review and sign	None	5 minutes	Secretary Office of the Secretary
	1.11. Release Travel Authority to CRMD	None	2 minutes	Administrative Assistant II Human Resource Management and Development Division
2. Request CRMD counter for the copy of the Travel Authority	2.1 Give the copy of Travel Authority to requesting client	None	2 minutes	Administrative Assistant II Central Records Management Division
	TOTAL:		46 minutes	



Policy Development and Management Services Group

Central Financial Management Office (PDMSG - CFMO)

Internal and External Service



1. Issuance of Tax Certificate on Tax Deducted from Suppliers and Remitted to BIR

The CFMO - Accounting Division issues Tax Certificate on Tax Deducted from Suppliers 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 Manag	ement Offi	ce (CFMO) - A	ccounting
	Division			
Classification:	Simple			
Type of Transaction:	G2C- Government-to-Cit	izen		
	G2B- Government-to-Business			
	G2G- Government-to-Go	vernment		
Who may avail:	Suppliers/Contractors/Co	onsultants/	Job Order emp	oloyees
Checklist of F	Requirements		Where to Se	cure
Duly accomplished Docu	ument Request Slip	Accounting	ng Division	
Client Steps	Agency Action	Fees to	Processing	Personnel
Chefit Steps	Agency Action	be paid	time	Responsible
1. File/submit duly	1.1. Review	None	22 minutes	
accomplished	completeness of			
Document Request	information received in			
Slip in the	the Document Request			Accountant I Accounting
Disbursement and	Slip and accuracy of			Division
Remittance Section,	the tax withheld in the			
Accounting Division	Disbursement			
	Voucher.			
	1.2. Produce BIR Form	None	8 minutes	Accountant I/
	2307, and affix initials			Chief Accountant
	and signature thereon.			Accounting
O. D DID F	0.4	N.I.	0	Division
2. Receive BIR Forms	2.1. Issue signed BIR Form 2307 to the	None	3 minutes	
2307 and sign on the logbook of the				Accountant I
Disbursement and	requesting person			Accounting
Remittance Section,				Division
Accounting Division				
	TOTAL:		33 minutes	



Policy Development and Management Services Group

Central Management Information Office (PDMSG - CMIO)

Internal Service



1. Preventive Maintenance (PM)

To ensure availability and performance of ICT assets in its functional state, maintenance of the following ICT assets at regular time intervals shall be in placed. The PM is conducted on an annual basis.

Office or Division:	Central Management Information Office (CMIO)					
Classification:	Simple/Complex/Highly	/ Technical Tran	nsaction			
Type of						
Transaction:						
Who may avail:	DOF Employees, Gues	sts, and Contrac	ctors			
Checklist of	of Requirements		Where to Se	cure		
Duly accomplished	ed form as approved by	_				
	supervisor	(CMIO)				
DOF issued	ID for identification		Resource Man			
Identification for	DOE issued equipment		Division (HRMD al Services Divis			
identification for	DOF issued equipment	Fees to be	Processing	Personnel		
Client Steps	Agency Action	paid	Time	Responsible		
Preventive Maint	enance: (Simple: Lapto	•		Responsible		
1. Personnel	1.1. Perform necessary	None	12 hours	Level 1 Service		
issued with ICT	task or activities	140110	12 110010	Engineer		
equipment	according to procedure					
	per required process.	Level 2 Service				
	partia quinta processi	Engineer				
	1.2. Encode/update	None	6 hours	Level 1 Service		
	recording and			Engineer		
	monitoring log sheet if			Laval O O amila a		
	necessary.			Level 2 Service		
	1.2 Varify if pageagary	None	6 hours	Engineer Level 2 Service		
	1.3. Verify if necessary tasks and activities are	None	6 hours	Engineer		
	done according to the			Liigiileei		
	schedule/plan or as the			Level 3 Service		
	procedure stated.			Engineer		
	TOTAL:		24 Working	- Control of the cont		
	TOTAL.		Hours*			
Client Steps	Agency Action	Fees to be	Processing	Personnel		
Chefit Steps	Agency Action	paid	Time	Responsible		
	enance: (Complex: Netv	•)			
1. Office issued	1.1. Perform necessary	None	32 hours	Level 1 Service		
with ICT	task or activities			Engineer		
equipment	according to procedure					
	per required process.					



				Level 2 Service Engineer
	1.2. Encode/update recording and	None	12 hours	Level 1 Service Engineer
	monitoring log sheet if necessary.			Level 2 Service Engineer
	1.3. Verify if necessary tasks and activities are	None	12 hours	Level 2 Service Engineer
	done according to the schedule/plan or as the procedure stated.			Level 3 Service Engineer
	TOTAL:		56 Working Hours*	
			T -	
Client Steps	Agency Action	Fees to be paid	Processing Time	Personnel Responsible
Preventive Maint Videoconferenci	tenance: (Highly Technic ng Facilities)	cal: Data Cente	er, Data Center	Equipment, and
1. Office issued	1.1. Perform necessary	None	76 hours	Level 1 Service
with ICT	task or activities according to procedure			Engineer
equipment	per required process.			Level 2 Service Engineer
	1.2. Encode/update recording and	None	42 hours	Level 1 Service Engineer
	monitoring log sheet if necessary.			Level 2 Service Engineer
	1.3. Verify if necessary tasks and activities are	None	42 hours	Level 2 Service Engineer
	done according to the schedule/plan or as the			Level 3 Service
	procedure stated.			Engineer
	TOTAL:		160	
			Working	

^{*} The service exceeds the prescribed rule (3-7-20) of working days due to its complexity and technicality which requires extensive assessment depending on the issue and concern raised.



2. Incident Management

Provide preventive and proactive service level support to ensure a systematic hierarchical response to handle incident requests with the goal of restoring the service with minimal impact to end-users and the Department.

Office or Division:	Office or Division: Central Management Information Office (CMIO)			
Classification:	Highly Technical Transaction		, ,	
Type of Transaction:	G2G- Government-to-Gove			
Who may avail:	DOF Employees, guests, ar		ors	
	of Requirements		Where to Se	cure
Duly accomplished forr	n as approved by the	DOF - Ce	ntral Managem	ent Information
supervisor		Office (CN	MIO)	
DOF issued ID for iden	tification		man Resource	_
			lopment Division	
Identification for DOF is	ssued equipment			Division (GSD)
Client Steps	Agency Action	Fees to be paid	Processing Time	Personnel Responsible
Incident Management		T		1
1. Raise issue and	1.1. Encodes the	None	1 hour	Level 1 Service
concern through	issue/concern details to the			Engineer
different platforms	Helpdesk System.			
(e.g. calls, emails, text messages, walk-	The following procedure/s			
ins, etc.)	are done in the background			
1113, 610.)	by the Helpdesk System:			
	Get the timestamp of the			
	request; and			
	Generate a ticket number.	Nana	4 5 5	Laval 4 Camina
	1.2. Validates the issue/concern of the	None	1 hour	Level 1 Service
	requestor and solves the			Engineer
	request by looking for			
	solutions if any from the			
	knowledge-based module			
	in the Helpdesk system.			
	Generate request form for			
	supervisor's approval if			
	necessary.			
	-			
	1.3.	None	8 hours	Level 1 Service
	a. If the issue/concern is			Engineer
	solved the issue/concern is			
	considered closed.			
	b. If the issue/concern can't			
	be solved by the Level 1			
	Service Engineer, the			



issue/concern is elevated to Level 2 Service Engineer.		
The following procedure/s are done in the background by the Helpdesk System:		
 Ticket is moved to the Helpdesk Level 2 request pool; and Notify the Level 2 engineers through email 		
Input additional information to the helpdesk by the person responsible		
1.4. Get issue/concern from the Level 2 request pool. Validates the issue/concern of the requestor and solves the request by looking for solution if any from the knowledge-based module in the Helpdesk system.	20 hours	Level 2 Service Engineer
1.5. a. If the issue/concern is solved the issue/concern is considered closed.	20 hours	Level 2 Service Engineer
b. If the issue/concern can't be solved by the Level 2 Service Engineer, the issue/concern is elevated to Level 3 Service Engineer.		
The following procedure/s are done in the background by the Helpdesk System:		
Ticket is moved to the Helpdesk Level 3 request pool; and		
Notify the Level 3 engineers through email		
1.6. Get issue/concern from the Level 3 request pool.	30 hours	Level 3 Service Engineer



 1.7. Solves the request of the requestor by: Validation and identification of the issue; Brainstorming and formulation of proposed solution; Evaluation, selection and execution of the proposed solution; Assessment of the provided solution; and Document the applied solution. 	40 hours	Level 3 Service Engineer
1.8. Solves the issue/concern and update the IT Helpdesk System.	40 hours	Level 3 Service Engineer
TOTAL:	160 Working hours	

^{*} This service exceeds or is within the ARTA prescribed rule (3-7-20 working days) due to its complexity and technicality. Since this service requires extensive assessment, depending on the issue or concern raised or the equipment that needs availing of this kind of service.



3. ICT Services Administration

Administration of the following ICT Services:

- 1. Website Update
- 2. Email Creation
- 3. User Account Administration
- 4. Password Recovery
- 5. Installation of Application Systems
- 6. Database, Data Backup, and Recovery
- 7. Network
- 8. Virtual Server
- 9. Bring Your Own Device (BYOD) Administration
- 10. Remote Access
- 11. Internet and Proxy
- 12. Private Automatic Branch Exchange (PABX) Administration

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Office or Division:	Central Management Ir	itormation Offic	e (CMIO)	
Classification:	Simple Transactions			
Type of Transaction:	G2G- Government-to-G			
Who may avail:	DOF Employees, Guests, and Contractors			
Checklist of	Requirements		Where to Secu	ıre
Duly accomplished forr	n as approved by the	DOF - Central	Management I	nformation
supervisor		Office (CMIO)		
DOF issued ID for iden	tification		Resource Man Division (HRMI	•
Identification for DOF is	ssued equipment	DOF - Genera	I Services Divis	
Client Steps	Agency Action	Fees to be	Processing	Personnel
_		paid	Time	Responsible
ICT Services Adminis				
1. Raise issue and	1.1. Encodes the	None	1 hour	Level 1 Service
concern through	issue/concern details			Engineer
different sources (e.g.	to the Helpdesk			
calls, emails, text	System.			
messages, walk-ins,	The following			
etc.)	The following procedure/s are done			
	in the background by			
	the Helpdesk System:			
	Get the timestamp of			
	the request; and			
	Generate a ticket			
	number.			
	1.2. Validates the	None	6 hours	Level 1 Service
	issue/concern of the		0	Engineer
	requestor and solves			2.19.1001
	the request by looking			
	for solution if any from			
	the knowledge-based			
	THE MIDWIEUGE-DASEU			



	-			
l (module in the Helpdesk system. Generate request form for supervisor's approval if necessary.			
	a. If the issue/concern is solved the issue/concern is considered closed. b. If the issue/concern can't be solved by the Level 1 Service Engineer, the issue/concern is elevated to Level 2 Service Engineer. The following procedure/s are done in the background by the Helpdesk System: Ticket is moved to the Helpdesk Level 2 request pool; and Notify the Level 2 engineers through email. Input additional information to the helpdesk by the person responsible.	None	9 hours	Level 1 Service Engineer
	1.4. Solves the	None	8 hours	Level 1 Service
l i	issue/concern and update the IT Helpdesk System.			Engineer
	TOTAL:		24 Working hours	
* 71 '				

^{*} This service exceeds or is within the ARTA prescribed rule (3-7-20 working days) due to its complexity and technicality. Since this service requires extensive assessment, depending on the issue or concern raised or the equipment that needs availing of this kind of service.



4. Systems Development

Creation or modification of existing in-house developed information systems. Excluding system request which requires new or additional modules, major changes to features and functionalities, and enhancements that necessitates the extensive process of systems development and analysis, creation or change in database structure, and systems testing. This includes the development of system applications, portals, and websites.

Office or Division:	Central Management Information Office (CMIO)
Classification:	Highly Technical Transaction
Type of Transaction:	G2G- Government-to-Government
Who may avail:	DOF Employees

Checklist of RequirementsWhere to SecureDuly accomplished information systemsDOF - Central Management Informationrequest formOffice (CMIO)

request form		Office (CMIO)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Personnel Responsible
Systems Developmen				
1. The business owner must submit a written request to the IT Helpdesk at cmio_esdd@dof.gov. ph first	1.1. The ESDD coordinator will send the requestor an Information Systems Request (ISR).	None	1 day	Level 1 Service Engineer
1.a. Business Owners must fill out the information systems request form and have it signed by Division/Office Head	1.2. Once the signed ISR Form is received by the ESDD Coordinator, it will go through an approval process where it will be assessed and recommended by ESDD and signed by the Director of CMIO. All approved requests shall be registered, versioned, and scheduled for a project feasibility meeting.	None	5 days	Level 1 Service Engineer
	1.3. The ESDD will collaborate with the Business Analyst (BA) and functional business owner to create a project charter (project definition,	None	15 days	Business Analyst



	goals, and outcomes), conduct business analysis and user requirements gathering; and create an architecture for business processes.			
1.b Business Owners shall approve the Project Design	1.4 Receive the approved Project Design	None	1 day	Level 1 Service Engineer
2. Coding Stage	2.1 The database administrator will create and design the database structure.	None	5 days	Level 2 Service Engineer Level 3 Service Engineer
	2.2 The programmers will translate the business requirements specification into codes.	None	4 months	ESDD - Assigned Developer
	2.3 The programmers will conduct Unit Testing in each module that has been completed; and deploy it to the development environment.	None	3 days	ESDD - Assigned Developer
3. Quality Assurance	3.1 Once the completed modules have been deployed in the development environment the quality assurance tester will conduct Integration Testing.	None	3 days	Quality Assurance Tester
	3.2 The Senior developers and IT Manager will conduct a peer code quality review.	None	2 days	Senior Developer



	3.3 The Information Security Manager will conduct a code security review.	None	2 days	Information Security Manager
	3.4 The IT Infrastructure Officer will conduct a Vulnerability Assessment and Penetration Testing.	None	2 days	IT Infrastructure Officer
	3.5 Deploy developed systems into the Staging environment after they have complied with the code review and VAPT security standards.	None	3 days	System Administrator
	3.6 The Quality Assurance Tester and Business Analyst will write documents such as test plans, user manuals, technical manuals, user acceptance reports, etc.	None	5 days	QA Tester & BA
3a. Accept & Approval of Developed System 4. Deployment	3.7 Conduct a User Acceptance Test with the business owner.	None	1 day	Business Analyst
т. Берюуппені	4.1 The systems administrator will then deploy the developed system to the production environment.	None	3 days	System Administrator
	4.2 Inform the user of the developed new/enhanced system.	None	1 day	Level 1 Service Engineer
	4.3 Update the IT Helpdesk System and the System Inventory.	None	1 day	Level 1 Service Engineer
	TOTAL:		6 months	

^{*} The service exceeds the prescribed rule (3-7-20) of working days due to its complexity and technicality which requires extensive assessment depending on the issue and concern raised.



5. ICT Equipment Management

Repairs and physical movement of:

Computing Devices and **Peripherals** such as Desktop and Laptop Computers, Printers, Scanners, Barcode Devices

Facilities Equipment and Special Devices such as Video Conferencing Equipment, PABX Equipment, Smart Televisions, Projectors, Access Security System, Biometric Devices

Or Division:

Control Management Information Office (CMIO)

Office or Division:	Central Management Ir	Central Management Information Office (CMIO)			
Classification:	Simple Transaction	Simple Transaction			
Type of Transaction:	G2G- Government-to-G	Sovernment			
Who may avail:	DOF Employees, guest	ts and contracto	ors		
Checklist of Requirements			Where to Secu		
Duly accomplished form as approved by the		DOF - Central	Management I	nformation	
supervisor		Office (CMIO)			
DOF issued ID for iden	tification		Resource Man Division (HRMD	_	
Identification for DOF is	ssued equipment		I Services Divis		
Client Steps	Agency Action	Fees to be paid	Processing Time	Personnel Responsible	
ICT Equipment Manag	gement: Low Complexity	у			
Raise issue and concern through different sources (e.g. calls, emails, text messages, walk-ins, etc.)	1.1. Encodes the issue/concern details to the Helpdesk System. The following procedure/s are done in the background by the Helpdesk System: Get the timestamp of the request; and Generate a ticket number.	None	1 hour	Level 1 Service Engineer	
	1.2. Validates the issue/concern of the requestor and solves the request by looking for solution if any from the knowledge-based module in the Helpdesk system. Generate request form for supervisor's approval if necessary.	None	6 hours	Level 1 Service Engineer	



a. If the issue/concern is solved the issue/concern is considered closed. b. If the issue/concern can't be solved by the Level 1 Service Engineer, the issue/concern is elevated to Level 2 Service Engineer. The following procedure/s are done in the background by the Helpdesk System: • Ticket is moved to the Helpdesk Level 2 request pool; and • Notify the Level 2 engineers through email. Input additional information to the helpdesk by the person responsible.	None	9 hours	Level 1 Service Engineer
1.4. Solves the issue/concern and update the IT Helpdesk System.	None	8 hours	Level 1 Service Engineer
TOTAL:		24 Working hours	

^{*} This service exceeds or is within the ARTA prescribed rule (3-7-20 working days) due to its complexity and technicality. Since this service requires extensive assessment, depending on the issue or concern raised or the equipment that needs availing of this kind of service.



Revenue Generation and Local Finance Group (RGLFG)

External Services



1. Appeal of Denial 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

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. The Secretary of Finance shall rule on the Appeal within sixty (60) days from receipt of such appeal. Failure of the Secretary of Finance 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 Generation a	Revenue Generation and Local Finance Group (RGLFG)		
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen			
Who may avail:	Citizen who received an unfavorable decision from the			
	Commissioner			
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
Two (2) copies of the Appe	eal filed within 15 days			
from date of receipt of the	adverse ruling which			
must contain the following:				
 a. must be under oath 	·			
b. addressed to the Se	,			
	Revenue Generation			
	Group, Department of			
Finance, DOF Build	•			
Roxas Blvd. corner	Pablo Ocampo St.,			
City of Manila;	"Appeal of			
c. contain the heading	x Agent/Practitioner";			
d. allege and show that				
within the reglemen				
e. allege the material f	• •			
application for accre	-			
requested;				
f. state that exactly the	e same facts were			
presented to the BII	₹;			
g. define the issues so	•			
h. contain the facts an	•			
to dispute the decis	ion of the			
Commissioner;				
i. signed by or on beh				
filing the appeal, pro				
iawyers engaged by	the taxpayer and/or			



- tax agents accredited by the BIR may sign on behalf of the taxpayer;
- j. accompanied by a copy of the Commissioner's challenged ruling;
- 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;
- I. If requested, submit additional documents; and

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

Office of the Commissioner - Bureau of Internal Revenue

Certification Fee may be imposed by the BIR.

		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. Initially receive the Appeal and transmit the same to Revenue Generation and Local Finance Group (RGLFG)	None	1 hour	Admin Officer Central Records and Management Division
	1.2. Verify the completeness of the Appeal including the attachment and inform CRMD if the Appeal will be returned to client or received - If incomplete, the Appeal will be returned to client - If complete, the Appeal will be returned to client Forward the Appeal to the Secretary of Finance	None	2 hours	Undersecretary/ Assistant Secretary/ Attorney Revenue Generation and Local Finance Group
	1.3. Forward the Appeal to the Secretary of Finance	None	2 hours	Admin Officer Central Records and Management Division
	1.4. Evaluates the Appeal and assigns it to RGLFG	None	4 days	Secretary of Finance Office of the Secretary



revie and com inclu of M	Conduct technical w of the Appeal conducts plete staff work ding preparation emorandum and Letter Decision	None	35 days	Undersecretary/ Assistant Secretary/ Attorney Revenue Generation and Local Finance Group
Mem Lette Appe appr	Review the draft norandum and er Decision to the eal and the opriate revisions are RGLFG staff	None	7 days	Undersecretary/ Assistant Secretary/ Attorney Revenue Generation and Local Finance Group
Secr Mem draft	Submit to the etary the norandum and Letter Decision is review	None	1 hour	Undersecretary/ Assistant Secretary/ Attorney Revenue Generation and Local Finance Group
Secr Deci Mem is a p revis staff	Review by the etary of the Letter sion and norandum. If there proposed sion, the RGLFG will reflect the osed revision	None	5 days	Secretary of Finance and Undersecretary/ Assistant Secretary/ Attorney Revenue Generation and Local Finance Group
1.9.	Signature by the retary of Finance	None	5 days	Secretary of Finance Office of the Secretary
CRM	. Forward to the ID the signed er Decision	None	2 hours	Admin Assistant Revenue Generation and Local Finance Group
		None	3 days	Admin Officer Central Records Management Division
	TOTAL:	None	60 days (see note1)	

¹ Section 6(G) of the NIRC provides for a specific period within which the Secretary of Finance can rule on the appeal. The Secretary of Finance 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 Secretary of Finance 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

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 within 15 days from receipt of the Commissioner's decision. The Secretary of Finance shall act on the Petition within 60 days 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 Generation and Local Finance Group (RGLFG)		
Classification:	Highly Technical		
Type of Transaction:	Government to Citizen		
Who may avail:	Tax Agent whose accreditation was cancelled or suspended under		
	Section 8 of RR No. 11-2006		
CHECKLIST OF REQUIREMENTS WHERE TO SECURE		WHERE TO SECURE	

Two (2) copies of the Petition for
Reconsideration filed within 15 days from date of
receipt of the adverse ruling which must contain
the following:
a must be under eath

- a. must be under oath;
- addressed to the Secretary of Finance and be filed with the Revenue Generation and Local Finance Group, Department of Finance, DOF Building, BSP Complex, Roxas Blvd. corner Pablo Ocampo St., City of Manila;
- c. contain the heading "Petition for Reconsideration of Cancellation of Accreditation as Tax Agent/Practitioner";
- allege and show that the Petition for Reconsideration was filed within the reglementary period;
- e. allege the material facts upon which the application for accreditation was requested:
- f. state that exactly the same facts were presented to the BIR;



- g. define the issues sought to be resolved:
- contain the facts and the law relied upon to dispute the decision of the Commissioner;
- 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 copy of the Commissioner's challenged ruling;
- 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;
- I. If requested, submit additional documents; and

Duplicate copy of the records on file with the BIR pertaining to his Petition for Reconsideration, which set of records must be authenticated and certified by the BIR

Office of the Commissioner - Bureau of Internal Revenue

Certification Fee may be imposed by the BIR.

		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. Initially receive the Petition for Reconsideration and transmit the same to Revenue Generation and Local Finance Group (RGLFG)	None	1 hour	Admin Officer Central Records Management Division
	1.2. Verify the completeness of the Petition for Reconsideration including the attachment and inform CRMD if the Petition for Reconsideration will be returned to client or received - If incomplete, the Petition for Reconsideratio n will be	None	2 hours	Undersecretary / Assistant Secretary / Attorney Revenue Generation and Local Finance Group



<u></u>			
 returned to client			
- If complete, the Petition for Reconsideratio n will be returned to client			
1.3. Forward the Petition for Reconsideration to the Secretary of Finance	None	2 hours	Admin Officer Central Records Management Division
1.4. Evaluates the Petition for Reconsideration and assigns it to RGLFG	None	4 days	Secretary of Finance Office of the Secretary
1.5. Conduct technical review of the Petition for Reconsideration and conducts complete staff work including preparation of Memorandum and draft Letter Decision	None	35 days	Undersecretary/ Assistant Secretary/ Attorney Revenue Generation and Local Finance Group
1.6. Review the draft Memorandum and Letter Decision to the Petition for Reconsideration and the appropriate revisions by the RGLFG staff	None	7 days	Undersecretary/ Assistant Secretary/ Attorney Revenue Generation and Local Finance Group
1.7. Submit to the Secretary the Memorandum and draft Letter Decision for his review	None	1 hour	Undersecretary/ Assistant Secretary/ Attorney Revenue Generation and Local Finance Group
1.8. Review by the Secretary of the Letter Decision and Memorandum. If there is a proposed revision, the RGLFG staff will reflect the proposed revision	None	5 days	Secretary of Finance and Undersecretary/ Assistant Secretary/ Attorney Revenue Generation and Local Finance Group



1.9. Signature by the Secretary of Finance	None	5 days	Secretary of Finance Office of the Secretary
1.10. Forward to the CRMD the signed Letter Decision	None	2 hours	Admin Assistant Revenue Generation and Local Finance Group
1.11. Send out the Letter Decision to the client	None	3 days	Admin Officer Central Records Management Division
TOTAL:	None	60 Days (see note1)	

¹ Section 6(G) of the NIRC provides for a specific period within which the Secretary of Finance can rule on the Petition for Reconsideration. The Secretary of Finance 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 Secretary of Finance 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 pursuant to Section 4 of the National Internal Revenue Code.

Office or Division:	Revenue Generation and Local Finance Group (RGLFG)
Classification:	Highly Technical
Type of Transaction:	Government to Citizen
Who may avail:	Taxpayers with unfavorable ruling from the Commissioner Internal Revenue

willo iliay avali.	Revenue	orable fulling from the Commissioner internal
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE
Two (2) copies of the Requ	uest for Review filed	Taxpayer/Client
within 30 days from date o	f receipt of the	
adverse ruling which must	contain the following:	
a. must be under o	•	
	e Secretary of Finance	
and be filed with		
	Local Finance Group,	
	inance, DOF Building, Roxas Blvd. corner	
·	St., City of Manila;	
c. contain the head		
	Ruling No";	
	that the request was	
_	eglementary period;	
e. indicate the Tax	Identification Number	
of the taxpayer;		
_	ial facts upon which	
the ruling was re	•	
	y the same facts were	
presented to the		
h. define the issues resolved;	s sought to be	
•	and the law relied	
upon to dispute		
Commissioner;	are remig er are	
j. signed by or on	behalf of the taxpayer	
filing the appeal,	, provided that, only	
, ,	d by the taxpayer	
<u> </u>	is accredited by the	
BIR may sign or	n behalf of the	
taxpayer;	4 4 10	
k. accompanied by	• •	
	challenged ruling; of the Office of the	
<u> </u>	of the Office of	
	copy of the request to	
	was received by the	
Commissioner; a	,	



- m. specifically state that the taxpayer does not have a pending assessment or case in a court of justice where the same issues are being considered;
- n. If requested, submit additional documents; and

Duplicate copy of the records on file with the BIR pertaining to his request, which set of records must be authenticated and certified by the BIR

Legal Division/International Tax Affairs Division of Bureau of Internal Revenue.

Certification Fee may be imposed by the BIR.

		BIK.		
Client Steps	Agency Action	Fees to be	Processing	Personnel
Chort Gtope	Agency Action	Paid	Time	Responsible
1. Submit the Request for Review with the required attachments through the Central Records and Management Division ("CRMD")	1.1. CRMD initially receive the Request for Review ("Request") and transmit the same to the Office of the Secretary	None	2 working days	Admin Officer Central Records Management Division
	1.2. The Secretary evaluates the Request and assigns it to RGLFG	None	3 working days	Secretary of Finance Office of the Secretary
	1.3. RGLFG initially receive the Request from the Office of the Secretary. Undersecretary and Assistant Secretary assigns the Request to an RGLFG lawyer	None	2 working days	Undersecretary/ Assistant Secretary/ Attorney Revenue Generation and Local Finance Group
	1.4. Verify the completeness of the Request include its attachment/s - If Incomplete, client will be informed to submit the lacking documents within 30 days from receipt of notice	None	7 working Days	Undersecretary/ Assistant Secretary/ Attorney Revenue Generation and Local Finance Group



1.5. Conduct technical	None	25 working	Attornov
review of the Request and conducts complete staff work including preparation of Memorandum and draft Letter Decision	None	35 working days	Attorney Revenue Generation and Local Finance Group
1.6. Review of the draft Memorandum and Letter Decision by the Assistant Secretary and for submission to the Undersecretary	None	24 working days	Assistant Secretary/ Attorney Revenue Generation and Local Finance Group
1.7. Submit to the Undersecretary the draft Memorandum and draft Letter Decision for his/her review	None	1 working day	Undersecretary/ Assistant Secretary/ Attorney Revenue Generation and Local Finance Group
1.8. Final Review of the draft Memorandum by the Undersecretary. RGLFG lawyer will reflect the proposed revisions, if any. Then submit the final Memorandum and Letter Decision to the Secretary	None	5 working days	Secretary of Finance and Undersecretary/ Assistant Secretary/ Attorney Revenue Generation and Local Finance Group
1.9. Signature by the Secretary of Finance	None	5 working days	Secretary of Finance Office of the Secretary
 1.10. Forward to the CRMD the signed Letter Decision	None	3 working days	Admin Assistant Revenue Generation and Local Finance Group
1.11. Send out the Letter Decision to the client	None	3 working days	Admin Officer Central Records Management Division
TOTAL:		90 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.



Revenue Office (RO) External Services

1. Granting of Tax Exemption on Importations covered by Republic Act 10863, Section 800 (CMTA)

a. R.A. No. 10863, Sec. 800(b)

Equipment for use in the salvage of vessels

Office or Division:	Revenue Office - Customs and Tariff Division
Classification:	Complex
Type of	G2B - Government-to-Business
Transaction:	
Who may avail:	Shipping Lines

CHECKLIST OF 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 	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting Party Requesting Party 		
8. Official Address	- Requesting Party		
B. Broker/s, if any 1. Tax Identification Number 2. License Number 3. Name of Broker 4. Email Address 5. Contact Number	Bureau of Internal RevenueProfessional Regulation CommissionRequesting PartyRequesting PartyRequesting Party		
APPLICATION: 1. Completely filled-out DOF-RO Form No. 91 2. Notarized Affidavit of End-Use/Ownership 3. Authorization Letter (if authorized representative) 4. Signed and dated Bill of Lading/AWB 5. Commercial Invoice (Packing List, if applicable) 6. Certification from Philippine Coast Guard that the equipment is appropriate for use in the salvage of a vessel and not available locally	- DOF website - Applicant/Requesting Party - Applicant/Requesting Party - Shipping Company - Shipper from country of origin - Philippine Coast Guard		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
1. One-time registration through RO Kiosk or online to provide corporate/ individual information and upload the documents in support	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
of registration • First time applicant start from Step 1 • Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			

2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.2.2. Encode the required entries	None None	15 minutes	Officer of the Day, Tax Specialist Revenue Office Administrative
	in the TES ^{Lite} and generate application number.		minutes	Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions through TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is given 2 days to	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).		comply with or address the deficiency (ies). Otherwise , a formal letter of complianc e is issued and the applicatio n is returned to the applicant.	Specialist) Customs and Tariff Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division

	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
4. Receive emailed notice of release of result of application.	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail. 4.1 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	TOTAL:		4 days 5 hours and 12 minutes	

b. R.A. No. 10863, Sec. 800(b) Equipment for use in the salvage of aircrafts			
Office or Division:	Revenue Office - Customs an	Revenue Office - Customs and Tariff Division	
Classification:	Complex		
Type of	G2B - Government-to-Business		
Transaction:			
Who may avail:	Airline Companies		
OUTON DE DECUMENTO			

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant1. Name of Consignee2. Tax Identification Number3. SEC Registration Number (if applicable)	Requesting PartyBureau of Internal RevenueSecurities and Exchange Commission		
4. DTI Registration Number (if applicable) 5. BOI Registration Number (if applicable) 6. Email Address 7. Telephone Number 8. Official Address - Department of Trade and Industry - Board of Investments - Requesting Party - Requesting Party - Requesting Party			
 B. Broker/s, if any 1. Tax Identification Number 2. License Number 3. Name of Broker 4. Email Address 5. Contact Number 	 Bureau of Internal Revenue Professional Regulation Commission Requesting Party Requesting Party Requesting Party 		
APPLICATION: 1. Completely filled-out DOF-RO Form No. 91 2. Notarized Affidavit of End-Use/Ownership 3. Authorization Letter (if authorized representative) 4. Signed and dated Bill of Lading/AWB 5. Commercial Invoice (Packing List, if applicable) 6. Certification from Civil Aviation Authority of the Philippines (CAAP) that the equipment is appropriate for use in the salvage of aircraft and not available locally	- DOF website - Applicant/Requesting Party - Applicant/Requesting Party - Shipping Company - Shipper from country of origin - Civil Aviation Authority of the Philippines		
CLIENT STEPS AGENCY ACTION	FFES PROCESSING PERSON		

not available locally				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration through RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries. 1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.	None	45 minutes	Administrative Assistant Revenue Office
2. Present the application and	2.1 Check completeness of supporting documents. If	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office

supporting documents at RO window	incomplete, return to the applicant.			
	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions through TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is given 2 days to comply with	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).		or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Customs and Tariff Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Customs and Tariff Division
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made	None	4 hours	Director IV Revenue Office

	whether the shipment requires verification/inspection. 3.10 Review/approve the	None	8 hours	Assistant Secretary
	TEI/formal letter of compliance.		CHOCH	or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	3.14 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail.			ividilagement Division
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.			
	TOTAL:		4 days 5 hours and 12 minutes	

c. R.A. No. 10863	c. R.A. No. 10863, Sec. 800(c)		
Cost of repairs	Cost of repairs of vessels		
Office or Division:	Revenue Office - Customs and Tariff Division		
Classification:	Complex		
Type of Transaction:	G2B - Government-to-Business		
Who may avail:	Shipping Lines		

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
ONE-TIME REGISTRATION:					
A. Applicant If Business 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 If Citizen 1. Name of Consignee 2. Tax Identification Number 3. Passport 4. Email Address 5. Telephone Number 6. Official Address If Government 1. Name of Consignee 2. Tax Identification Number 3. Email Address If Government 1. Name of Consignee 2. Tax Identification Number 3. 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 Requesting Party Bureau of Internal Revenue Department of Foreign Affairs Requesting Party 				
Telephone Number Official Address	- Requesting Party				
B. Broker/s, if any 1. Tax Identification Number 2. License Number 3. Name of Broker 4. Email Address 5. Contact Number	 Bureau of Internal Revenue Professional Regulation Commission Requesting Party Requesting Party Requesting Party 				
APPLICATION:					
 Completely filled-out DOF-RO Form No. 91 Notarized Affidavit of End-Use/Ownership Authorization Letter (if authorized representative) Signed and dated Bill of Lading/AWB Commercial Invoice (Packing List, if applicable) Certification from MARINA that repair is not available locally 	 DOF website Applicant/Requesting Party Applicant/Requesting Party Shipping Company Shipper from country of origin MARINA 				
7. Registration from MARINA	- MARINA				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration through RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
First time applicant start from Step 1 Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions through TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is given 2 days to comply with	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a		or address the deficiency(ies). Otherwise, a formal letter of	Customs and Tariff Division

	formal compliance letter if application has discrepancy(ies).		compliance is issued and the application is returned to the applicant.	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	for release. 3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	3.14 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI			

	b. the release of the letter for compliance through postal mail.		
4. Receive emailed notice of release of result of application.	3.14 Deliver the approved TEI to BOC.		
	TOTAL:	4 days 5 hours and 12 minutes	

d. R.A. No. 1086 3	d. R.A. No. 10863, Sec. 800(c)			
Cost of repairs	of aircrafts			
Office or Division:	Revenue Office - Customs and Tariff Division			
Classification:	Complex			
Type of	G2B - Government-to-Business			
Transaction:				
Who may avail:	Airline Companies			

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:	WILKE TO SECONE		
ONE-TIME REGISTRATION.			
A. Applicant			
If Business	- Requesting Party		
1. Name of Consignee	- Bureau of Internal Revenue		
2. Tax Identification Number	- Securities and Exchange Commission		
3. SEC Registration Number (if applicable)	- Department of Trade and Industry		
4. DTI Registration Number (if applicable)	- Board of Investments		
5. BOI Registration Number (if applicable)	- Requesting Party		
6. Email Address	- Requesting Party		
7. Telephone Number	- Requesting Party		
8. Official Address			
If Citizen	- Requesting Party		
1. Name of Consignee	- Bureau of Internal Revenue		
2. Tax Identification Number	- Department of Foreign Affairs		
3. Passport	- Requesting Party		
4. Email Address	- Requesting Party		
5. Telephone Number	- Requesting Party		
6. Official Address			
If Government	- Requesting Party		
1. Name of Consignee	- Bureau of Internal Revenue		
2. Tax Identification Number	- Requesting Party		
3. Email Address	- Requesting Party		
4. Telephone Number	- Requesting Party		
5. Official Address			
B. Broker/s, if any			
1. Tax Identification Number	- 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:			
1. Completely filled-out DOF-RO Form No. 91	- DOF website		
2. Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting Party		
3. Authorization Letter (if authorized representative)	- Applicant/Requesting Party		
4. Signed and dated Bill of Lading/AWB	- Shipping Company		
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin		
6. Certification from CAAP that repair is not available	- Civil Aviation Authority of the Philippines		
locally			
7. Registration from CAAP	- Civil Aviation Authority of the Philippines		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration through RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} .			DIVISION
	3.3 Assign application to respective RO Divisions through TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is given 2 days to comply	Action Officer (Tax Specialist II, Sr. Tax Specialist,
3b. Receive emailed notice of compliance.	3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).		with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is	Supervising Tax Specialist) Customs and Tariff Division

			returned to the applicant.	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	3.14 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail.			
Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.			
	TOTAL:		4 days 5 hours and 12 minutes	

e. R.A. No. 10863 Sec. 800(d) Goods for repair, processing, or reconditioning and for subsequent re-exportation					
Office or Division:	Revenue Office - Customs and Tariff Division				
Classification:	Complex	no ana rann	DIVIDION		
Type of Transaction:	G2G- Government-to-Go	overnment			
Type of Transaction.	G2B - Government-to-Bi				
Who were sucil.					
Who may avail:	Public who are qualified	to apply for e		DE	
	REQUIREMENTS		WHERE TO SECU	KE	
A. Applicant If Business 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 If Government 1. Name of Consignee 2. Tax Identification Number 3. Email Address 4. Telephone Number 5. Official Address B. Broker/s, if any 1. Tax Identification Number 2. License Number 3. Name of Broker 4. Email Address	per per (if applicable) er (if applicable) er (if applicable)	- Securities a - Department - Board of Inv - Requesting	nternal Revenue and Exchange Commis a of Trade and Industry restments Party		
5. Contact Number		- Requesting	1 dity		
 APPLICATION: Completely filled-out DC Notarized Affidavit of Er Authorization Letter (if a Signed and dated Bill of Commercial Invoice (Pa Contract/Agreement (for reconditioning) Clearance from regulate Export Bill of Lading/AV Export Invoice/Packing Export Declaration (if a 	nd-Use/Ownership authorized representative) If Lading/AWB acking List, if applicable) If repair/processing/ Dry agency (if applicable) It is to the control of the control	- Shipping Company - Shipper from country of origin - Applicant/Requesting Party - Appropriate Regulatory Agency - Shipping Company - Applicant/Requesting Party - Bureau of Customs			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	

1. One-time registration through RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries. 1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.	None	45 minutes	Administrative Assistant Revenue Office
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance of application.	3.1 Receive the application and supporting documents. 3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} .	None	1 hour	Administrative Officer Central Records Management Division
	 3.3 Assign application to respective RO Divisions through TES^{Lite}. 3.4 Route the application and supporting documents to appropriate RO 			
	Divisions. 3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is given 2 days to comply with or address the	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).		deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Customs and Tariff Division

4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.		4 days 5 hours and	
	TEI/formal letter of compliance for release. 3.14 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail.	TAOHC	12 minutes	Officer Central Records Management Division
	release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release. 3.13 Prepare the approved	None	8 hours	Administrative
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division

f. R.A. No. 10863 Sec. 800(e)						
Medals, badges,	, cups, and other small goo	cups, and other small goods bestowed as trophies or prizes				
Office or Division:	Revenue Office - Customs and Tariff Division					
Classification:	Complex					
Type of Transaction:		G2G- Government-to-Government				
	G2B - Government-to-Business					
Who may avail:	Public who are qualified	to apply for ex	emption			
CHECKLIST OF	REQUIREMENTS		WHERE TO SE	CURE		
ONE-TIME REGISTRATI	ON:					
A. Applicant						
If Business						
1. Name of Consignee		- Requesting P				
2. Tax Identification Num		- Bureau of Inte				
3. SEC Registration Num			d Exchange Comr			
4. DTI Registration Numb5. BOI Registration Numb		- Department of - Board of Inve	of Trade and Indus	stry		
6. Email Address	oci (ii applicable)	- Requesting P				
7. Telephone Number		- Requesting P	•			
8. Official Address		- Requesting P	•			
If Government		1 3	,			
1. Name of Consignee		- Requesting P				
2. Tax Identification Num	ber	- Bureau of Inte				
3. Email Address		- Requesting P				
4. Telephone Number		- Requesting P	_			
5. Official Address B. Broker/s, if any		- Requesting Party				
1. Tax Identification Num	her	- Bureau of Internal Revenue				
2. License Number			Regulation Comm	ission		
3. Name of Broker		- Requesting Party				
4. Email Address		- Requesting Party				
5. Contact Number		- Requesting P	arty			
APPLICATION:						
Completely filled-out	DOF-RO Form No. 91	- DOF website				
2. Notarized Affidavit of		- Applicant/Requesting Party				
,	f authorized representative)	- Applicant/Requesting Party				
4. Signed and dated Bill	•	- Shipping Company				
	Packing List, if applicable)		country of origin			
	that goods were bestowed	- Applicant/Red	questing Party			
honorary distinction	or received or accepted as					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PROCESSING PERSON				
02.2.11	AGENOT AGTION	PAID TIME RESPONSIBLE				
One-time registration	1.1 Assist the applicant in	None	45 minutes	Administrative		
through RO Kiosk or	encoding the required			Assistant		
online to provide	entries.	Revenue Office				
corporate/ individual						
information and upload						
the documents in						
support of registration.First time applicant start from						
Step 1						
 Registered applicant start from Step 2 						
Hom Glop 2			l			

2. Present the application and supporting documents at RO window	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct. 2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance of application.	3.1 Receive the application and supporting documents. 3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} . 3.3 Assign application to respective RO Divisions through TES ^{Lite} . 3.4 Route the application and supporting documents to appropriate RO Divisions.	None	1 hour	Administrative Officer Central Records Management Division
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Central Records Management Division
3b. Receive emailed notice of compliance.	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient. 3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Customs and Tariff Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division

	TOTAL.		5 hours and 12 minutes	
11	TOTAL:		4 days	
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.			
4. Descive empiled	3.14 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail.			
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
for release.	forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	N		
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Generation and Local Finance Group
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office

g. R.A. No. 10863 Sec. 800(j)				
	entertainment, and for displa			
Office or Division:	Revenue Office - Customs	Revenue Office - Customs and Tariff Division		
Classification:	Complex			
Type of Transaction:	G2G- Government-to-Gov	ernment		
	G2B - Government-to-Bus	iness		
Who may avail:	Public who are qualified to	apply fo	or exemption	
CHECKLIST O	F REQUIREMENTS		WHERE TO SE	CURE
ONE-TIME REGISTRATI	ON:			
A. Applicant				
If Business				
1. Name of Consignee		- Reque	sting Party	
2. Tax Identification Numl	ber		u of Internal Revenue	
3. SEC Registration Num			ties and Exchange Com	
4. DTI Registration Numb			tment of Trade and Indu	stry
5. BOI Registration Numb	per (if applicable)		of Investments	
6. Email Address			sting Party	
7. Telephone Number			sting Party	
8. Official Address		- Reque	sting Party	
If Government		D	- Corre Dante	
Name of Consignee Tay Identification Number	h	- Requesting Party		
2. Tax Identification Numl	ber	- Bureau of Internal Revenue		
3. Email Address		- Requesting Party		
4. Telephone Number 5. Official Address		Requesting PartyRequesting Party		
B. Broker/s, if any		- Keque	sung Farty	
1. Tax Identification Number	her	- Bureau	u of Internal Revenue	
2. License Number	DCI		sional Regulation Comm	nission
3. Name of Broker			sting Party	11001011
4. Email Address			9	
5. Contact Number		Requesting PartyRequesting Party		
APPLICATION:				
1. Completely filled-out D	OF-RO Form No. 91	- DOF w	vaheita	
Notarized Affidavit of E			ant/Requesting Party	
	authorized representative)		ant/Requesting Party	
4. Signed and dated Bill of	• • • • • • • • • • • • • • • • • • • •		ng Company	
5. Commercial Invoice (Packing List, if applicable)			er from country of origin	
6. Certificate of Venue and Date			Owner/Management	
7. Authorization from Exhibitor (if consigned to		- Exhibit	•	
broker/forwarder)	, 0			
8. Clearance from regulat	tory agency (if applicable)	- Approp	oriate Regulatory Agency	y
9. Liquidation Report and	Cancellation of Bond (if			
applicable)			ant/Requesting Party	
CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING TIME	PERSON
		TO BE		RESPONSIBLE
		PAID		

1. One-time	1.1 Assist the applicant in	None	45 minutes	Administrative
registration through RO Kiosk or online to provide corporate/individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	encoding the required entries.			Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions through TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is given 2 days to comply with or address the	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if the application has discrepancy(ies).		deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Customs and Tariff Division

			5 hours and 12 minutes	
	TOTAL:		4 days	
notice of release of result of application.	to BOC.			
4. Receive emailed	4.1 Deliver the approved TEI			
	either of the following: a. the release of TEI b. the release of letter for compliance through postal mail.			
	3.14 Generate an email notice to applicant through TES ^{Lite}			Management Division
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records
	3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	TEI/formal letter of compliance.			or Undersecretary Revenue Generation and Local Finance Group
	Assessment is also made whether the shipment requires verification/inspection. 3.10 Review/approve the	None	8 hours	Assistant Secretary
	3.9 Review draft TEI/formal letter of compliance.	None	4 hours	Director IV Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division

h. R.A. No. 10863 Sec. 800(j)				
Technical and scier		=		
Office or Division:	Revenue Office - Custom	ns and Tariff Di	vision	
Classification:	Complex			
Type of Transaction:	G2G- Government-to-Go G2B - Government-to-Bu			
Who may avail:	Public who are qualified	to apply for exe	emption	
CHECKLIST OF R	REQUIREMENTS		WHERE TO SECUI	RE
ONE-TIME REGISTRATION A. Applicant If Business 1. Name of Consignee 2. Tax Identification Number 3. SEC Registration Number 4. DTI Registration Number	(if applicable) (if applicable)	- Securities an	ernal Revenue d Exchange Commis of Trade and Industry	
 5. BOI Registration Number 6. Email Address 7. Telephone Number 8. Official Address If Government 1. Name of Consignos 	(if applicable)	- Board of Inve - Requesting F - Requesting F - Requesting F	Party Party Party	
 Name of Consignee Tax Identification Number Email Address Telephone Number Official Address Broker/s, if any Tax Identification Number License Number Name of Broker Email Address Contact Number 		Requesting FRequesting FRequesting FBureau of Int	ernal Revenue Party Party Party ernal Revenue Regulation Commiss Party	sion
APPLICATION: 1. Completely filled-out DOF-RO Form No. 91 2. Notarized Affidavit of End-Use/Ownership 3. Authorization Letter (if authorized representative) 4. Signed and dated Bill of Lading/AWB 5. Commercial Invoice (Packing List/Brochure, if applicable) 6. Certificate of Venue and Date 7. Authorization from Exhibitor (if consigned to broker/forwarder) 8. MTRCB Permit (if applicable) 9. Liquidation Report and Cancellation of Bond (if applicable)		 DOF website Applicant/Requesting Party Applicant/Requesting Party Shipping Company Shipper from country of origin Venue Owner/Management Exhibitor MTRCB Applicant/Requesting Party 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. One-time registration through RO Kiosk or online to provide corporate/individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries. 1.2 Approve the	None	45 minutes	Administrative Assistant Revenue Office
	registration if the uploaded documents and encoded data are complete and correct.			
Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} .			Division
	3.3 Assign application to respective RO Divisions through TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is given 2 days to comply with or address	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance		the deficiency(ies). Otherwise, a formal letter of compliance is issued and the	Specialist) Customs and Tariff Division

	letter if application has discrepancy(ies).		application is returned to the applicant.	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI	None	8 hours 12 minutes	Administrative Officer Central Records Management Division

	b. the release of letter for compliance through postal mail.		
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.		
	TOTAL:	4 days 5 hours and 12 minutes	

 i. R.A. No. 10863, Sec. 800(k) Goods for making or recording motion picture films 		
Office or Division:	Revenue Office - Customs and Tariff Division	
Classification:	Complex	
Type of Transaction: G2B - Government-to-Business		
Who may avail: Public who are qualified to apply for exemption		

Who may avail:	ho may avail: Public who are qualified to apply for exemption			
	IST OF REQUIREMENTS	- Fr. 101 0/10	•	O SECURE
ONE-TIME REGISTRATION			0 0 0 0 0 1 1 1	
A. Applicant				
If Business				
1. Name of Consignee			- Requesting Par	rty
2. Tax Identification Numb			- Bureau of Inter	
3. SEC Registration Numb			- Securities and	Exchange
4. DTI Registration Number	` ,		Commission	
5. BOI Registration Number	er (if applicable)		- Department of	I rade and
6. Email Address			Industry - Board of Invest	monto
7. Telephone Number 8. Official Address			- Requesting Par	
If Citizen			- Requesting Part - Requesting Part	
1. Name of Consignee			- Requesting Par	-
2. Tax Identification Numb	er		, roquoding rai	,
3. Passport			- Requesting Par	rtv
4. Email Address			- Bureau of Inter	
5. Telephone Number			- Department of	
6. Official Address			- Requesting Par	rty
If Government			- Requesting Party	
1. Name of Consignee			- Requesting Par	rty
2. Tax Identification Numb	er			
3. Email Address			- Requesting Par	-
4. Telephone Number			- Bureau of Internal Revenue	
5. Official Address			- Requesting Par	
B. Broker/s, if any1. Tax Identification Numb	or		- Requesting Part - Requesting Part	-
2. License Number	ei		- Nequesting Fai	ity
3. Name of Broker			- Bureau of Inter	nal Revenue
4. Email Address			- Professional Re	
5. Contact Number			Commission	9
			- Requesting Par	rty
			- Requesting Par	rty
			- Requesting Par	rty
APPLICATION:				
1. Completely filled-out DOF-RO Form No. 91			- DOF website	
2. Notarized Affidavit of End-Use/Ownership			- Applicant/Requ	
Authorization Letter (if authorized representative) Signed and detect Bill of Leding (AMP)			- Applicant/Requ	
4. Signed and dated Bill of Lading/AWB			- Shipping Comp	-
5. Commercial invoice (Packing List, if applicable)6. Certificate of Venue and Date			- Shipper from co	
6. Certificate of Venue and Date 7. Liquidation Report and Cancellation of Bond (if			- Venue Owner/N - Applicant/Requ	
7. Liquidation Report and Cancellation of Bond (if applicable)			- ApplicativiNequ	lesting Faily
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

BE PAID	TIME	RESPONSIBLE

1. One-time registration through RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.1.2 Approve the registration if	None	45 minutes	Administrative Assistant Revenue Office
	the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions through TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is given 2 days to	Action Officer (Tax Specialist II, Sr. Tax Specialist,
3b. Receive emailed notice of compliance.	3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).		comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Supervising Tax Specialist) Customs and Tariff Division

	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
4. Receive emailed	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail. 4.1 Deliver the approved TEI	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
notice of release of result of application.	to BOC.			
	TOTAL:		4 days 5 hours and 12 minutes	

j. R.A. No. 10863, Sec. 800(k) Photographic and cinematographic films			
Office or Division:	Revenue Office - Customs and Tariff Division		
Classification:	Complex		
Type of Transaction: G2B - Government-to-Business			
Who may avail:	Public who are qualified to apply for exemption		

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
	WHERE TO SECORE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee			
2. Tax Identification Number	- Requesting Party		
3. SEC Registration Number (if applicable)	- Bureau of Internal Revenue		
4. DTI Registration Number(if applicable)	- Securities and Exchange Commission		
5. BOI Registration Number (if applicable)	- Department of Trade and Industry		
6. Email Address	- Board of Investments		
7. Telephone Number	- Requesting Party		
8. Official Address	- Requesting Party		
B. Broker/s, if any			
Tax Identification Number	- 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:			
1. Completely filled-out DOF-RO Form No. 91	- DOF website		
2. Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting Party		
3. Authorization Letter (if authorized representative)	- Applicant/Requesting Party		
4. Signed and dated Bill of Lading/AWB	- Shipping Company		
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin		
6. Certificate of Identification/Inspection and Loading	- Bureau of Customs		

or o or announced the control of the				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
One-time registration through RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration. First time applicant start from Step 1 Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			

2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} .			Z.No.o.
	3.3 Assign application to respective RO Divisions through TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is given 2 days to comply with or	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Customs and Tariff
3b. Receive emailed notice of compliance.	3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).		address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division

	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	3.14 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail.			
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.			
	TOTAL:		4 days 5 hours and 12 minutes	

k. R.A. No. 10863,	` '			
Containers, holde Office or Division:	rs, and other receptacles for export of locally-manufactured goods			
Classification:	Revenue Office - Customs and Tariff Division			
	Complex			
Type of Transaction:	G2B - Government-to-Business			
Who may avail:	Public who are qualified		•	
	REQUIREMENTS	V	VHERE 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 B. Broker/s, if any 1. Tax Identification Number 2. License Number 3. Name of Broker 4. Email Address 5. 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 - Professional Regulation Commission - Requesting Party - Requesting Party - Requesting Party - Requesting Party		
APPLICATION: 1. Completely filled-out DOF-RO Form No. 91 2. Notarized Affidavit of End-Use/Ownership 3. Authorization Letter (if authorized representative) 4. Signed and dated Bill of Lading/AWB 5. Commercial Invoice (Packing List, if applicable) 6. Liquidation Report and Cancellation of Bond (if applicable)		 DOF website Applicant/Requesting Party Applicant/Requesting Party Shipping Company Shipper from country of origin Applicant/Requesting Party 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration through RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries. 1.2 Approve the	None	45 minutes	Administrative Assistant Revenue Office
	registration if the uploaded documents and encoded data are			

complete and correct.

2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions through TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is given 2 days to	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).		comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Customs and Tariff Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division

	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection. 3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires	None	4 hours 4 hours	Director III Revenue Office Director IV Revenue Office
	verification/inspection. 3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
4. Receive emailed notice of release of result of application.	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail. 4.1 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	TOTAL:		4 days 5 hours and 12 minutes	

L D A N. (1000) O. (1000/v)				
I. R.A. No. 10863, Recovered goods	Sec. 800(p) and salvage of vessels			
Office or Division:	Revenue Office - Custor	ns and Tariff Divis	sion	
Classification:	Complex			
Type of Transaction:	G2B - Government-to-Bu	usiness		
Who may avail:	Shipping Lines			
_	REQUIREMENTS	V	VHERE TO SECU	RE
ONE-TIME REGISTRATION		_		· · ·
A. Applicant				
1. Name of Consignee		- Requesting Part	У	
2. Tax Identification Numb	er	- Bureau of Intern		
3. SEC Registration Numb			xchange Commiss	sion
4. DTI Registration Number		- Department of T		
5. BOI Registration Number	er (it applicable)	- Board of Investn		
6. Email Address		- Requesting Part	•	
7. Telephone Number 8. Official Address		Requesting PartRequesting Part		
B. Broker/s, if any		- Nequesting Fait	у	
1. Tax Identification Numb	er	- Bureau of Intern	al Revenue	
2. License Number	0 .		gulation Commissi	on
3. Name of Broker		- Requesting Part		
4. Email Address		- Requesting Party		
5. Contact Number		- Requesting Party		
APPLICATION:				
Completely filled-out DC		- DOF website		
2. Notarized Affidavit of Er		- Applicant/Requesting Party		
3. Authorization Letter (if a		- Applicant/Requesting Party - Shipping Company		
4. Signed and dated Bill of5. Commercial Invoice (Pa		- Shipper from co		
6. Inventory Report of the		- Bureau of Custo		
the Bureau of Customs		24.044 0. 040.0		
7. Certification/Report from	n MARINA	- MARINA		
8. Marine Protest		- MARINA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON
		PAID	TIME	RESPONSIBLE
One-time registration	1.1 Assist the applicant	None	45 minutes	Administrative
through RO Kiosk or	in encoding the required			Assistant
online to provide	entries.			Revenue Office
corporate/ individual				
information and upload the documents in support				
of registration.				
• First time applicant start from Step 1				
 Registered applicant start from Step 2 				
,	1.2 Approve the			
	registration if the			
	uploaded documents and			
	encoded data are			
	complete and correct.			

2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions through TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
3b. Receive emailed notice of compliance.	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient. 3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Customs and Tariff Division
	compliance letter if application has discrepancy(ies).		compliance is issued and the application is returned to the applicant.	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division

	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	3.14 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail.			
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.			
	TOTAL:		4 days 5 hours and 12 minutes	

D.A. No. 40000 Occ. 000(a)				
m. R.A. No. 10863, S Non-commercial				
Office or Division:	Revenue Office - Custor	ns and Tariff Divis	sion	
Classification:	Complex			
Type of Transaction:	G2G- Government-to-Go	overnment		
	G2B - Government-to-B	usiness		
Who may avail:	Public who are qualified	to apply for exem	ption	
CHECKLIST OF	REQUIREMENTS	V	VHERE TO SECU	RE
ONE-TIME REGISTRATION	DN:			
A. Applicant				
If Business				
 Name of Consignee Tax Identification Numb 		- Requesting Part - Bureau of Intern		
3. SEC Registration Numb			ar Revenue Exchange Commiss	sion
4. DTI Registration Number	` ' ' '		rade and Industry	SIOTT
5. BOI Registration Number		- Board of Investm		
6. Email Address	\ 11 -1	- Requesting Part		
7. Telephone Number		- Requesting Part	y	
8. Official Address		- Requesting Part	y	
If Government		Danie alian Dani		
 Name of Consignee Tax Identification Numb 	or	- Requesting Part - Bureau of Intern		
3. Email Address	e.	- Requesting Part		
4. Telephone Number		- Requesting Part		
5. Official Address		- Requesting Part	•	
B. Broker/s, if any			•	
1. Tax Identification Numb	er	- Bureau of Internal Revenue		
2. License Number		- Professional Regulation Commission		
3. Name of Broker		- Requesting Party		
4. Email Address5. Contact Number		- Requesting Party - Requesting Party		
APPLICATION:		- requesting rant	. y	
Completely filled-out DC	F-RO Form No. 91	- DOF website		
2. Notarized Affidavit of Er		- Applicant/Requesting Party		
3. Authorization Letter (if a	• •	- Applicant/Requesting Party		
4. Signed and dated Bill of		- Shipping Compa		
5. Commercial Invoice (Pa	cking List, if applicable)	- Shipper from co		Office
6. DOF Prior Approval7. Certification from Depar	tment of Health (if	- Department of F	inance - Revenue	Onice
medicine)	נוווסווג טו דוסמונוו (וו	- Department of F	ıcallı i	
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON
		PAID	TIME	RESPONSIBLE
One-time registration	1.1 Assist the applicant	None	45 minutes	Administrative
through RO Kiosk or	in encoding the required			Assistant
online to provide	entries.			Revenue Office
corporate/ individual information and upload				
the documents in support				
of registration.				
 First time applicant start from 				
Step 1Registered applicant start from				
Step 2				

				1
	1.2 Approve the			
	registration if the uploaded documents and			
	encoded data are			
	complete and correct.			
2. Present the	2.1 Check completeness	None	15 minutes	Officer of the Day,
application and	of supporting documents.			Tax Specialist
supporting documents at	If incomplete, return to			Revenue Office
RO window	the applicant.			
	2.2. Encode the required	None	30 minutes	Administrative
	entries in the TES ^{Lite} and			Assistant
	generate an application			Customs and Tariff Division
2 File application with	number.	None	4 6000	
3. File application with supporting documents at	3.1 Receive the application and	None	1 hour	Administrative Officer
the Central Records	supporting documents.			Central Records
Management Division.	Supporting documents.			Management Division
3a. Receive emailed	3.2 Generate an email			
notice of acceptance of application.	notice to applicant on the receipt of application			
application.	through TES ^{Lite} .			
	<u> </u>			
	3.3 Assign application to			
	respective RO Divisions			
	through TES ^{Lite} .			
	3.4 Route the application			
	and supporting			
	documents to			
	appropriate RO Divisions.			
	3.5 Assign application to	None	30 minutes	Division Chief
	Action Officer.	140110	oo minatoo	Customs and Tariff
				Division
	3.6. Process the	None	4 hours	Action Officer
	application and draft the			(Tax Specialist II,
	Tax Exemption Indorsement (TEI) if		Applicant is	Sr. Tax Specialist, Supervising Tax
	application is sufficient.		given 2 days to	Specialist)
3b. Receive emailed	3.6.1 Generate an email		comply with or	Customs and Tariff
notice of compliance.	notice of compliance		address the	Division
	through TES ^{Lite} and		deficiency(ies).	
	prepare a formal		Otherwise, a	
	compliance letter if		formal letter of	
	application has		compliance is	
	discrepancy(ies).		issued and the	
			application is returned to the	
			applicant.	
	3.7 Review draft	None	4 hours	Division Chief
	TEI/formal letter of			Customs and Tariff
	compliance. Assessment			Division
	is also made whether the			

			5 hours and 12 minutes	
	TOTAL:		4 days	
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.			
	3.14 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail.			
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
for release.	forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	shipment requires verification/inspection.			

n. R.A. No. 1086	n. R.A. No. 10863, Sec. 800(r)				
Commercial s					
Office or Division:	Revenue Office - Custom	Revenue Office - Customs and Tariff Division			
Classification:	Complex				
Type of	G2G- Government-to-Government				
Transaction:	G2B - Government-to-Bus	siness			
Who may avail:	Public who are qualified to	o apply for exem	ption		
	OF REQUIREMENTS		WHERE TO SECU	JRE	
ONE-TIME REGISTRA					
A. Applicant	ATION:				
If Business					
1. Name of Consignee		Poguating D	lorty.		
		- Requesting P			
2. Tax Identification No		- Bureau of Inte		viccion	
3. SEC Registration No.			d Exchange Comm		
4. DTI Registration Nu	` ,	•	of Trade and Indust	иу	
5. BOI Registration Nu 6. Email Address	mber (ii applicable)	- Board of Inve			
		- Requesting P	•		
7. Telephone Number		- Requesting P - Requesting P	•		
	8. Official Address		arty		
	If Government				
1. Name of Consignee		- Requesting Party			
2. Tax Identification No	umber	- Bureau of Internal Revenue			
3. Email Address		- Requesting Party			
4. Telephone Number		- Requesting Party			
5. Official Address		- Requesting Party			
B. Broker/s, if any					
1. Tax Identification No	umber	- Bureau of Inte			
2. License Number			Regulation Commi	ssion	
3. Name of Broker			- Requesting Party		
4. Email Address		- Requesting P	arty		
5. Contact Number		- Requesting Party			
APPLICATION:					
	t DOF-RO Form No. 91	- DOF website			
2. Notarized Affidavit of	f End-Use/Ownership	- Applicant/Red	questing Party		
	(if authorized representative)	- Applicant/Red	- Applicant/Requesting Party		
4. Signed and dated B		- Shipping Company			
5. Commercial Invoice (Packing list, if applicable)		- Shipper from country of origin			
6. DOF Prior Approval		- DOF - Revenue Office			
7. Certification from De	7. Certification from Department of Health (if		opriate Governmer	nt	
medicine) or Certific	medicine) or Certificate from Appropriate				
Government Agency	(if other than medicine)				
8. Certificate of Venue		- Venue Owner	r/Management		
9. Liquidation Report a	and Cancellation of Bond (if	- Applicant/Red	•		
applicable)	`				
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON	
		PAID	TIME	RESPONSIBLE	

1. One-time registration through RO Kiosk or online to provide corporate/individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries. 1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.	None	45 minutes	Administrative Assistant Revenue Office
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions through TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
	3.6. Process the application and draft the Tax Exemption	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist,

3b. Receive emailed notice of compliance.	Indorsement (TEI) if application is sufficient. 3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).		Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Supervising Tax Specialist) Customs and Tariff Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.supporting documents to CRMD for release.supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group

4. Receive emailed notice of release of result of application.	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail. 4.1 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	TOTAL:		4 days 5 hours and 12 minutes	

•	 o. R.A. No. 10863, Sec. 800(u) Goods previously exported and subsequently imported 			
Office or Division:	Revenue Office - Custom	s and Tariff Division		
Classification:	Complex			
Type of	G2G- Government-to-Gov	vernment		
Transaction:	G2B - Government-to-Bus			
	G2C - Government-to-Cit			
Who may avail:	Public who are qualified to	apply for exemption		
•	REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATI		WIERE TO SESSIVE		
A. Applicant	ON.			
If Business				
Name of Consignee		- Requesting Party		
2. Tax Identification Num	ber	- Bureau of Internal Revenue		
3. SEC Registration Num		- Securities and Exchange Commission		
4. DTI Registration Numb	` ' ' '	- Department of Trade and Industry		
5. BOI Registration Numb		- Board of Investments		
6. Email Address	,	- Requesting Party		
7. Telephone Number		- Requesting Party		
8. Official Address		- Requesting Party		
If Citizen				
1. Name of Consignee		- Requesting Party		
2. Tax Identification Num	ber	- Bureau of Internal Revenue		
3. Passport		- Department of Foreign Affairs		
4. Email Address		- Requesting Party		
5. Telephone Number		- Requesting Party		
6. Official Address		- Requesting Party		
If Government 1. Name of Consignee		Paguating Party		
2. Tax Identification Num	hor	- Requesting Party - Bureau of Internal Revenue		
3. Email Address	Dei	- Requesting Party		
4. Telephone Number		- Requesting Party		
5. Official Address		- Requesting Party		
B. Broker/s, if any		rioquosiing raity		
Tax Identification Num	ber	- 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:	OF DO Face No Cit	DOE washed to		
1. Completely filled-out D		- DOF website		
2. Notarized Affidavit of End-Use/Ownership		- Applicant/Requesting Party		
3. Authorization Letter (if authorized representative)		- Applicant/Requesting Party		
4. Signed and dated Bill of Lading/AWB5. Commercial Invoice (Packing List, if applicable)		- Shipping Company - Shipper from country of origin		
6. Export Bill of Lading/AWB		- Shipping Company		
7. Export Invoice and Packing List		- Applicant/Requesting Party		
8. Export Declaration		- Bureau of Customs		
9. OSS Certification of No	on-Availment of Dutv	- DOF OSS-Center		
Drawback (if export-ori	_			
10. Proof of Payment on	•	- BOC		
(if applicable)				

- 11. Certificate of Identification/Inspection/Loading
- 12. Certification from foreign principal/buyer as to reason of rejection (if rejected goods)
- 13. Foreign Government Certificate of Rejection
- 14. Certification from Philippine National Museum (if artworks/antiques)
- 15. Clearance from Regulatory Agency

- BOC
- Foreign Buyer/Shipper from country of origin
- USFDA or Other Foreign Regulating Body
- Philippine National Museum
- Appropriate Regulatory Agency

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration through RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions through TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division

3b. Receive emailed notice of compliance.	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient. 3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Customs and Tariff Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	release. 3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division

4. Receive emailed notice of release of result of application	3.14 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail. 4.1 Deliver the approved TEI to BOC.		
	TOTAL:	4 days 5 hours and 12 minutes	

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p. R.A. No. 10863	3, Sec. 800(w) nd equipment, etc. of new mines a	and old mines	9	
Office or Division:	Revenue Office - Customs and			
Classification:	Complex			
Type of Transaction:	G2B - Government-to-Business			
Who may avail:	Mining Companies			
CHECKLIS	T OF REQUIREMENTS		WHERE TO SEC	CURE
	mber mber (if applicable) nber (if applicable) nber (if applicable) mber (if applicable) mber DOF-RO Form No. 91 End-Use/Ownership if authorized representative)	- Securities a - Departmen - Board of In - Requesting - Requesting - Requesting - Bureau of I - Profession - Requesting - Requesting - Requesting - Requesting - Applicant/F - Applicant/F	Internal Revenue and Exchange Cor at of Trade and Ind avestments g Party g Party Internal Revenue al Regulation Com g Party	ustry
 4. Signed and dated Bill of Lading/AWB 5. Commercial Invoice (Packing List, if applicable) 6. Certificate from Department of Environment and Natural Resources (DENR) upon the recommendation of the Director of Mines and Geosciences Bureau as to purpose of importation 7. Certificate of Non-Local Availability 		- Departmen Resources	ompany om country of origin at of Environment a	and Natural
		Resources	o. Environment e	a Hatalal
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration through RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office

	1.2 Approve the registration if the		1	
	uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions through TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).		given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Customs and Tariff Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office

	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	3.14 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail.			Wanagement Division
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.			
	TOTAL:		4 days 5 hours and 12 minutes	

D A N. 4006	00.0 000(-)			
q. R.A. No. 1086 Aircrafts, spar	e parts, and accessories thereof	imported by	Agro-Industrial (Companies
Office or Division:	Revenue Office - Customs and			
Classification:	Complex			
Type of Transaction:	G2B - Government-to-Business			
Who may avail:	Agro-Industrial Companies			
CHECKLIS	T OF REQUIREMENTS		WHERE TO SE	CURE
 Notarized Affidavit o Authorization Letter Signed and dated B Commercial Invoice 	umber (if applicable) mber (if applicable) mber (if applicable) mber (if applicable) umber (if applicable) umber t DOF-RO Form No. 91 f End-Use/Ownership (if authorized representative) ill of Lading/AWB (Packing List, if applicable) artment of Agriculture or	- Securities - Departmel - Board of II - Requestin - Requestin - Requestin - Bureau of - Profession - Requestin - Requestin - Requestin - Requestin - Applicant/ - Shipping C - Shipper fro	Internal Revenue and Exchange Cont of Trade and Inconvestments g Party g Party Internal Revenue al Regulation Cong Party g Party g Party Internal Revenue al Regulation Cong Party g Party g Party Internal Revenue and Regulation Cong Party g Party g Party Internal Revenue and Regulation Cong Party g Party g Party Internal Revenue and Revenue and Regulation Cong Party g Party Internal Revenue and Revenue and Regulation Cong Party Internal Revenue and Revenue an	nmission
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration through RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries. 1.2 Approve the registration if the	None	45 minutes	Administrative Assistant Revenue Office
	uploaded documents and encoded data are complete and correct.			

2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions through TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is	Action Officer (Tax Specialist II, Sr. Tax Specialist,
3b. Receive emailed notice of compliance.	3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).		given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Supervising Tax Specialist) Customs and Tariff Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office

	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
A. Receive emailed notice of release of	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail. 4.1 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
result of application				
	TOTAL:		4 days 5 hours and 12 minutes	

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r. R.A. No. 10863, Se	ec. 800(x) sels or aircrafts engaged	in foroign	trado		
Office or Division:	Revenue Office - Custo				
Classification:			ann Division		
	Complex	<u> </u>			
Type of Transaction:	G2B - Government-to-	Business			
Who may avail:	Foreign Registry Airline	Foreign Registry Airlines/Shipping Companies			
CHECKLIST OF R	EQUIREMENTS		WHERE TO	SECURE	
ONE-TIME REGISTRATION	l:				
A. Applicant					
Name of Consignee		- Request			
2. Tax Identification Number			of Internal Revenue		
3. SEC Registration Number			s and Exchange C		
4. DTI Registration Number			ent of Trade and Ir	ndustry	
5. BOI Registration Number	(if applicable)		Investments		
6. Email Address		- Request			
7. Telephone Number		- Request	0 ,		
8. Official Address		- Request	ing Party		
B. Broker/s, if any 1. Tax Identification Number		Burgou	of Internal Devenue		
2. License Number			of Internal Revenue		
3. Name of Broker			onal Regulation Co	1111111551011	
4. Email Address		- Requesting Party - Requesting Party			
5. Contact Number		- Request	•		
APPLICATION:		rtoquoot	ing raity		
Completely filled-out DOF	-RO Form No. 91	- DOF website			
Notarized Affidavit of End		- Applicant/Requesting Party			
3. Authorization Letter (if aut		- Applicant/Requesting Party			
4. Signed and dated Bill of L			Company		
5. Commercial Invoice (Pack	king List, if applicable)	- Shipper	from country of original	gin	
6. Certificate of Foreign Reg	istry	- Shipper/	Owner		
7. Document to show that ve	essel or aircraft is	- Applican	t/Requesting Party	,	
engaged in foreign trade					
CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING	PERSON	
		TO BE	TIME	RESPONSIBLE	
One-time registration	1.1 Assist the applicant	PAID None	45 minutes	Administrative	
through RO Kiosk or online	in encoding the	None	45 111111111111111111111111111111111111	Assistant	
to provide corporate/	required entries.			Revenue Office	
individual information and	roquirou cililics.				
upload the documents in					
support of registration.					
First time applicant start from					
Step 1Registered applicant start from					
Step 2					
	1.2 Approve the				
T .	registration if the	1			
	registration if the				
	uploaded documents				

2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions through TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
3b. Receive emailed notice of compliance.	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient. 3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Customs and Tariff Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	applicant. 4 hours	Division Chief Customs and Tariff Division

	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection. 3.9 Review draft TEI/formal letter of	None	4 hours 4 hours	Director III Revenue Office Director IV Revenue Office
	compliance. Assessment is also made whether the shipment requires verification/inspection.			
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.			
	TOTAL:		4 days 5 hours and 12 minutes	

s. R.A. No. 108 Goods expor		econditioning and subsequently re-imported		
Office or	Revenue Office - Customs a	nd Tariff Division		
Division:				
Classification:	Complex			
Type of	G2G- Government-to-Gover	nment		
Transaction:	G2B - Government-to-Busine	ess		
	G2C - Government-to-Citize	n		
Who may avail:	Public who are qualified to a	pply for exemption		
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTR	ATION:			
A. Applicant				
If Business				
Name of Consigner		- Requesting Party		
2. Tax Identification N		- Bureau of Internal Revenue		
3. SEC Registration N	` '''	- Securities and Exchange Commission		
4. DTI Registration No		- Department of Trade and Industry - Board of Investments		
5. BOI Registration No. 6. Email Address	umber (ii applicable)	- Requesting Party		
7. Telephone Number	r	- Requesting Party		
8. Official Address		- Requesting Party		
If Citizen		Troquesting Fairty		
Name of Consigned	e	- Requesting Party		
2. Tax Identification N		- Bureau of Internal Revenue		
3. Passport		- Department of Foreign Affairs		
4. Email Address		- Requesting Party		
5. Telephone Number	r	- Requesting Party		
6. Official Address		- Requesting Party		
If Government				
1. Name of Consigned		- Requesting Party		
2. Tax Identification N	lumber	- Bureau of Internal Revenue		
3. Email Address		- Requesting Party		
4. Telephone Number		Requesting PartyRequesting Party		
5. Official Address B. Broker/s, if any		- Requesting Party		
1. Tax Identification N	lumber	- 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:

- 1. Completely filled-out DOF-RO Form No. 91
- 2. Notarized Affidavit of End-Use/Ownership
- 3. Authorization Letter (if authorized representative)
- 4. Signed and dated Bill of Lading/AWB
- 5. Commercial Invoice (Packing List, if applicable)
- 6. Export Bill of Lading/AWB
- 7. Export Invoice/Packing List
- 8. Export Declaration
- 9. Certificate of Identification/Inspection and Loading
- 10. Proof of Payment on original importation

- DOF website
- Applicant/Requesting Party
- Applicant/Requesting Party
- Shipping Company
- Shipper from country of origin
- Shipping Company
- Applicant/Requesting Party
- Bureau of Customs
- Bureau of Customs
- Bureau of Customs

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration through RO Kiosk or online to provide corporate/individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions through TES ^{Lite} .			

	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
3b. Receive emailed notice of	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient. 3.6.1 Generate an email notice of compliance through	None	Applicant is given 2 days to comply with or address the	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Customs and Tariff Division
compliance.	TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).		deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	DIVISION
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group

	3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of	3.14 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail. 4.1 Deliver the approved TEI to BOC.			managomoni 21VIIIII
result of application.				
	TOTAL:		4 days 5 hours and 12 minutes	

t. R.A. No. 10863, S	ec 800(z)				
Trailer chassis	50. 550(£)				
Office or Division:	Revenue Office - Customs and Tariff Division				
Classification:	Complex				
Type of Transaction:	G2B - Government-to-Business	 S			
Who may avail:	Public who are qualified to app	ly for exempt	ion		
CHECKLIST C	F REQUIREMENTS	V	WHERE TO S	ECURE	
	-				
ONE-TIME REGISTRATION	\ :				
A. Applicant1. Name of Consignee		- Requesting	Darty		
2. Tax Identification Number	-		rany nternal Reven	IIA	
3. SEC Registration Number			ind Exchange		
4. DTI Registration Number			t of Trade and		
5. BOI Registration Number		- Board of Inv		maddify	
6. Email Address	(iii applicable)	- Requesting			
7. Telephone Number		- Requesting			
8. Official Address		- Requesting	•		
B. Broker/s, if any			,		
1. Tax Identification Number	•	- Bureau of I	nternal Reven	ue	
2. License Number		- Professiona	al Regulation (Commission	
3. Name of Broker		- Requesting			
4. Email Address		- Requesting Party			
5. Contact Number		- Requesting Party			
APPLICATION:		505 1 1			
Completely filled-out DOF		- DOF websit			
2. Notarized Affidavit of End	•	Applicant/Requesting PartyApplicant/Requesting Party			
3. Authorization Letter (if au				πγ	
4. Signed and dated Bill of L		Shipping CompanyShipper from country of origin			
5. Commercial Invoice (Pacific Registration from MARIN.		- MARINA			
_	ransportation Office (if applicable)		portation Offic	` Δ	
CLIENT STEPS	AGENCY ACTION		PROCESS	PERSON	
0=:=::: 0:=: 0	7.02.10.7.7.0.1.0.1	BE PAID	ING TIME	RESPONSIBLE	
1. One-time registration	1.1 Assist the applicant in	None	45 minutes	Administrative	
through RO Kiosk or	encoding the required entries.			Assistant	
online to provide				Revenue Office	
corporate/ individual					
information and upload the					
documents in support of					
registration.					
 First time applicant start from Step 1 					
Registered applicant start from					
Step 2	1.2 Approve the registration if	-			
	1.2 Approve the registration if				
	the uploaded documents and encoded data are complete and				
	correct.				
O Dresent the application		NIa.a -	4E maining to	Officer of the De	
2. Present the application	2.1 Check completeness of	None	15 minutes	Officer of the Day,	
and supporting documents at RO window	supporting documents. If			Tax Specialist	
at KO WINDOW	incomplete, return to the			Revenue Office	
	applicant.				

	2.2. Encode the required entries in the TES-Lite and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions through TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Customs and Tariff Division
3b. Receive emailed notice of compliance.	3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of complianc e is issued and the application is returned to the applicant.	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division

	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	TEI/formal letter of compliance and supporting documents to CRMD for release.			
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	3.14 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail.			
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.			
	TOTAL:		4 days 5 hours and 12 minutes	

2. Granting of Tax Exemption on Importations of Airlines with Congressional Franchise

a. R.A. No. 10863, Sec. 800(v)

Aircraft, parts, supplies, ground equipment, etc. of scheduled airlines operating with Congressional franchise

Office or Division:	Revenue Office - Customs and Tariff Division		
Classification:	Complex		
Type of Transaction:	G2B - Government-to-Business		
Who may avail:	Airline Companies with Congressional Franchise		

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION: A. Applicant 1. Name of Consignee	- Requesting Party
2. Tax Identification Number3. SEC Registration Number (if applicable)4. DTI Registration Number (if applicable)5. BOI Registration Number (if applicable)	 Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments
6. Email Address7. Telephone Number8. Official AddressB. Broker/s, if any	Requesting PartyRequesting PartyRequesting Party
1. Tax Identification Number 2. License Number 3. Name of Broker 4. Email Address 5. Contact Number	 Bureau of Internal Revenue Professional Regulation Commission Requesting Party Requesting Party Requesting Party
APPLICATION: 1. Completely filled-out DOF-RO Form No. 91 2. Notarized Affidavit of End-Use/Ownership 3. Authorization Letter (if authorized representative) 4. Signed and dated Bill of Lading/AWB 5. Commercial Invoice (Packing List, if applicable) 6. Certificate of non-local availability from CAAP for duty exemption purposes	- DOF website - Applicant/Requesting Party - Applicant/Requesting Party - Shipping Company - Shipper from country of origin - CAAP

·				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration through RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			

2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	 3.2 Generate an email notice to applicant on the receipt of application through TES^{Lite}. 3.3 Assign application to respective RO Divisions through TES^{Lite}. 			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Customs and Tariff Division
3b. Receive emailed notice of compliance.	3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).		Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division

	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection. 3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires	None	4 hours 4 hours	Director III Revenue Office Director IV Revenue Office
	verification/inspection. 3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.			
	TOTAL:		4 days 5 hours and 12 minutes	

b. R.A. No. 10863, 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, 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:	Revenue Office - Customs and Tariff Division
Classification:	Complex
Type of	G2B - Government-to-Business
Transaction:	
Who may avail:	Airline Companies with Congressional Franchise

Who may avail:	Airline Companies with Con	gressional F	ranchise		
CHECKLIST (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 Nur	mber (if applicable)	- 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	- Requesting Party				
B. Broker/s, if any					
1. Tax Identification Number		- Bureau of Internal Revenue			
2. License Number		- Professional Regulation Commission			
3. Name of Broker		- Requesting Party			
4. Email Address 5. Contact Number	- Requesting Party - Requesting Party				
APPLICATION:		- Nequestiii	y raity		
1. Completely filled-out	- DOF website				
2. Notarized Affidavit of		- Applicant/Requesting Party			
3. Authorization Letter (if authorized representative)		- Applicant/Requesting Party			
Signed and dated Bill	- Shipping Company				
5. Commercial Invoice (- Shipper from country of origin				
6. Certificate of non-location	- Civil Aviation Authority of the Philippines				
duty exemption purpo	, , , , , , , , , , , , , , , , , , , ,				
If Aircraft:					
Board Resolution/Secretary's Certificate		- Applicant/Requesting Party			
authorizing the importation of aircraft					
2. Entry Clearance from CAAP		- Civil Aviation Authority of the Philippines			
3. Authority to Import/Lease from Civil Aeronautics		- Civil Aeronautics Board			
Board		Applicant/Degreeting Destrict			
4. Authenticated/Apostillised/Notarized Lease		- Applicant/Requesting Party			
Agreement/Deed of Sale 5. Latest Audited Financial Statements (last three (3)		- Applicant/Requesting Party			
years if applicable)		- Applicant/	nequesting Faity		
	ACENCY ACTION	FFFC TO	DDOCECCING	DEDCOM	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON	
		BE PAID	IIIVIE	RESPONSIBL E	

1. One-time registration through RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance of application.	3.1 Receive the application and supporting documents. 3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} . 3.3 Assign application to respective RO Divisions through TES ^{Lite} . 3.4 Route the application and supporting documents to appropriate RO Divisions.	None	1 hour	Administrative Officer Central Records Management Division
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is given 2 days to comply with or	Action Officer (Tax Specialist II, Sr. Tax Specialist,
3b. Receive emailed notice of compliance.	3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).		address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Supervising Tax Specialist) Customs and Tariff Division

	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretar y, Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.			
	TOTAL:		4 days 5 hours and 12 minutes	

c. R.A. No. 10863, 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

R.A. 10963, Sec. 109(U) - VAT Free

Fuel, goods, and supplies by persons engaged in international air transport operations

	1. 1.
Office or Division:	Revenue Office - Customs and Tariff Division
Classification:	Complex
Type of	G2B - Government-to-Business
Transaction:	
Who may avail:	Airline Companies with Congressional Franchise

CHECKLIST OF 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 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				
B. Broker/s, if any					
Tax Identification Number	- 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:					
1. Completely filled-out DOF-RO Form No. 91	- DOF website				
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting Party				
3. Authorization Letter (if authorized representative)	- Applicant/Requesting Party				
4. Signed and dated 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	- Civil Aviation Authority of the Philippines				
duty exemption purposes					
CLIENT STEPS AGENCY ACTION	FEES TO BE PROCESSING PERSON				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration through RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office

2. Present the application and supporting documents at RO window	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct. 2.1 Check completeness of supporting documents. If incomplete, return to the applicant. 2.2. Encode the required entries in the TESLite and	None None	15 minutes 30 minutes	Officer of the Day, Tax Specialist Revenue Office Administrative Assistant Customs and Tariff
3. File application with supporting documents at the Central Records Management Division.	generate an application number. 3.1 Receive the application and supporting documents.	None	1 hour	Division Administrative Officer Central Records Management
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} . 3.3 Assign application to respective RO Divisions through TES ^{Lite} .			Division
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is given 2 days to comply with or address the	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).		deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant	Specialist) Customs and Tariff Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment	None	4 hours	Director III Revenue Office

	requires verification/inspection. 3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	TEI to BOC. 4.1 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail.			
	TOTAL:		4 days 5 hours and 12 minutes	

3. Granting of Tax Exemption on Importations of Domestic Shipping Lines and Airline Companies without Congressional Franchise

a. R.A. No. 10963, Sec. 109(T) - VAT Free

Sale, importation or lease of passenger or cargo vessels, including engine, equipment and spare parts

Office or	Revenue Office - Customs and Tariff Division				
Division:					
Classification:	Complex				
Type of	G2B - Government-to-Business				
Transaction:					
Who may avail:	Domestic Shipping Lines				
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRA	ATION:				
A. Applicant					
1. Name of Consigned		- Requesting Party			
2. Tax Identification N		- Bureau of Internal Revenue			
3. SEC Registration N		- Securities and Exchange Commission			
4. DTI Registration Nu		- Department of Trade and Industry			
5. BOI Registration Nu	imber (if applicable)	- Board of Investments			
6. Email Address 7. Telephone Number		- Requesting Party			
8. Official Address		- Requesting Party - Requesting Party			
B. Broker/s, if any		- Nequesting Faity			
1. Tax Identification N	umher	- 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:					
	t DOF-RO Form No. 91	- DOF website			
	of End-Use/Ownership	- Applicant/Requesting Party			
	(if authorized representative)	- Applicant/Requesting Party			
4. Signed and dated B		- Shipping Company/Applicant/Requesting Party			
_	tillised Protocol of Delivery and				
Acceptance	/Dill of Colo/Dhyo Dools Volum	Ohimmon from a country of origin			
	/Bill of Sale/Blue Book Value	- Shipper from country of origin			
of vessel	ate authorizing the importation	- Applicant/Requesting Party			
7. Letter Authority to A	acquire from MARINA	- MARINA			
8. Registration from M		- MARINA			
•	ded CPC issued by DSS for	- MARINA-Domestic Shipping Services			
VAT Exemption	·				
	Radio and Communication	- National Telecommunications Commission			
,	ssories from National				
Telecommunicatio					
_	stration and Articles of	- Securities and Exchange Commission			
•	Securities and Exchange				
Commission	Dumanu of Internal Decrees	Durage of Internal Deverses			
	Bureau of Internal Revenue	- Bureau of Internal Revenue			
	ancial Statements (last three	Applicant/Paguacting Party			
(3) years if applica	υl e)	- Applicant/Requesting Party			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration through RO Kiosk or online to provide corporate/individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions through TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist,

3b. Receive emailed notice of compliance.	3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).		Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Supervising Tax Specialist) Customs and Tariff Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division

4. Receive emailed notice of release of result of application.	4.1 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail.		
	TOTAL:	4 days 5 hours and 12 minutes	

b. R.A. No. 1096	b. R.A. No. 10963, Sec. 109(T) – VAT Free				
Sale, importation or lease of aircraft, including engine, equipment and spare parts					
Office or Division:	Revenue Office - Customs and Tariff Division				
Classification:	Complex				
Type of	G2B - Government-to-Busi	G2B - Government-to-Business			
Transaction:					
Who may avail:	Airline Companies without				
ONE-TIME REGISTRA	OF REQUIREMENTS	WHERE TO SECURE			
A. Applicant	ATION:				
Name of Consignee		- Requesting Party			
2. Tax Identification Nu		- Bureau of Internal Revenue			
3. SEC Registration No	` ,	- Securities and Exchange Commission			
4. DTI Registration Nu	` ,	- Department of Trade and Industry			
5. BOI Registration Nu	mber (if applicable)	- Board of Investments			
6. Email Address		- Requesting Party			
7. Telephone Number 8. Official Address		- Requesting Party - Requesting Party			
B. Broker/s, if any		Troquesting Fairty			
1. Tax Identification Nu	umber	- 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:					
	t DOF-RO Form No. 91	- DOF website			
Notarized Affidavit of the control of the cont	•	- Applicant/Requesting Party			
3. Authorization Letter (if authorized representative)		- Applicant/Requesting Party			
4. Signed and dated B	/Bill of Lading/AVVB /Bill of Sale/Blue Book Value	- Shipping Company - Shipper from country of origin			
6. Secretary's Certification		- Applicant/Requesting Party			
importation of aircra	•	Application requesting Fairty			
7. Special Landing Per		- Bureau of Customs/Civil Aviation Auhtority of the			
Clearance from CAA	√P	Philippines			
	ocal Availability and Aircraft				
Reservation Numbe	r from CAAP	- CAAP			
If Aircraft:					
9. Air Operator Certific		- CAAP			
	Lease from Civil Aeronautics	- Civil Aeronautics Board			
11. Certificate of Public Necessity	c Convenience and	- Civil Aeronautics Board			
_	dio Communication System	- National Telecommunications Commission			
	cated Lease Agreement	- Applicant/Requesting Party			
	rticles of Incorporation from	- Securities and Exchange Commission			
15. Certificate of Regis	stration from BIR	- BIR			
16. Latest Audited Fina	ancial Statements (last three	- Applicant/Requesting Party			
(3) years if applical	ble)				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration through RO Kiosk or online to provide corporate/individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions through TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division

3b. Receive emailed notice of compliance.	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient. 3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Customs and Tariff Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer

	3.14 Deliver the approved TEI to BOC.		Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail.		
	TOTAL:	4 days 5 hours and 12 minutes	

c. R.A. No. 10963, Sec. 109(U) – VAT Free				
	d supplies used for internation	onal air transport operations		
Office or Division:	Revenue Office - Customs	and Tariff Division		
Classification:	Complex			
Type of	G2B - Government-to-Business			
Transaction:				
Who may avail:	Airline Companies without Congressional Franchise			
CHECKLIST OF REQUIREMENTS WHERE TO SECURE				
ONE-TIME REGISTRATION:		- Requesting Party		

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant	- Requesting Party		
1. Name of Consignee	- Bureau of Internal Revenue		
2. Tax Identification Number	- Securities and Exchange Commission		
3. SEC Registration Number (if applicable)	- Department of Trade and Industry		
4. DTI Registration Number (if applicable)	- Board of Investments		
5. BOI Registration Number (if applicable)	- Requesting Party		
6. Email Address	- Requesting Party		
7. Telephone Number	- Requesting Party		
8. Official Address			
B. Broker/s, if any	- Bureau of Internal Revenue		
Tax Identification Number	- Professional Regulation Commission		
2. License Number	- Requesting Party		
3. Name of Broker	- Requesting Party		
4. Email Address	- Requesting Party		
5. Contact Number			
APPLICATION:			
1. Completely filled-out DOF-RO Form No. 91	- DOF website		
2. Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting Party		
3. Authorization Letter (if authorized representative)	- Applicant/Requesting Party		
4. Signed and dated Bill of Lading/AWB	- Shipping Company		
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin		

5. Commercial Invoice (Packing List, if applicable)		- Shipping Con	country of origin	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration through RO Kiosk or online to provide corporate/individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			

2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	 3.2 Generate an email notice to applicant on the receipt of application through TES^{Lite}. 3.3 Assign application to 			
	respective RO Divisions through TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is	Action Officer (Tax Specialist II, Sr. Tax Specialist,
3b. Receive emailed notice of compliance.	3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).		given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Supervising Tax Specialist) Customs and Tariff Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Division Chief Customs and Tariff Division

	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail.			
	TOTAL:		4 days 5 hours and 12 minutes	

	63, Sec. 109(U) - VAT Free				
Office or	nd supplies used for international shipping Revenue Office - Customs and Tariff Division				
Division:	Nevertue Office - Customs and Tariff Division				
Classification:	Complex	Complex			
Type of	G2B - Government-to-Busine	•			
Transaction:	O2D - Government-to-busine	233			
Who may avail:	Domestic Shipping Lines				
	OF REQUIREMENTS		WHERE TO SE	CURE	
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)		 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments 			
5. BOI Registration No6. Email Address7. Telephone Number8. Official Address	umber (if applicable)	- Requesting - Requesting - Requesting	Party Party Party		
B. Broker/s, if any 1. Tax Identification Number 2. License Number 3. Name of Broker 4. Email Address 5. Contact Number		 Bureau of Internal Revenue Professional Regulation Commission Requesting Party Requesting Party Requesting Party 			
APPLICATION: 1. Completely filled-out DOF-RO Form No. 91 2. Notarized Affidavit of End-Use/Ownership 3. Authorization Letter (if authorized representative) 4. Signed and dated Bill of Lading/AWB 5. Commercial Invoice (Packing List, if applicable) 6. MARINA Registration 7. SEC Registration 8. BIR Registration 9. Latest Audited Financial Statements (last three (3) years if applicable)		- Applicant/R - Shipping Co - Shipper fror - MARINA - Secutrities a - Bureau of Ir - Applicant/R	equesting Party equesting Party ompany in country of origin and Exchange Co oternal Revenue equesting Party	mmission	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. One-time registration through RO Kiosk or online to provide corporate/individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office	

2. Present the application and supporting documents at RO	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct. 2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
window	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions through TES ^{Lite} . 3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).		given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Customs and Tariff Division

	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Division Chief Customs and Tariff Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail.			
	TOTAL:		4 days 5 hours and 12 minutes	

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

R.A. No. 4540, Sec. 3(a) as amended by R.A. No. 7229

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

Office or Division:	Revenue Office - Customs and Tariff Division
Classification:	Complex
Type of	G2B - Government-to-Business
Transaction:	
Who may avail:	Globe Telecom, Inc.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
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
B. Broker/s, if any	
Tax Identification Number	- 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:	
 Completely filled-out DOF-RO Form No. 91 	- DOF website
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting Party
3. Authorization Letter (if authorized representative)	- Applicant/Requesting Party
4. Signed and dated Bill of Lading/AWB	- Shipping Company
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin
Certification from NTC	- National Telecommunications Commission

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration through RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			

2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions through TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is given 2 days to comply with or address the	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).		deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Customs and Tariff Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office

	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail.			
	TOTAL:		4 days 5 hours and 12 minutes	

5. Granting of Tax Exemption on Importations of Philippine Amusement and Gaming Corporation (PAGCOR)

P.D. No. 1869, Sec. 13(1)

Gaming equipment and/or paraphernalia necessary in the operations of PAGCOR

Office or	Revenue Office - Customs and Tariff Division
Division:	
Classification:	Complex
Type of	G2G- Government-to-Government
Transaction:	
Who may avail:	PAGCOR

CHECKLIS	T OF REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTI	RATION:				
A. Applicant					
1. Name of Consigne	ee	- Requesting F	arty		
2. Tax Identification	Number	- Bureau of Int	ernal Revenue		
3. Email Address		- Requesting F	arty		
4. Telephone Number	er	- Requesting F	arty		
5. Official Address		- Requesting F	arty		
B. Broker/s, if any					
1. Tax Identification	Number	- Bureau of Int	ernal Revenue		
2. License Number		- Professional	Regulation Comm	nission	
3. Name of Broker		- Requesting F	arty		
4. Email Address		- Requesting F	arty		
5. Contact Number		- Requesting F	arty		
APPLICATION:					
Completely filled-completely	out DOF-RO Form No. 91	- DOF website			
2. Notarized Affidavit	t of End-Use/Ownership	- Applicant/Requesting Party			
3. Authorization Lette	3. Authorization Letter (if authorized representative)		e) - Applicant/Requesting Party		
4. Signed and dated	4. Signed and dated Bill of Lading/AWB		- Shipping Company		
5. Commercial Invoid	cial Invoice (Packing List, if applicable) - Shipper from country of origin				
6. Franchise		- Applicant/Requesting Party			
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON	

CLIENT STEPS	AGENCY ACTION	BE PAID	TIME	RESPONSIBLE
1. One-time registration through RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			

2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
·····de···	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions through TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).		given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Customs and Tariff Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division

	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	3.14 Deliver the approved TEI to BOC. 4.1 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail.			
	TOTAL:		4 days 5 hours and 12 minutes	

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

R.A No. 11506, 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 - Customs and Tariff Division
Classification:	Complex
Type of	G2B- Government-to-Business
Transaction:	
Who may avail:	San Miguel Aerocity, Inc.

J	
CHECKLIST OF 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 applicable)	- Requesting Party
4. DTI Registration Number (if applicable)	- Requesting Party
5. BOI Registration Number (if applicable)	- Requesting Party
6. Email Address	
7. Telephone Number	- Bureau of Internal Revenue
8. Official Address	- Professional Regulation Commission
B. Broker/s, if any	- Requesting Party
Tax Identification Number	- Requesting Party
2. License Number	- Requesting Party
3. Name of Broker	
4. Email Address	
5. Contact Number	
APPLICATION:	
Completely filled-out DOF-RO Form No. 91	- DOF website
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting Party
3. Authorization Letter (if authorized representative)	- Applicant/Requesting Party
4. Signed and dated Bill of Lading/AWB	- Shipping Company
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin
6. Certification from CAAP that the goods shall be	- Civil Aviation Authority of the Philippines
used exclusively for the construction,	
development, establishment, and operation of	
airport and airport city	
7. Completely filled-out DOF-RO Form No. 156	- Applicant/Requesting Party
(if partial shipment)	

(ii partial shipment)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration through RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office

2. Present the	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct. 2.1 Check completeness	None	15 minutes	Officer of the
application and supporting documents at RO window	of supporting documents. If incomplete, return to the applicant.	rtone	TO THINIGE	Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} .			
	 3.3 Assign application to respective RO Divisions through TES^{Lite}. 3.4 Route the application 			
	and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours Applicant is given 2 days to	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).		comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Customs and Tariff Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Division Chief Customs and Tariff Division

	shipment requires verification/inspection.			
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	3.14 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance through postal mail.			
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC			
	TOTAL:		4 days 5 hours and 12 minutes	

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

goods
a. R.A. No. 10863, Sec. 800(v) and R.A. No. 10963, Sec. 107(B)
Clearance to transfer of operation/ownership of aircraft from exempt to another exempt entity

Office or Division:	Revenue Office - Customs and Tariff Division	
Classification:	Complex	
Type of	ype of G2B- Government-to-Business	
Transaction:		
Who may avail:	Airline Companies	

Who may avail:	Who may avail: Airline Companies				
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRAT	ΓΙΟΝ:				
A. Applicant					
1. Name of Consignee		- Requesting Pa			
2. Tax Identification Nur		- Bureau of Inte	rnal Revenue		
3. SEC Registration Nur		- Requesting Pa	•		
4. DTI Registration Num		- Requesting Pa			
5. BOI Registration Num	nber (if applicable)	- Requesting Pa	arty		
6. Email Address					
7. Telephone Number		- Bureau of Inte			
8. Official Address			egulation Commiss	sion	
B. Broker/s, if any		- Requesting Pa			
Tax Identification Nur	nber	- Requesting Pa			
2. License Number		- Requesting Pa	arty		
3. Name of Broker					
4. Email Address					
5. Contact Number					
APPLICATION:		505.44			
1. Completely filled-out		- DOF Website			
2. Notarized Affidavit of		- Applicant/Req			
	f authorized representative)	- Applicant/Requesting Party			
	Exemption Indorsement	- Department of Finance – Revenue Office			
(TEI) with supporting		01-110			
- Import Bill of Lad		- Shipping Com			
- Commercial Invo		- Shipper from country of origin			
- Certification from		- CAAP	unation Dartu		
- Notarized Lease	•	- Applicant/Req			
- Indorsement from		- Bureau of Customs - Applicant/Requesting Party			
5. Board Resolution/Sec		- Applicant/Req	uesting Party		
	er of ownership/operation of				
aircraft (both parties)	urchase from CAR	- Civil Aeronauti	ice Board		
6. Authority to Lease/Purchase from CAB7. Notarized Lease Agreement/Deed of Sale		- Applicant/Req			
8. Latest Audited Financial Statements (last three		- Applicant/Required	•		
(3) years if applicable)		- Applicativixeq	acoming rarry		
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON	
CLILITI OILI O	ASEROT ASTISI	PAID	TIME	RESPONSIBLE	
		17(15		KESI SINGIBLE	

1. One-time registration through RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries. 1.2 Approve the registration if the uploaded documents and encoded data are complete and	None	45 minutes	Administrative Assistant Revenue Office
2. Present the application and supporting documents at RO window	correct. 2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	 3.2 Generate an email notice to applicant on the receipt of application through TES^{Lite}. 3.3 Assign application to respective RO Divisions through TES^{Lite}. 3.4 Route the application 			
	and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
	3.6. Process the application and draft the Non-TEI letter if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist,

3b. Receive emailed notice of compliance.	3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Supervising Tax Specialist) Customs and Tariff Division
	3.7 Review draft Non-TEI letter/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division
	3.8 Review draft Non-TEI letter/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Director III Revenue Office
	3.9 Review draft Non-TEI letter/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the Non-TEI letter/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved Non-TEI letter/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved Non-TEI letter/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division

4. Receive emailed notice of release of result of application.	3.14 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of Non-TEI letter b. the release of letter for compliance through postal mail. 4.1 Deliver the approved Non-TEI letter to BOC.		
	TOTAL:	4 days 5 hours and 12 minutes	

L D A N 40000 O 000/ 4) LD A N 40000 O 407/D)						
		3, Sec. 800(par. 1) and R.A. No. 10963, Sec. 107(B) ne sale of aircraft from exempt to non-exempt entity				
Office or	Revenue Office - Customs	•	<u> </u>			
Division:						
Classification:	Complex					
Type of	G2B- Government-to-Busin	ess				
Transaction:	C2B Covernment to Basin	.000				
Who may avail:	Airline Companies					
CHECKLIST	OF REQUIREMENTS		WHERE TO SECU	RE		
ONE-TIME REGISTRA	ATION:					
A. Applicant						
1. Name of Consigned	9	- Requesting Pa	arty			
2. Tax Identification N	umber	- Bureau of Inte	rnal Revenue			
3. SEC Registration N		- Requesting Pa	arty			
4. DTI Registration Nu		- Requesting Pa				
5. BOI Registration Nu	umber (if applicable)	- Requesting Pa	arty			
6. Email Address		5	1.5			
7. Telephone Number		- Bureau of Inte				
8. Official Address		- Professional R	Regulation Commiss	sion		
,	B. Broker/s, if any		•			
1. Tax Identification Number		- Requesting Pa - Requesting Pa				
License Number Name of Broker		- Nequesting Fa	arty			
4. Email Address						
5. Contact Number						
APPLICATION:						
	it DOF-RO Form No. 91	- DOF Website				
	of End-Use/Ownership	- Applicant/Req	uesting Party			
	(if authorized representative)	- Applicant/Requesting Party				
4. Previously issued T	ax Exemption Indorsement	- Department of Finance – Revenue Office				
(TEI) with supportin	g documents:					
- Import Bill of La	•	- Shipping Company				
- Commercial Inv		- Shipper from country of origin				
- Certification fro		- Civil Aviation Auhtority of the Philippines				
	se/Purchase Agreement/Deed	- Applicant/Req	uesting Party			
of Sale CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON		
CLIENT STEPS	AGENCY ACTION	PAID	TIME	RESPONSIBLE		
1. One-time	1.1 Assist the applicant in	None	45 minutes	Administrative		
registration through	encoding the required	140110	-10 millatos	Assistant		
RO Kiosk or online	entries.			Revenue Office		
to provide corporate/						
individual						
information and						
upload the						
documents in						
support of						
registration.						
 First time applicant start from Step 1 						
 Registered applicant 						
start from Step 2						

2. Present the application and supporting documents at RO window	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct. 2.1 Check completeness of supporting documents. If incomplete, return to the applicant. 2.2. Encode the required	None	15 minutes 30 minutes	Officer of the Day, Tax Specialist Revenue Office Administrative
	entries in the TES ^{Lite} and generate an application number.			Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} . 3.3 Assign application to			
	respective RO Divisions through TES ^{Lite} . 3.4 Route the application			
	and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
	3.6. Process the application and draft the Non-TEI letter if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).		Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist, Supervising Tax Specialist) Customs and Tariff Division
	3.7 Review draft Non-TEI letter/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division

	3.8 Review draft Non-TEI letter/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection 3.9 Review draft Non-TEI	None None	4 hours 4 hours	Director III Revenue Office Director IV
	letter/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection			Revenue Office
	3.10 Review/approve the Non-TEI letter/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.12 Transmit the approved Non-TEI letter/formal letter of compliance and supporting documents to CRMD for release.			
	3.13 Prepare the approved Non-TEI letter/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	3.14 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of Non-TEI letter b. the release of letter for compliance through postal mail.			
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved Non-TEI letter to BOC.			
	TOTAL:		4 days 5 hours and 12 minutes	

c. R.A. No. 10863, Sec. 800(par. 1) and R.A. No. 10963, Sec. 107(B) Clearance to return/re-export the leased aircraft, gaming equipment, and paraphernalia, and telecommunications equipment, parts and accessories

Office or Division:	Revenue Office - Customs and Tariff Division		
Classification:	Complex		
Type of	ype of G2G- Government-to-Government		
Transaction:	nsaction: G2B- Government-to-Business		
Who may avail:	Airline Companies/Globe Telecom, Inc./PAGCOR		

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CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:				
A. Applicant				
1. Name of Consignee		- Requesting Party		
2. Tax Identification Nur		- Bureau of Internal Revenue		
3. SEC Registration Nur		- Requesting Party		
4. DTI Registration Num		- Requesting Party		
5. BOI Registration Num	nber (if applicable)	- Requesting Party		
6. Email Address				
7. Telephone Number		- Bureau of Internal Revenue		
8. Official Address		- Professional Regulation Commission		
B. Broker/s, if any	_	- Requesting Party		
Tax Identification Nur	nber	- Requesting Party		
2. License Number		- Requesting Party		
3. Name of Broker				
4. Email Address				
5. Contact Number				
APPLICATION:	DOE DO E . N. 04	DOEW 1. "		
1. Completely filled-out		- DOF Website		
2. Notarized Affidavit of		- Applicant/Requesting Party		
,	if authorized representative)	- Applicant/Requesting Party		
4. Previously issued Tax Exemption Indorsement		- Department of Finance – Revenue Office		
(TEI) with supporting		Chinning Commons		
- Import Bill of Lad	•	- Shipping Company		
- Commercial Invo	ice	- Shipper from country of origin		
If Aircraft:	CAAD	Civil Aviation Authority of the Philippines		
- Certification from		- Civil Aviation Authority of the Philippines		
- Notarized Lease	Agreement	- Applicant/Requesting Party		

(if applicable)		mination / tgroomont	, and a second of the second o			
	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
	1. One-time registration through RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office	

5. Notarized Lease Termination Agreement

- Applicant/Requesting Party

2. Present the application and supporting documents at RO window	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct. 2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Customs and Tariff Division
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email notice to applicant on the receipt of application through TES ^{Lite} .			
	 3.3 Assign application to respective RO Divisions through TES^{Lite}. 3.4 Route the application and supporting documents. 			
	and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Customs and Tariff Division
	3.6. Process the application and draft the Non-TEI letter if application is sufficient.	None	4 hours Applicant is given 2 days to comply	Action Officer (Tax Specialist II, Sr. Tax Specialist,
3b. Receive emailed notice of compliance.	3.6.1 Generate an email notice of compliance through TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).		with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Supervising Tax Specialist) Customs and Tariff Division
	3.7 Review draft Non-TEI letter/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Customs and Tariff Division

	3.8 Review draft Non-TEI letter/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Director III Revenue Office
	3.9 Review draft Non-TEI letter/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the Non-TEI letter/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary, Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email notice to the applicant through TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved Non-TEI letter/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
4. Receive emailed	3.13 Prepare the approved Non-TEI letter/formal letter of compliance for release. 3.14 Generate an email notice to applicant through TES ^{Lite} either of the following: a. the release of Non-TEI letter b. the release of letter for compliance through postal mail. 4.1 Deliver the approved	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
notice of release of result of application.	Non-TEI letter to BOC.			
	TOTAL:		4 days 5 hours and 12 minutes	



1. Granting of Tax Exemption on Diplomatic Importations

Section 800 (I) of R.A. 10863 (CMTA) and Section 109(k) of the NIRC, as amended Diplomatic goods and vehicle 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.

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of	G2G- Government to Government
Transaction:	
Who may avail:	Diplomatic entities or personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Email Address	- Requesting Party
3. Telephone Number	- Requesting Party
4. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- 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:	
Completely filled—out DOF-RO Form No.	- DOF website
91	- Shipping Company
Signed and dated Bill of Lading /Air	- Shipper from country of origin
Waybill	- Department of Foreign Affairs
3. Commercial Invoice (Packing List, if	- Importing Embassy
applicable)	
4. DFA recommendation	
5. Note Verbale from the Embassy	

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start 				
from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are			



	complete and correct.			
2. Present the application and supporting documents at the Central Records Management Division. (For documents originating from DFA) 3. File application with supporting documents	2.1 Check the completeness of supporting documents. If incomplete, return to the applicant 3.1 Receive the application and	None	1 hour	Administrative Officer Central Records Management Division
at the CRMD.	application and supporting documents, encode required entries in the e-TES ^{Lite} and generate trace number for the application. If incomplete, return to applicant.			
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email-notice to applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Internal Revenue Division



3b. Receive emailed notice of compliance.	3.6.1 Generate an email-notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspectio n.	None	4 hours	Division Chief Internal Revenue Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspectio n.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	8 hours	Director IV Revenue Office
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.10 Generate an email-notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.11 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Office
	3.12 Prepare the approved TEI/formal	None	8 hours 12 minutes	Administrative Officer Central Records Management Division



	letter of compliance for release.		
	3.13 Generate an email-notice to applicant thru e-TES ^{Lite} either of the following:		
	a. the release of TEI; b. the release of letter for compliance thru postal mail		
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.		
	TOTAL:	4 days 27 minutes	



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	Revenue Office - Internal Revenue Division
Division:	
Classification:	Complex
Type of	G2B- Government-to-Business
Transaction:	
Who may avail:	International airlines (members of ICAO)

wno may avaii:	international ainines (members c	DI ICAO)		
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRA	ATION:				
A. Applicant	ļ.				
 Name of Consigned 		- Requesti			
2. Tax Identification N			f Internal Revenue		
SEC Registration N			s and Exchange C		
4. DTI Registration Nu	` ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '	•	ent of Trade and I	ndustry	
5. BOI Registration Nu	ımber (if applicable)		Investments		
6. Email Address	ļ.	- Requesti	0 ,		
7. Telephone Number	ļ.	- Requesti	•		
8. Official Address	ļ.	- Requesti	ng Party		
B. Broker/s, if any	_	_			
 Tax Identification N 	umber		f Internal Revenue		
2. License Number	ļ.		onal Regulation Co	ommission	
Name of Broker	ļ	 Requesti 	•		
4. Email Address		- Requesti	0 ,		
5. Contact Number		- Requesti	ng Party		
APPLICATION:			_		
. ,	out DOF-RO Form No.	- DOF web			
91	, -		/Requesting party		
	of End-Use/Ownership		Requesting party		
Authorization letter representative)	(if authorized	- Applicant	t/Requesting party		
 Signed and dated E Waybill 	3ill of Lading /Air	- Shipping Company			
5. Commercial Invoice applicable)	e (Packing List, if	-Shipper from country of origin			
6. CAAP Certification	cation		tion Authority of th	e Philippines	
7. NTC Clearance, if applicable			communications C		
CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING	PERSON	
311111 3111 3	ACERO PACION	TO BE PAID	TIME	RESPONSIBLE	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office



ala avusa austa dia	<u> </u>			
documents in				
support of				
registration.				
First time applicant start	1.2 Approve the			
from Step 1	registration if the			
Registered applicant	uploaded documents			
start from Step 2	and encoded data are			
	complete and correct.			
2. Present the	2.1 Check	None	15 minutes	Officer of the Day,
application and	completeness of			Tax Specialist
supporting	supporting			Revenue Office
documents at RO	documents. If			
window	incomplete, return to			
	the applicant			
	2.2. Encode the	None	30 minutes	Administrative
	required entries in the			Assistant
	e-TES ^{Lite} system.			Revenue Office
0 = 11 11				1.1.1.1.1.0.05
3. File application	3.1 Receive the	None	1 hour	Administrative Officer
with supporting	application and			Central Records
documents at the	supporting			Management Division
Central Records	documents.			
Management				
Division.				
3a. Receive emailed	3.2 Generate an			
notice of acceptance	email-notice to			
	applicant on the			
	receipt of application			
	thru e-TES ^{Lite} .			
	3.3 Assign application			
	to respective RO			
	Divisions thru e-			
	TES ^{Lite} .			
	3.4 Route the			
	application and			
	supporting documents			
	to appropriate RO			
	Divisions.			
	3.5 Assign application	None	30 minutes	Division Chief
	to Action Officer.			Revenue Office
	3.6. Process the	None	4 hours	Action Officer (Tax
	application and draft		. 110010	Specialist II, Sr. Tax
	the Tax Exemption			Specialist,
	Indorsement (TEI) if			Supervising Tax
	application is			Specialist)
	sufficient.			Internal Revenue Divsion
	Garriolorit.			



3b. Receive emailed notice of compliance.	3.6.1 Generate an email-notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Internal Revenue Divison
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email-notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal	None	8 hours 12 minutes	Administrative Officer



	letter of compliance for release.		Central Records Management Division
	3.14 Generate an email-notice to applicant thru e-TES ^{Lite} either of the following:		Management Division
	a. the release of TEI b. the release of letter for compliance thru postal mail.		
4. Receive emailed notice of release of result of application.	4.1 Generate an email-notice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	4 days 5 hours 12 minutes	



b. Section 9(a), (b), (c), 19(f) and 21 of the Convention on the Privileges and Immunities of the Specialized Agencies of the United Nations Goods for official use of UN specialized agencies and household goods and personal effects of executive head and its officials.

Office or Division: Revenue Office - Internal Revenue Division			
Classification: Complex			
Type of Transaction: G2G - Government-to-Government		G2G - Government-to-Government	
Who may avail: Specialized Agencies of the United Nations		Specialized Agencies of the United Nations	

Specialized Agenered of the Child Nations				
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATION:				
A. Applicant				
1. Name of Consignee	- Requesting Party			
2. Email Address	- Requesting Party			
3. Telephone Number	- Requesting Party			
4. Official Address	- Requesting Party			
B. Broker/s, if any				
Tax Identification Number	- 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:				
1. Completely filled-out DOF-RO Form No. 91	- DOF website			
2. Signed and dated Bill of Lading /Air Waybill	- Shipping Company			
Commercial Invoice (Packing List, if	- Shipper from country of origin			
applicable)	- Department of Foreign Affairs			
4. DFA recommendation	- United Nations organization			
5. Letter request by the Agency				

3. Letter request by the rigeries				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration. First time applicant start from Step 1 Registered applicant start from Step 2	tration on-line applicant in encoding the required entries. None applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at the Central Records Management Division.	2.1 Check the completeness of supporting documents. If incomplete, return to the applicant.	None	1 hour	Administrative Officer Central Records Management Division



[·-	T	T	1	
(For documents originating from DFA)				
3. File application with supporting documents at the CRMD.	3.1 Receive the application and supporting documents, encode required entries in the e-TES ^{Lite} and generate trace number for the application.			
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email-notice to applicant on the receipt of application thru e-TES ^{Lite} . 3.3 Assign application			
	to respective RO Divisions thru e- TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Internal Revenue
3b. Receive emailed notice of compliance.	3.6.1 Generate an email-notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Division
	3.7 Review draft TEI/formal letter of compliance.	None	4 hours	Division Chief Internal Revenue Division



	Assessment is also made whether the shipment requires verification/inspection			
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Director III Revenue Office
	3.9 Review/approve the TEI/formal letter of compliance	None	8 hours	Director IV Revenue Office
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.10 Generate an email-notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.11 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Office
4. Receive emailed	3.12 Prepare the approved TEI/formal letter of compliance for release. 3.13 Generate an email-notice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI; b. the release of letter for compliance thru postal mail 4.1 Deliver the	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
notice of release of result of application.	approved TEI to BOC TOTAL:		4 days	
	IOIAL.		27 minutes	



3. Granting of Tax Exemption on Importations under Bilateral Agreements

a. Article 6(b), Agreement between the Government of the Philippines and the Asian Productivity Organization (APO)

Printing supplies, materials and equipment for the production operations of the APO production unit.

Office or Division: Revenue Office - Internal Revenue Division		
Classification:	cation: Complex	
Type of Transaction: G2B - Government-to-Business		

Who may avail:	APO Production Unit		
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE	
ONE-TIME REGISTRATION	DN:		
A. Applicant			
1. Name of Consignee		- Requesting Party	
2. Tax Identification Numb	er	- Bureau of Internal Revenue	
3. Email Address		- Requesting Party	
4. Telephone Number		- Requesting Party	
5. Official Address		- Requesting Party	
B. Broker/s, if any			
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:			
Completely filled-out DOF-RO Form No. 91		- DOF website	
Notarized Affidavit of End-Use/Ownership		 Applicant/Requesting party 	
3. Authorization letter (if a	uthorized representative)	 Applicant/Requesting party 	
4. Signed and dated Bill of Lading/Air Waybill - Shipping Company			
5. Commercial Invoice (Pa	acking List, if applicable)	- Shipper from country of origin	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} and generate an application number	None	30 minutes	Administrative Assistant Revenue Office



File application with supporting documents at the Central Records Management Division. Receive emailed notice of acceptance	3.1 Receive the application and supporting documents. 3.2 Generate an emailnotice to applicant on the receipt of application thru e-TES ^{Lite} . 3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} . 3.4 Route the application and supporting documents to appropriate RO Divisions.	None	1 hour	Administrative Officer Central Records Management Division
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Internal Revenue Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office



	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records
4. Receive emailed notice of release of result of application.	3.14 Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved TEI to BOC.			Management Division
	TOTAL:		4 days 5 hours 12 minutes	



b. Article VIII D(4), I.2 and 3 of the Host Country Agreement between Government of the Republic of the Philippines 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.

Office or Division: Revenue Office - Internal Revenue Division		
Classification:	Complex	
Type of	G2G - Government-to-Government	
Transaction:		
Who may avail:	ASEAN Center for Biodiversity	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Email Address	- Requesting Party
3. Telephone Number	- Requesting Party
4. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- 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:	
Completely filled-out DOF-RO Form No. 91	- DOF website
Signed and dated Bill of Lading/Air Waybill	- Shipping Company
3. Commercial Invoice (Packing List, if	- Shipper from country of origin
applicable)	
4. DFA recommendation	- Department of Foreign Affairs
5. Letter request from ACB	- ASEAN Centre for Biodiversity
CLIENT STEDS ACENCY ACTION	FEES TO DEDOCESS! DEDSON

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSI NG TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the application and supporting documents at the Central Records Management Division. (For documents originating from DFA) 3. File application with supporting documents	2.1 Check the completeness of supporting documents. If incomplete, return to the applicant. 3.1 Receive the application and	None	1 hour	Administrative Officer Central Records Management Division
at the CRMD.	supporting documents, encode required entries in the e-TES ^{Lite} and generate trace number for the application.			
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email-notice to applicant on the receipt of application thru e-TES ^{Lite} . 3.3 Assign application			
	to respective RO Divisions thru e- TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Internal Revenue
3b. Receive emailed notice of compliance.	3.6.1 Generate an email-notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(i es). Otherwise, a formal letter of compliance is issued and the application	Divison



			is returned to the applicant.	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Internal Revenue Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review/approve the TEI/formal letter of compliance	None	8 hours	Director IV Revenue Office
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.10 Generate an email-notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.11 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Office
	3.12 Prepare the approved TEI/formal letter of compliance for release. 3.13. Generate an email-notice to applicant thru e-TES ^{Lite} either of the following:	None	8 hours 12 minutes	Administrative Officer Central Records Management Division



4. Receive emailed notice of release of result of application.	b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved TEI to BOC.		
теми от оррания	TOTAL:	4 days 27 minutes	



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.

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G - Government-to-Government
Who may avail:	International Center for Living Aquatic Resources Management

Type of Transaction.	020 - Government-to-Government	
Who may avail:	International Center for	Living Aquatic Resources Management
CHECKLIST OF I	REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION	N:	
A. Applicant		
1. Name of Consignee		- Requesting Party
2. Email Address		- Requesting Party
3. Telephone Number		- Requesting Party
4. Official Address		- Requesting Party
B. Broker/s, if any		
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:		
Completely filled—out DOF-RO Form No. 91		- DOF website
2. Signed and dated Bill of Lading/Air Waybill		- Shipping Company
3. Commercial Invoice (Packing List, if applicable)		- Shipper from country of origin
4. DFA recommendation		- Department of Foreign Affairs

5. Letter request from ICLARM

- International Center for Living Aquatic Resources

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration. • First time applicant start from Step 1	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
Registered applicant start from Step 2	1.2 Approve the			
	registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at the Central Records Management Division.	2.1 Check the completeness of supporting documents. If incomplete, return to the applicant.	None	1 hour	Administrative Officer Central Records Management Division



	T		1	T 1
(For documents				
originating from DFA)				
3. File application with	3.1 Receive the			
supporting documents at	application and			
the CRMD.	supporting documents,			
	encode required entries			
	in the e-TES ^{Lite} and			
	generate trace number			
	for the application.			
3a. Receive emailed	3.2 Generate an email-			
notice of acceptance of	notice to applicant on			
application.	the receipt of application			
	thru e-TES ^{Lite} .			
	3.3 Assign application to			
	respective RO Divisions			
	thru e-TES ^{Lite} .			
	3.4 Route the			
	application and			
	supporting documents to			
	appropriate RO Divisions.			
	3.5 Assign application to	None	30 minutes	Division Chief
	Action Officer.	140110	30 minutes	Internal Revenue
	7 1011011 0 11110011			Division
	3.6. Process the	None	4 hours	Action Officer
	application and draft the			(Tax Specialist II,
	Tax Exemption			Sr. Tax
	Indorsement (TEI) if			Specialist,
	application is sufficient.			Supervising Tax
3b. Receive emailed	3.6.1 Generate an	None	Applicant is	Specialist)
notice of compliance.	email-notice of		given 2 days to	Internal Revenue Division
	compliance thru e-		comply with or	DIVISION
	TES ^{Lite} and prepare a		address the	
	formal compliance letter		deficiency(ies).	
	if application has discrepancy(ies).		Otherwise, a formal letter of	
	discrepancy(les).		compliance is	
			issued and the	
			application is	
			returned to the	
			applicant.	
	3.7 Review draft	None	4 hours	Division Chief
	TEI/formal letter of			nternal Revenue Division
	compliance.			DIVISION
	Assessment is also			
	made whether the shipment requires			
	verification/inspection.			
İ	vormoution/mapeution.		1	İ



	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection. 3.9 Review/approve the	None	4 hours 4 hours	Director III Revenue Office Director IV
	TEI/formal letter of compliance.	None	Tilouis	Revenue Office
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.10 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.11 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Office
4. Receive emailed	 3.12 Prepare the approved TEI/formal letter of compliance for release. 3.13 Generate an email-notice to applicant thru e-TES^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved 	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
notice of release of result of application.	TEi to BOC.			
	TOTAL:		4 days 4 hours 27 minutes	



d. Article 2(2), 2(5), 3(1) and 5(3)(g), of the Headquarters Agreement between the Government of the Republic of the Philippines (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.

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G - Government-to-Government
Who may avail:	International Committee of the Red Cross

WHERE TO SECURE		
- Requesting Party		
- Bureau of Internal Revenue		
- Professional Regulation Commission		
- Requesting Party		
- Requesting Party		
- Requesting Party		
- DOF website		
- Shipping Company		
- Shipper from country of origin		
- Department of Foreign Affairs		
- International Committee of the Red Cross		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
First time applicant start from Step 1 Decisional applicant start from				
 Registered applicant start from Step 2 				
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
Present the application and	2.1 Check the completeness of	None	1 hour	Administrative Officer
supporting documents at	supporting documents. If			Central Records
the Central Records	incomplete, return to the			Management Division
Management Division. (For documents	applicant.			
originating from DFA)				



3. File application with supporting documents at the CRMD. 3a. Receive emailed	3.1 Receive the application and supporting documents, encode required entries in the e-TES ^{Lite} and generate trace number for the application. 3.2 Generate an email-			
notice of acceptance of application.	notice to applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} . 3.4 Route the			
	application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email-notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Internal Revenue Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Internal Revenue Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director III Revenue Office



	shipment requires verification/inspection.			
	3.9 Review/approve the TEI/formal letter of compliance	None	8 hours	Director IV Revenue Office
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.10 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.11 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Office
4. Receive emailed notice of release of result of application.	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved TEI to BOC	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
ог аррисаноп.	TOTAL:		4 days 4 hours	
			27 minutes	



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

Office or Division:	Revenue Office - Internal Revenue Division			
Classification:	Complex			
Type of Transaction:	G2G - Government-to-Government			
Who may avail:	German Embassy and technical cooperation experts			

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee	- Requesting Party		
2. Email Address	- Requesting Party		
3. Telephone Number	- Requesting Party		
4. Official Address	- Requesting Party		
B. Broker/s, if any			
Tax Identification Number	- 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:			
Completely filled-out DOF-RO Form No. 91	- DOF website		
2. Signed and dated Bill of Lading/Air Waybill	- Shipping Company		
3. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin		
4. DFA recommendation	- Department of Foreign Affairs		
5. Note Verbale from the Embassy	- German Embassy		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS ING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
• First time applicant start from Step 1				
• Registered applicant start from <i>Step</i> 2				
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at the Central Records Management Division. (For documents originating from DFA)	2.1 Check the completeness of supporting documents. If incomplete, return to the applicant.	None	1 hour	Administrative Officer Central Records Management Division



3. File application with supporting documents at the CRMD.	3.1 Receive the application and supporting documents, encode required entries in the e-TES ^{Lite} and generate trace number for the application.			
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e- TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(i es). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Internal Revenue Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Internal Revenue Division



	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review/approve the TEI/formal letter of compliance.	None	4 hours	Director IV Revenue Office
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.10 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.11 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Office
Receive emailed notice of release of result of	3.12 Prepare the approved TEI/formal letter of compliance for release. 3.13 Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved TEI to BOC	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
application.	TOTAL:		4 days 4 hours 27 minutes	



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 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 Japan International Cooperation Agency (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.

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Office or Division:	Revenue Office - Internal Revenue Division			
Classification:	Complex			
Type of Transaction:	G2G - Government-to-Government			
Who may avail:	JICA Office and JICA technical cooperation experts			

willo illay avall.	JICA Office and JICA technical cooperation experts			
CHECKLIST OF I	REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:				
A. Applicant				
1. Name of Consignee		- Requesting Party		
2. Email Address		- Requesting Party		
3. Telephone Number		- Requesting Party		
4. Official Address		- Requesting Party		
B. Broker/s, if any				
1. Tax Identification Numb	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:				
1. Completely filled-out DOF-RO Form No. 91		- DOF website		
2. Signed and dated Bill of Lading /Air Waybill		- Shipping Company		
3. Commercial Invoice (Packing List, if applicable)		- Shipper from country of origin		
4. DFA recommendation		- Department of Foreign Affairs		
5. Note Verbale from the I	Embassy	- Japanese Embassy		

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office	
 First time applicant start from Step 1 					
 Registered applicant start from Step 2 					
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.				



2. Present the	2.1 Check the	None	1 hour	Administrative
application and supporting documents at the Central Records Management Division. (For documents originating from DFA)	completeness of supporting documents. If incomplete, return to the applicant.			Officer Central Records Management Division
File application with supporting documents at the CRMD.	3.1 Receive the application and supporting documents, encode required entries in the e-TES ^{Lite} and generate trace number for the application.			
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite}			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email-notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Internal Revenue Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Division Chief Internal Revenue Divisio



	shipment requires			
	verification/inspection. 3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review/approve the TEI/formal letter of compliance.	None	8 hours	Director IV Revenue Office
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.10 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.11 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Office
4. Receive emailed	3.12 Prepare the approved TEI/formal letter of compliance for release. 3.13 Generate an email-notice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
notice of release of result of application.	4.1 Deliver the approved TEI to BOC.			
	TOTAL:		4 days 27 minutes	



g. Article 5(3) of the Air Services Agreement Between the Government of Japan and the Government of the Republic of the Philippines

Fuel Jubricating oils, spare parts, regular equipment and aircraft stores of Japanese designated

Fuel, lubricating oils, spare parts, regular equipment and aircraft stores of Japanese designated airlines

Office or Division:	Revenue Office - Internal Revenue Division		
Classification:	Complex		
Type of Transaction:	G2B - Government-to-Business		
Who may avail:	Japanese Airlines		

oapanooo / mmoo				
CHECKLIST OF 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 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			
B. Broker/s, if any				
Tax Identification Number	- 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:				
Completely filled—out DOF-RO Form No. 91	- DOF website			
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party (Japanese Airlines)			
3. Authorization letter (if authorized representative)	 Applicant/Requesting party (Japanese Airlines) 			
4. Signed and dated Bill of Lading/Air Waybill	- Shipping Company			
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin			
6. CAAP Certification	- Civil Aviation Authority of the Philippines			
7. NTC Clearance (if applicable)	- National Telecommunications Commission			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from 				
Step 2				
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed	3.1 Receive the application and supporting documents.3.2 Generate an email-	None	1 hour	Administrative Officer Central Records Management Division
notice of acceptance	notice to the applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email-notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Internal Revenue Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief nternal Revenue Division



	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection. 3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours 4 hours	Director III Revenue Office Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
Receive emailed notice of release of result	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved TEI to BOC	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
of application.				
	TOTAL:		4 days 5 hours 12 minutes	



h. 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

Office or Division:

Classification:

Complex

Type of Transaction:

G2B - Government-to-Business

US Airlines

CHECKLIST OF 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 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		
B. Broker/s, if any			
Tax Identification Number	- 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:			
Completely filled—out DOF-RO Form No. 91	- DOF website		
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party		
3. Authorization letter (if authorized representative)	- Applicant/Requesting party		
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company		
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin		
6. CAAP Certification	- Civil Aviation Authority of the Philippines		
7. NTC Clearance, if applicable	- National Telecommunications Commission		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. First time applicant start from Step 1	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 Registered applicant start from Step 2 				
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



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2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to the applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Internal Revenue Division
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Division Chief Internal Revenue Division



	shipment requires verification/inspection.			
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
Receive emailed notice of release of	3.14 Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved TEI to BOC.			
result of application.	TET TO BOO.			
	TOTAL:		4 days 5 hours 12 minutes	



i. 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
Office or	Revenue Office - Internal Revenue Division
Division:	
Classification:	Complex
Type of	G2G - Government-to-Government
Transaction:	
Who may avail:	Australian Visiting Forces

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
ONE-TIME REGISTRATION:		
A. Applicant		
1. Name of Consignee	- Requesting Party	
2. Email Address	- Requesting Party	
3. Telephone Number	- Requesting Party	
4. Official Address	- Requesting Party	
B. Broker/s, if any		
Tax Identification Number	- 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:		
1. Completely filled-out DOF-RO Form No. 91	- DOF website	
2. Signed and dated Bill of Lading/Air Waybill	- Shipping Company	
3. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin	
4. DFA recommendation	- Department of Foreign Affairs	
5. Note Verbale from the Embassy	- Australian Embassy	

CLIENT STEPS	AGENCY ACTION	BE PAID	TIME	RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 				
 Registered applicant start from Step 2 				
,	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the application and supporting documents at the Central Records Management Division. (For documents originating from DFA)	2.1 Check the completeness of supporting documents. If incomplete, return to the applicant.	None	1 hour	Administrative Officer Central Records Management Division
3. File application with supporting documents at the CRMD.	3.1 Receive the application and supporting documents, encode required entries in the e-TES ^{Lite} and generate trace number for the application.			
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email-notice to applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e- TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	internal Revenue Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment	None	4 hours	Division Chief internal Revenue Division



	requires verification/inspection. 3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires	None	4 hours	Director III Revenue Office
	verification/inspection. 3.9 Review/approve the TEI/formal letter of compliance.	None	8 hours	Director IV Revenue Office
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.10 Generate an email- notice to the applicant thru e- TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.11 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for	None	2 hours	Administrative Assistant Revenue Office
4. Receive emailed notice of release of result of application.	release. 3.12 Prepare the approved TEI/formal letter of compliance for release. 3.13 Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
rosait of application.	TOTAL:		4 days 27 minutes	



j. 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.

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Office or Division:	Revenue Office - Internal Revenue Division	
Classification:	Complex	
Type of Transaction:	G2G- Government-to-Government	
Who may avail:	US Visiting Forces	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Email Address	- Requesting Party
3. Telephone Number	- Requesting Party
4. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- 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:	
1. Completely filled–out DOF-RO Form No. 91	- DOF website
2. Signed and dated Bill of Lading /Air Waybill	- Shipping Company
3. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin
4. DFA recommendation	- Department of Foreign Affairs
5. Note Verbale from the Embassy	- US Embassy

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
• First time applicant start from Step 1				
Registered applicant start from Step 2				
	1.2 Approve the			
	registration if the uploaded documents			
	and encoded data are			
	complete and correct.			
2. Present the	2.1 Check the	None	1 hour	Administrative
application and	completeness of			Officer
supporting documents at	supporting documents. If			Central Records
the Central Records	incomplete, return to the			Management Division
Management Division.	applicant.			



(For documents				
originating from DFA)				
3. File application with supporting documents at the CRMD.	3.1 Receive the application and supporting documents, encode required entries in the e-TES ^{Lite} and generate trace number for the application.			
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email-notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Internal Revenue Division
	3.8 Review draft TEI/formal letter of	None	4 hours	Director III



	compliance. Assessment is also made whether the shipment requires verification/inspection. 3.9 Review/approve the TEI/formal letter of	None	8 hours	Revenue Office Director IV Revenue Office
	compliance.			
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.10 Generate an emailnotice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.11 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
4. Receive emailed	3.12 Prepare the approved TEI/formal letter of compliance for release. 3.13 Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
notice of release of result of application.	TEI to BOC.			
.,,	TOTAL:		4 days 27 minutes	



k. Article XI(3)(b) and (c) 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)

Furniture, personal effects and motor vehicle of the acting centre director and the non-Filipino officers and staff members of the SEAMEO-INNOTECH.

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Office or Division:	Revenue Office - Internal Revenue Division	
Classification:	Complex	
Type of Transaction:	G2G- Government-to-Government	
Who may avail:	vail: Southeast Asian Ministers of Education Organization Center for	
	Educational Innovation and Technology	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Email Address	- Requesting Party
3. Telephone Number	- Requesting Party
4. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- 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:	
1. Completely filled-out DOF-RO Form No. 91	- DOF website
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting Party
3. Authorization letter (if authorized representative)	- Applicant/Requesting Party
4. Signed and dated Bill of Lading/Air Waybill	- Shipping Company
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin
DepEd recommendation	- Department of Education

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
First time applicant start from Step 1 Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} and	None	30 minutes	Administrative Assistant



	generate an application number.			Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .			Division
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Internal Revenue Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Internal Revenue Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director IV Revenue Office



	shipment requires verification/inspection.			
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.10 Generate an email-notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.11 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.12 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records
4. Receive emailed	3.13 Generate an email-notice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved			Management Division
notice of release of result of application.	TEI to BOC.			
	TOTAL:		4 days 27 minutes	



I. 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

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	Southeast Asian Ministers of Education Organization Center for
	Educational Innovation and Technology

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee	- Requesting Party		
2. Email Address	- Requesting Party		
3. Telephone Number	- Requesting Party		
4. Official Address	- Requesting Party		
B. Broker/s, if any			
Tax Identification Number	- 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:			
1. Completely filled–out DOF-RO Form No. 91	- DOF website		
2. Signed and dated Bill of Lading/ Air Waybill	- Shipping Company		
3. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin		
4. DFA Recommendation	- Department of Foreign Affairs		
5. Letter Request from SEAMEO-INNOTECH	- SEAMEO-INNOTECH		
CLIENT STEDS ACENCY ACTION	FEES TO DE DEDCESSING DEDSON		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 				
Registered applicant start from Step 2				
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the	2.1 Check the	None	1 hour	Administrative
application and supporting documents at the Central Records Management Division. (For documents originating from DFA)	completeness of supporting documents. If incomplete, return to the applicant.			Officer Central Records Management Division
3. File application with supporting documents at the CRMD.	3.1 Receive the application and supporting documents, encode required entries in the e-TES ^{Lite} and generate trace number for the application.			
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email-notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Internal Revenue Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Division Chief Revenue Office



	shipment requires			
	verification/inspection.			
	3.8 Review draft	None	4 hours	Director III
	TEI/formal letter of			Revenue Office
	compliance.			
	Assessment is also made whether the			
	shipment requires			
	verification/inspection.			
	3.9 Review/approve the	None	8 hours	Director IV
	TEI/formal letter of	140110	o nodio	Revenue Office
	compliance.			
	·			
3c. Receive email that	3.10 Generate an email-	None	2 hours	Administrative
the application has been	notice to the applicant			Assistant
acted upon by the	thru e-TES ^{Lite} that the			Revenue Generation and Local Finance
Revenue Office and will	application has been			Group
be forwarded to CRMD	acted upon and will be			Group
for release.	forwarded to CRMD for			
	release. 3.11 Transmit the			
	approved TEI/formal letter of compliance and			
	supporting documents to			
	CRMD for release.			
	3.12 Prepare the	None	8 hours	Administrative
	approved TEI/formal	140110	12 minutes	Officer
	letter of compliance for		12 1111114166	Central Records
	release.			Management Division
	3.13 Generate an email-			
	notice to applicant thru			
	e-TES ^{Lite} either of the			
	following:			
	a. the release of TEI			
	b. the release of letter			
	for compliance thru			
	postal mail.			
4. Receive emailed	4.1 Deliver the approved			
notice of release of result	TEI to BOC.			
of application.	TOT *:		4 -1	
	TOTAL:		4 days	
			27 minutes	



m. 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.

4. DFA recommendation

originating from DFA)

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of	G2G- Government-to-Government
Transaction:	
Who may avail:	Importations by the United Nations Children's Fund

importations by the oring	ou readono official and
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Email Address	- Requesting Party
3. Telephone Number	- Requesting Party
4. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- 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:	
1. Completely filled-out DOF-RO Form No. 91	- DOF website
2. Signed and dated Bill of Lading /Air Waybill	- Shipping Company
3. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin

- Department of Foreign Affairs

5. Letter request from Ul	NICEF	 United Nat 	ions Children's Fund	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
nom stop 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at the Central Records Management Division. (For documents	2.1 Check the completeness of supporting documents. If incomplete, return to the applicant.	None	1 hour	Administrative Officer Central Records Management Division



3. File application with supporting documents at the CRMD.	3.1 Receive the application and supporting documents, encode required entries in the e-TES ^{Lite} and generate trace number for the application.			
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} . 3.4 Route the application and supporting documents to appropriate RO			
	Divisions. 3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Internal Revenue Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Internal Revenue Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office



	3.9 Review/approve the TEI/formal letter of compliance.	None	8 hours	Director IV Revenue Office
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.10 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.11 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
4. Receive emailed notice of release of	3.12 Prepare the approved TEI/formal letter of compliance for release. 3.13 Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
result of application.				
	TOTAL:		4 days 27 minutes	



n. 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

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Office or Division:	Revenue Office - Internal Revenue Division			
Classification:	Complex			
Type of Transaction:	G2B - Government-to-Business			
Who may avail:	US voluntary relief agencies			

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Email Address	- Requesting Party
3. Telephone Number	- Requesting Party
4. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- 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:	
Completely filled—out DOF-RO Form No. 91	- DOF website
2. Signed and dated Bill of Lading /Air Waybill	- Shipping Company
3. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin
4. DFA recommendation	- Department of Foreign Affairs (DFA)
5. Letter request from the Agency	- US voluntary relief agency

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
• First time applicant start from Step 1				
 Registered applicant start from Step 2 				
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and	2.1 Check the completeness of	None	1 hour	Administrative Officer
supporting documents at	supporting documents. If			Central Records
the Central Records Management Division.	incomplete, return to the applicant.			Management Division



(For documents originating from DFA) 3. File application with supporting documents at the CRMD.	3.1 Receive the application and supporting documents, encode required entries in the e-TES ^{Lite} and generate trace number for the application.			
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} . 3.4 Route the application and supporting documents to			
	appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email-notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance.	None	4 hours	Director III Revenue Office



	Assessment is also made whether the shipment requires verification/inspection. 3.9 Review/approve the TEI/formal letter of compliance.	None	8 hours	Director IV Revenue Office
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.10 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.11 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
Receive emailed notice of release of result of application.	3.12 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
от арриошотт.	TOTAL:		4 days 4 hours 27 minutes	



o. 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

or artiolog, aria publi	ications of the vvi ic and to sincial
Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	World Health Organization

World Floating Organization					
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
ONE-TIME REGISTRATION:					
A. Applicant					
1. Name of Consignee	- Requesting Party				
2. Email Address	- Requesting Party				
3. Telephone Number	- Requesting Party				
4. Official Address	- Requesting Party				
B. Broker/s, if any					
Tax Identification Number	- 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:					
1.Completely filled-out DOF-RO Form No. 91	- DOF website				
2. Signed and dated Bill of Lading /Air Waybill	- Shipping Company				
3. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin				
4. DFA recommendation	- Department of Foreign Affairs				
5. Letter request from WHO	- World Health Organization				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration. • First time applicant start from	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
Step 1 Registered applicant start from Step 2				
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at the Central Records	2.1 Check the completeness of supporting documents. If incomplete, return to the	None	1 hour	Administrative Officer Central Records Management Division
Management Division.	applicant.			



			T	
(For documents				
originating from DFA)				
3. File application with	3.1 Receive the			
supporting documents at	application and			
the Central Records	supporting documents,			
Management Division.	encode required entries			
Management Division.	in the e-TES ^{Lite} and			
	generate trace number			
	for the application.			
	Tor the application.			
3a. Receive emailed	3.2 Generate an email-			
notice of acceptance of	notice to applicant on			
application.	the receipt of application			
	thru e-TES ^{Lite} .			
	3.3 Assign application to			
	respective RO Divisions			
	thru e-TES ^{Lite} .			
	3.4 Route the			
	application and			
	supporting documents to			
	appropriate RO			
	Divisions.	N.I	00 : 1	5
	3.5 Assign application to	None	30 minutes	Division Chief Internal Revenue
	Action Officer.			Division
				DIVISION
	3.6. Process the	None	4 hours	Action Officer
	application and draft the			(Tax Specialist II,
	Tax Exemption			Sr. Tax
	Indorsement (TEI) if			Specialist,
	application is sufficient.			Supervising Tax
3b. Receive emailed	3.6.1 Generate an	None	Applicant is	Specialist)
notice of compliance.	email-notice of		given 2 days to	Internal Revenue
	compliance thru e-		comply with or	Division
	TES ^{Lite} and prepare a		address the	
	formal compliance letter		deficiency(ies).	
	if application has		Otherwise, a	
	discrepancy(ies).		formal letter of	
			compliance is	
			issued and the	
			application is	
			returned to the	
			applicant.	
	3.7 Review draft	None	4 hours	Division Chief
	TEI/formal letter of			Internal Revenue
	compliance.			Division
	Assessment is also			
	made whether the			
	shipment requires			
	verification/inspection.			



	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review/approve the TEI/formal letter of compliance.	None	8 hours	Director IV Revenue Office
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.10 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.11 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Office
Receive emailed notice of release of result	3.12 Prepare the approved TEI/formal letter of compliance for release. 3.13 Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
of application.	TOTAL:		4 days	
			27 minutes	



p. 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.

Office or Division:	Revenue Office - Internal Revenue Division	
Classification:	Complex	
Type of Transaction:	G2G- Government-to-Government	
Who may avail:	World Organization of the Scout Movement	

World Organization of the Coodt Wovement			
WHERE TO SECURE			
- Requesting Party			
- Bureau of Internal Revenue			
- Professional Regulation Commission			
- Requesting Party			
- Requesting Party			
- Requesting Party			
- DOF website			
- Shipping Company			
- Shipper from country of origin			
- Department of Foreign Affairs			
- World Organization of the Scout Movement			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
First time applicant start from Step 1				
Registered applicant start from Step 2				
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the application and supporting documents at the Central Records Management Division. (For documents originating from DFA) 3. File application with	2.1 Check the completeness of supporting documents. If incomplete, return to the applicant. 3.1 Receive the	None	1 hour	Administrative Officer Central Records Management Division
supporting documents at the CRMD.	application and supporting documents, encode required entries in the e-TES ^{Lite} and generate trace number for the application.			
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email-notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Internal Revenue Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Division Chief Internal Revenue Division



	shipment requires			
	verification/inspection. 3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review/approve the TEI/formal letter of compliance.	None	8 hours	Director IV Revenue Office
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
Receive emailed notice of release of result of application.	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
от аррисацоп.	TOTAL:		4 days 27 minutes	



q. 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.

anottor goriorar, and	2 otali:
Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	International Organization for Migration

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATION:				
A. Applicant				
1. Name of Consignee	- Requesting Party			
2. Email Address	- Requesting Party			
3. Telephone Number	- Requesting Party			
4. Official Address	- Requesting Party			
B. Broker/s, if any				
Tax Identification Number	- 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:				
Completely filled—out DOF-RO Form No. 91	- DOF website			
2. Signed and dated Bill of Lading /Air Waybill	- Shipping Company			
3. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin			
4. DFA recommendation	- Department of Foreign Affairs			
5. Letter request from IOM	- International Organization for Migration			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
Step 1 • Registered applicant start from Step 2				
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. File application with	2.1 Check the	None	1 hour	Administrative
supporting documents at the Central Records Management Division. (For documents originating from DFA)	completeness of supporting documents. If incomplete, return to the applicant.	None	THOU	Officer Central Records Management Division
3. File application with supporting documents at the CRMD.	3.1 Receive the application and supporting documents, encode required entries in the e-TES ^{Lite} and generate trace number for the application.			
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email-notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Internal Revenue Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection	None	4 hours	Division Chief Internal Revenue Division



	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review/approve the TEI/formal letter of compliance.	None	8 hours	Director IV Revenue Office
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.10 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.11 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Office
Receive emailed notice of release of result	3.12 Prepare the approved TEI/formal letter of compliance for release. 3.13 Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
of application.				
	TOTAL:		4 days 27 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 Law)

Sportswear, equipment, supplies, instruments and materials of PSC, including donation to the Philippine Olympic Committee, and through the commission, to the various national sports associations.

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	Philippine Sports Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- 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:	
Completely filled—out DOF-RO Form No. 91	- DOF website
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party
3. Authorization letter (if authorized representative)	- Applicant/Requesting party
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company
5. 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
	Investments
Authenticated/Apostilled Deed of Donation (if	- Donor
donation)	
9. Deed of Acceptance (if donation)	- Donee

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the application	2.1 Check completeness	None	15 minutes	Officer of the Day,
and supporting documents at RO window	of supporting documents. If incomplete, return to the applicant	None	10 minutes	Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Internal Revenue Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Internal Revenue Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director III Revenue Office



	shipment requires verification/inspection. 3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
4. Receive emailed	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
notice of release of result of application.	TEI to BOC.			
	TOTAL:		4 days 5 hours 12 minutes	



b. Section 382 of R.A. 7160 (The Local Government Code of 1991)

Heavy equipment and machineries for the construction, improvement, repair, maintenance of roads, bridges as well as garbage trucks, fire trucks, and other similar equipment of Local Government Units (LGUs)

O O O O O O O O O O O O O O O O O O O	(2300)
Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	Local Government Units

The may avair.			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee	- Requesting Party		
2. Tax Identification Number	- Bureau of Internal Revenue		
3. Email Address	- Requesting Party		
4. Telephone Number	- Requesting Party		
5. Official Address	- Requesting Party		
B. Broker/s, if any			
Tax Identification Number	- 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:			
Completely filled—out DOF-RO Form No. 91	- DOF website		
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting Party		
3. Authorization letter (if authorized representative)	- Applicant/Requesting Party		
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company		
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin		
6. LGU Board Resolution	- Local Government Unit		
7. DTI-FTEB Import Clearance	- Department of Trade and Industry's- Fair Trade		
	Enforcement Bureau		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant



				Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Internal Revenue Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director IV Revenue Office



	shipment requires verification/inspection.			
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
4. Receive emailed	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
notice of release of result of application.	TEI to BOC.			
	TOTAL:		4 days 5 hours 12 minutes	



c. 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

disabled person	5
Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of	G2G- Government-to-Government
Transaction:	G2B - Government-to-Business
Who may avail:	Government agencies engaged in the rehabilitation of disabled persons and
	organizations of disabled persons

organizations of disabled persons					
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
ONE-TIME REGISTRATION:					
A. Applicant					
If Business					
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. Email Address	- Requesting Party				
6. Telephone Number	- Requesting Party				
7. Official Address	- Requesting Party				
If Government					
1. Name of Consignee	- Requesting Party				
2. Tax Identification Number	- Bureau of Internal Revenue				
3. Email Address	- Requesting Party				
4. Telephone Number	- Requesting Party				
5. Official Address	- Requesting Party				
B. Broker/s, if any					
Tax Identification Number	- 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:					
1. Completely filled-out DOF-RO Form No. 91	- DOF website				
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting Party				
3. Authorization letter (if authorized representative)	- Applicant/Requesting Party				
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company				
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin				
6. NCDA/DSWD recommendation	- National Council on Disability Affairs /Department				
	of Social Welfare and Development				
7. Authenticated/Apostilled Deed of Donation	- Donor				
8. Deed of Acceptance	- Donee				
9. Copy of SEC Registration (if NGO)	- Securities and Exchange Commission				
10. BIR Tax Exempt Certificate (if NGO)	-Bureau of Internal Revenue				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office



and upload the documents in support of registration.				
-				
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email-notice to applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e- TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Internal Revenue Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment	None	4 hours	Division Chief Revenue Office



	requires			
	verification/inspection.			
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e- TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of	3.14 Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved TEI to BOC.			wanagement DivisiOn
result of application.	TOTAL:		4 days 5 hours 12 minutes	



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 Law)

Broadcast equipment, apparatus and materials to be used in the operation the People's Television Network, Incorporated

	,	
Office or Division:	Revenue Office - Internal Revenue Division	
Classification:	Complex	
Type of Transaction:	G2G- Government-to-Government	
Who may avail:	People's Television Network	

ONE-TIME REGISTRATION: A. Applicant 1. Name of Consignee 2. Tax Identification Number 3. Email Address - Requesting Party - Bureau of Internal Revenue - Requesting Party
1. Name of Consignee - Requesting Party 2. Tax Identification Number - Bureau of Internal Revenue
2. Tax Identification Number - Bureau of Internal Revenue
3. Email Address - Requesting Party
4. Telephone Number - Requesting Party
5. Official Address - Requesting Party
B. Broker/s, if any
1. Tax Identification Number - 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:
1. Completely filled—out DOF-RO Form No. 91 - DOF website
2. Notarized Affidavit of End-Use/Ownership - Applicant/Requesting party
3. Authorization letter (if authorized representative) - Applicant/Requesting party
4. Signed and dated Bill of Lading /Air Waybill - Shipping Company
5. Commercial Invoice (Packing List, if applicable) - Shipper from country of origin
6. NTC Permit to Import - National Telecommunications Commission
7. DTI-FTEB Import Authority - Department of Trade and Industry-Fair Trade and
Enforcement Bureau

		Emorocinon B	arouu	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office



	2.2. Encode the required entries in the e-TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Internal Revenue Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office



	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
4. Receive emailed	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
notice of release of result of application.	TEI to BOC.			
	TOTAL:		4 days 5 hours 12 minutes	



e. Section 14 of R.A. 7354 (Postal Service Act of 1992), as amended by Section 86(g) of R.A. 10963 (TRAIN LAW)

Postal Equipment, Machineries, Spare Parts And Supplies

Office or Division:	Revenue Office - Internal Revenue Division	
Classification:	Complex	
Type of Transaction:	G2G- Government-to-Government	
Who may avail:	Philippine Postal Corporation	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
ONE-TIME REGISTRATION:		
A. Applicant		
1. Name of Consignee	- Requesting Party	
2. Tax Identification Number	- Bureau of Internal Revenue	
3. Email Address	- Requesting Party	
4. Telephone Number	- Requesting Party	
5. Official Address	- Requesting Party	
B. Broker/s, if any		
Tax Identification Number	- 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:		
Completely filled—out DOF-RO Form No. 91	- DOF website	
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party	
3. Authorization letter (if authorized representative)	- Applicant/Requesting party	
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company	
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin	
6. BOI Certification of non-availability	- Board of Investments	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} and generate application number.	None	30 minutes	Administrative Assistant Revenue Office



3. File application with supporting documents at the Central Records	3.1 Receive the application and generate trace number for the	None	1 hour	Administrative Officer Central Records
Management Division. 3a. Receive emailed notice of acceptance	application. 3.2 Generate an emailnotice to applicant on the receipt of application thru e-TES ^{Lite} .			Management Division
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Internal Revenue Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Internal Revenue Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office



	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records
4. Receive emailed	3.14 Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved			Management Division
notice of release of result of application.	TEI to BOC.			
	TOTAL:		4 days 5 hours 12 minutes	



f. Section 126 of R.A. 7653 (The New Central Bank Act), as amended by Section 86(m) of R.A. 10963 (TRAIN Law)

Notes and coins, gold and other metals, and equipment needed for bank note production, minting of coins, metal refining and other security printing operations of the Bangko Sentral ng Pilipinas

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	Bangko Sentral Ng Pilipinas

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- 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:	
Completely filled-out DOF-RO Form No. 91	- DOF website
2. Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party

- Notarized Affidavit of End-Use/Ownership
- 3. Authorization letter (if authorized representative)
- 4. Signed and dated Bill of Lading /Air Waybill
- 5. Commercial Invoice (Packing List, if applicable)
- Applicant/Requesting party
- Applicant/Requesting party
- Shipping Company
- Shipper from country of origin

5. Commercial invoice (P	acking List, ii applicable)	e) - Snipper from country of origin		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office



	2.2. Encode the required entries in the e-TES ^{Lite} system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to application thru e-TES ^{Lite} . 3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} . 3.4 Route the application and supporting documents to appropriate RO Divisions.	None	1 hour	Administrative Officer Central Records Management Division
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Internal Revenue Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Internal Revenue Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office



	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	CRMD for release. 3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14. Generate an email-	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC			
	TOTAL:		4 days 5 hours 12 minutes	



g. Section 18 of R.A. 7884 (National Dairy Authority Act of 1995), as amended by Section 86(o) of R.A. 10963 (TRAIN Law)

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

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Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G - Government-to-Government
Who may avail:	National Dairy Authority

Wild may avail.			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee	- Requesting Party		
2. Tax Identification Number	- Bureau of Internal Revenue		
3. Email Address	- Requesting Party		
4. Telephone Number	- Requesting Party		
5. Official Address	- Requesting Party		
B. Broker/s, if any			
Tax Identification Number	- 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:			
Completely filled—out DOF-RO Form No. 91	- DOF website		
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party		
3. Authorization letter (if authorized representative)	- Applicant/Requesting party		
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company		
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin		
6. BOI Certification of non-availability	- Board of Investments		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. One-time registration thru RO Kiosk or on-line 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	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.				
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office	
	2.2. Encode the required entries in the e-TES ^{Lite} system.	None	30 minutes	Administrative Assistant Revenue Office	



File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance	 3.1 Receive the application and supporting documents. 3.2 Generate an emailnotice to applicant on the receipt of application thru e-TES^{Lite}. 	None	1 hour	Administrative Officer Central Records Management Division
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} . 3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Internal Revenue Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Internal Revenue Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office



	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records
	3.14 Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			Management Division
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.			
	TOTAL:		4 days 5 hours 12 minutes	



h. Section 16 of R.A. 8282 (Social Security Law), as amended by Section 86(q) of R.A. 10963 (TRAIN Law)

Supplies, equipment, papers and documents of the Social Security System (SSS)

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	Social Security System

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- 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:	
Completely filled—out DOF-RO Form No. 91	- DOF website
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party
3. Authorization letter (if authorized representative)	- Applicant/Requesting party
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSI NG TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
First time applicant start from Step 1 Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Revenue Office



File application with supporting documents at the Central Records Management Division. Receive emailed notice of acceptance	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to application thrue-TES ^{Lite} . 3.3 Assign application to respective RO Divisions thrue-TES ^{Lite} . 3.4 Route the application	None	1 hour	Administrative Officer Central Records Management Division
	and supporting documents to appropriate RO Divisions.	None	20 minutes	Division Chief
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(i es). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Internal Revenue Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Internal Revenue Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office



	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection 3.10 Review/approve the TEI/formal letter of compliance.	None	4 hours 8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.			
	TOTAL:		4 days 5 hours 12 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 Law)

Assets of the GSIS

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	Government Service Insurance System

who may avail:	Government Service insu	insurance System			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATION	ON:				
A. Applicant					
1. Name of Consignee		- Requesting Party			
2. Tax Identification Numb	er	- Bureau of Internal Revenue			
3. Email Address		- Requesting Party			
4. Telephone Number		- Requesting Party			
5. Official Address		- Requesting Party			
B. Broker/s, if any					
1. Tax Identification Numb	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:					
	OF-RO Form No. 91	- DOF website			
1. Completely filled—out DOF-RO Form No. 91		- Applicant/Requesting party (GSIS)			
2. Notarized Affidavit of End-Use/Ownership3. Authorization letter (if authorized representative)		- Applicant/Requesting party (GSIS)			
4. Signed and dated Bill of		- Shipping Company			
5. Commercial Invoice (P.	•	- Shipper from country of origin			
J. Commercial invoice (F)	acking List, ii applicable)	- Shipper from country or origin			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
First time applicant start from Step 1 Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Revenue Office



3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance	3.1 Receive the application and supporting documents. 3.2 Generate an emailnotice to applicant on the receipt of application thru e-TES ^{Lite} . 3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} . 3.4 Route the application	None	1 hour	Administrative Officer Central Records Management Division
	and supporting documents to appropriate RO Divisions. 3.5 Assign application to	None	30 minutes	Division Chief
	Action Officer.	. 13113	33	Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Internal Revenue Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office



	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records
4. Receive emailed notice of release of result of application.	3.14Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved TEI to BOC.			Management Division
result of application.	TOTAL:		4 days	
			5 hours 12 minutes	



j. Section 4(f) of R.A. 8292, as amended by Section 86(s) of R.A. 10963 (TRAIN Law)

Supplies, materials and equipment of state similar states	Supplies,	materials and	l equipment	of State	Universities/Colleges
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Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	State Universities and Colleges

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- 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:	

- 1. Completely filled-out DOF-RO Form No. 91
- 2. Notarized Affidavit of End-Use/Ownership
- 3. Authorization letter (if authorized representative)
- 4. Signed and dated Bill of Lading /Air Waybill
- 5. Commercial Invoice (Packing List, if applicable)
- 6. Resolution from the Board of Regents and/or Certification from the State Universities/State Colleges' President that acquisition of the item is authorized by the Board of Regents
- DOF website
- Applicant/Requesting party
- Applicant/Requesting party
- Shipping Company
- Shipper from country of origin
- Board of Regents/ State Universities/State Colleges

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} and	None	30 minutes	Administrative Assistant



	generate an application number.			Revenue Office
File application with supporting documents at the Central Records Management Division. Receive emailed notice of acceptance	3.1 Receive the application and supporting documents. 3.2 Generate an emailnotice to applicant on the receipt of application thru e-TES ^{Lite} . 3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} . 3.4 Route the application and supporting documents	None	1 hour	Administrative Officer Central Records Management Division
	to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Internal Revenue Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director IV Revenue Office



	shipment requires verification/inspection.			
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
4. Receive emailed	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
notice of release of result of application.	TEI to BOC.			
	TOTAL:		4 days 5 hours 12 minutes	



k. Section 21 (a) and (c) of R.A. 11333 (National Museum Act of the Philippines)

3. Authorization letter (if authorized representative)

Scientific, philosophical, historical and cultural books, supplies and materials of the National Museum

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	National Museum

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- 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:	
1.Completely filled–out DOF-RO Form No. 91	- DOF website
2. Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party

- Applicant/Requesting party

4.Signed and dated Bill of Lading /Air Waybill 5.Commercial Invoice (Packing List, if applicable)		- Shipping Company - Shipper from country of origin		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PRÓCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration. First time applicant start from	1.1 Assist the applicant in encoding the required entries.1.2 Approve the	None	45 minutes	Administrative Assistant Revenue Office
Step 1 • Registered applicant start from Step 2	registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} system.	None	30 minutes	Administrative Assistant Revenue Office



File application with supporting documents at the Central Records Management Division. Receive emailed notice of acceptance	3.1 Receive the application and supporting documents. 3.2 Generate an emailnotice to applicant on the receipt of application thru e-TES ^{Lite} . 3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} . 3.4 Route the application and supporting documents to appropriate RO Divisions.	None	1 hour	Administrative Officer Central Records Management Division
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Internal Revenue Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office



	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	3.14 Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			wanayement Division
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.			
	TOTAL:		4 days 5 hours 12 minutes	



I. 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 Law)

Equipment, machinery and spare parts donated to local government units, enterprises or private entities, and non-governmental organizations for Solid Waste Management Programs

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Office or Division:	Revenue Office - Internal Revenue Division
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 OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
If Business	
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
If Citizen	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Passport	- Department of Foreign Affairs
4. Email Address	- Requesting Party
5. Telephone Number	- Requesting Party
6. Official Address	- Requesting Party
If Government	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- 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:

- 1. Completely filled-out DOF-RO Form No. 91
- 2. Notarized Affidavit of End-Use/Ownership
- 3. Authorization letter (if authorized representative)
- 4. Signed and dated Bill of Lading /Air Waybill
- 5. Commercial Invoice (Packing List, if applicable)
- 6.DENR recommendation
- 7. Authenticated/Apostilled Deed of Donation
- 8. Notarized Deed of Acceptance

- DOF website
- Applicant/Requesting party
- Applicant/Requesting party
- Shipping Company
- Shipper from country of origin
- Department of Environment and Natural Resources (DENR)
- Donor
- Donee

CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON
		PAID	TIME	RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division



	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Internal Revenue Division
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group



4. Receive emailed notice of release of result of application.	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	TOTAL:		4 days 5 hours 12 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 Law)

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 - Internal Revenue Division
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 OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
If Business	
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
If Citizen	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Passport	- Department of Foreign Affairs
4. Email Address	- Requesting Party
5. Telephone Number	- Requesting Party
6. Official Address	- Requesting Party
If Government	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
1. Tax Identification Number	- 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:

- 1. Completely filled-out DOF-RO Form No. 91
- 2. Notarized Affidavit of End-Use/Ownership
- 3. Authorization letter (if authorized representative)
- 4. Signed and dated Bill of Lading /Air Waybill
- 5. Commercial Invoice (Packing List, if applicable)
- 6. DENR Endorsement
- 7. Authenticated/Apostilled Deed of Donation
- 8. Notarized Deed of Acceptance

- DOF website
- Applicant/Requesting party
- Applicant/Requesting party
- Shipping Company
- Shipper from country of origin
- Department of Environment and Natural Resources (DENR)
- Donor
- Donee

o. Notalized beed of Acceptance		- Dollee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to the applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist,



3b. Receive emailed notice of compliance.	Indorsement (TEI) if application is sufficient. 3.6.1 Generate an emailnotice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is	Supervising Tax Specialist) Internal Revenue Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	returned to the applicant. 4 hours	Division Chief Internal Revenue Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an emailnotice to applicant thru e-	None	8 hours 12 minutes	Administrative Officer Central Records Management Division



4. Receive emailed notice of release of result of application.	TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved TEI to BOC.		
	TOTAL:	4 days 5 hours 12 minutes	



n. Section 16(a) of R.A. No. 9497 (Civil Aviation Authority Act of 2000), as amended by Section 86(bb) of R.A. 10963 (TRAIN Law)

Equipment, machineries, spare parts, accessories and other materials including supplies of the Civil Aviation Authority of the Philippines (CAAP)

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	Civil Aviation Authority of the Philippines

Civil Aviation Authority of the Frimppines				
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATION:				
A. Applicant				
1. Name of Consignee	- Requesting Party			
2. Tax Identification Number	- Bureau of Internal Revenue			
3. Email Address	- Requesting Party			
4. Telephone Number	- Requesting Party			
5. Official Address	- Requesting Party			
B. Broker/s, if any				
Tax Identification Number	- 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:				
Completely filled—out DOF-RO Form No. 91	- DOF website			
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party			
3. Authorization letter (if authorized representative)	- Applicant/Requesting party			
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company			
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin			
BOI Certification of non-availability	- Board of Investments			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line 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 45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} and	None	30 minutes	Administrative Assistant



	generate an application number.			Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Internal Revenue Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Internal Revenue Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director IV Revenue Office



	shipment requires verification/inspection.			
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
4. Receive emailed	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
notice of release of result of application.	TEI to BOC.			
	TOTAL:		4 days 5 hours 12 minutes	



o. 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 Law)

Assets, books, supplies and materials of the University of the Philippines

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	University of the Philippines

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- 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:	
Completely filled—out DOF-RO Form No. 91	- DOF website
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party
3. Authorization letter (if authorized representative)	- Applicant/Requesting party
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin
6. Resolution from the Board of Regents and/or	- Board of Regents and/or State Universities/State
Certification from the President that acquisition of	Colleges President
the item is authorized by the Board of Regents	

, , ,				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line 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 45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Revenue Office



3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.		30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director IV Revenue Office



	shipment requires verification/inspection.			
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
4. Receive emailed	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
notice of release of result of application.	TEI to BOC.			
	TOTAL:		4 days 5 hours 12 minutes	



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:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	Commission on Elections

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- 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:	
Completely filled—out DOF-RO Form No. 91	- DOF website
2. Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party
3. Authorization letter (if authorized representative)	- Applicant/Requesting party
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
First time applicant start from Step 1 Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Revenue Office



3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance	3.1 Receive the application and supporting documents. 3.2 Generate an emailnotice to applicant on the receipt of application thru e-TES ^{Lite} . 3.3 Assign application to respective RO Divisions	None	1 hour	Administrative Officer Central Records Management Division
	thru e-TES ^{Lite} . 3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Internal Revenue Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Internal Revenue Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office



	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records
	3.14 Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			Management Division
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.			
	TOTAL:		4 days 5 hours 12 minutes	



q. Section 23 of R.A.10086, as amended by Section 86(gg) of R.A. 10963 (Strengthening Peoples' Nationalism Through Philippine History Act)

Scientific, philosophical, historical and cultural books, supplies and materials of the National Historical Commission of the Philippines (NHCP)

Thotomodi Commine	sien er ale i impeniee (i i iei)
Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	National Historical Commission of the Philippines

The many distant	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- 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:	
Completely filled—out DOF-RO Form No. 91	- DOF website
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party
3. Authorization letter (if authorized representative)	- Applicant/Requesting party
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin
6. NHCP Board Certification	- National Historical Commission of the Philippines

6. NHCP Board Certification		- National Historical Commission of the Philippines			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries. 1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.	None	45 minutes	Administrative Assistant Revenue Office	
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office	
	2.2. E2.2. Encode the required entries in the e-	None	30 minutes	Administrative Assistant Revenue Office	



	TES ^{Lite} and generate an application number.				
3. File application with supporting documents at the Central Records Management Division.	poporting documents at and supporting documents.		1 hour	Administrative Officer Central Records Management Division	
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .				
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .				
	3.4 Route the application and supporting documents to appropriate RO Divisions.				
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office	
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)	
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office	
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office	
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director IV Revenue Office	



	shipment requires verification/inspection.			
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
4. Receive emailed	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
notice of release of result of application.	TEI to BOC.			
	TOTAL:		4 days 5 hours 12 minutes	



r. Section 17 of R.A. 7898, 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 LAW)

Weapons, equipment and ammunitions of the Armed Forces of the Philippines (AFP)

Office or Division:	Revenue Office - Internal Revenue Division					
Classification:	Complex					
Type of Transaction:	G2G- Government-to-Government					
Who may avail:	Armed Forces of the Philippines					

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- 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:	
1. Completely filled-out DOF-RO Form No. 91	- DOF website
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party
3 Authorization letter (if authorized representative)	- Applicant/Requesting party

Notarized Affidavit of End-Use/Ownership Authorization letter (if authorized representative) Signed and dated Bill of Lading /Air Waybill Commercial Invoice (Packing List, if applicable) DND certification that the shipment is under the AFP Modernization Program NTC and/or CAAP Certification, if applicable PNP/DTI-STMO Import Clearance, if applicable

- Applicant/Requesting party
- 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

		industry- Strategic Trade Management Office				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration. First time applicant start from	1.1 Assist the applicant in encoding the required entries. 1.2 Approve the	None	45 minutes	Administrative Assistant Revenue Office		
Step 1 • Registered applicant start from Step 2	registration if the uploaded documents and encoded data are complete and correct.					
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office		



	2.2. E2.2. Encode the required entries in the e-TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance	 3.1 Receive the application and supporting documents. 3.2 Generate an emailnotice to applicant on the receipt of application thru e-TES^{Lite}. 3.3 Assign application to respective RO Divisions thru e-TES^{Lite}. 3.4 Route the application and supporting documents to appropriate RO Divisions. 	None	1 hour	Administrative Officer Central Records Management Division
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Internal Revenue Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Internal Revenue Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office



	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
4. Receive emailed	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC. 4.1 Generate an email-	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
notice of release of result of application.	notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		4 days 5 hours 12 minutes	



s. Section 15(a) of R.A. 11639, (General Appropriations Act for the Fiscal Year 2022)

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.

	<u> </u>
Office or	Revenue Office - Internal Revenue Division
Division:	
Classification:	Complex
Type of	G2G- Government-to-Government
Transaction:	
Who may avail:	National government agencies, constitutional offices enjoying fiscal autonomy,
	SUCs, BFP, DND, PNP, PCG, NCWC and government hospitals.

CHECKLIST OF REQU	JIREMENTS		W	HERE TO SEC	URE	
ONE-TIME REGISTRATIO	N:					
A. Applicant						
1. Name of Consignee			- Requesting	g Party		
2. Tax Identification Number	er		- Bureau of	Internal Reven	ue	
3. Email Address			- Requesting	g Party		
4. Telephone Number			- Requesting	g Party		
5. Official Address			- Requesting	g Party		
B. Broker/s, if any						
Tax Identification Number	er			Internal Reven		
2. License Number				al Regulation (Commission	
3. Name of Broker			- Requesting			
4. Email Address			- Requesting			
5. Contact Number			- Requesting	g Party		
APPLICATION:						
Completely filled-out DC	OF-RO Form No.		- DOF webs			
91			- Applicant/Requesting party			
2. Notarized Affidavit of En	nd-			Requesting par	ty	
Use/Ownership			- Shipping C			
3. Authorization letter (if au	uthorized			om country of o	rigin	
representative)			- Donor and	•		
4. Signed and dated Impor	t Bill of		Applicant/R	equesting party	1	
Lading/AWB						
5. Commercial Invoice (Pa	cking List, if					
applicable)						
6. Deed of Donation and A	-					
copy of grant or loan ag	reement					
 Other Documents to 	support the					
importation of the ag						
under DOF-DBM Joint Circular No.						
1 dated 30 April 2014 must be						
submitted at the BC	submitted at the BOC					
	_					
CLIENT STEPS AGI	ENCY ACTION		FEES TO	PROCESSI	PERSON	
			BE PAID	NG TIME	RESPONSIB	
					LE	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSI NG TIME	PERSON RESPONSIB LE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrativ e Assistant Revenue Office



	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
3a. Receive emailed notice of acceptance	3.2 Generate an email-notice to applicant on the receipt of application thru e-TES ^{Lite} .			
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrativ e Officer Central Records Management Division
	2.2. Encode the required entries in the e-TES ^{Lite} and generate an application number.	None	30 minutes	Administrativ e Assistant Revenue Office
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
information and upload the documents in support of registration.				



3b. Receive	3.6.1 Generate an	None	Applicant is	Tax
emailed notice of	email-notice of	140110	given 2	Specialist)
compliance.	compliance thru e-		days to	Revenue Office
'	TES ^{Lite} and prepare		comply with	
	a formal compliance		or address	
	letter if application		the	
	has		deficiency(i	
	discrepancy(ies).		es).	
			Otherwise,	
			a formal	
			letter of	
			compliance is issued	
			and the	
			application	
			is returned	
			to the	
			applicant.	
	3.7 Review draft	 None	4 hours	Division
	TEI/formal letter of			Chief
	compliance.			Internal Revenue
	Assessment is also made whether the			Division
	shipment requires			Diviolo:
	verification/inspectio			
	n.			
	3.8 Review draft	None	4 hours	Director III
	TEI/formal letter of			Revenue Office
	compliance.			
	Assessment is also			
	made whether the			
	shipment requires			
	verification/inspection.			
	3.9 Review draft	None	4 hours	Director IV
	TEI/formal letter of	110110	1110010	Revenue Office
	compliance.			
	Assessment is also			
	made whether the			
	shipment requires			
	verification/inspectio			
	n. 3.10	None	8 hours	Assistant
	Review/approve the	INOHE	UTIOUIS	Secretary or
	TEI/formal letter of			Undersecreta
	compliance.			
	-			<i>ry</i> Revenue
				Generation and
				Local Finance
				Group
3c. Receive email	3.11 Generate an	None	2 hours	Administrativ
that the application	email-notice to the			e Assistant
has been acted	applicant thru e- TES ^{Lite} that the			Revenue Generation and
upon by the	i es inat the		1	Jeneralion and



Revenue Office and will be forwarded to CRMD for release.	application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an email-notice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.	None	8 hours 12 minutes	Administrativ e Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.			
	TOTAL:		4 days 5 hours 12 minutes	



t. Section 15(b) of R.A. 11639, (General Appropriations Act for the Fiscal Year 2022) 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 - Internal	Revenue Division
Classification:	Complex	
Type of Transaction:	G2G- Government-to-Gov	ernment
Who may avail:		ncies, constitutional offices enjoying fiscal ND, PNP, PCG, NCWC and government

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee	- Requesting Party		
Tax Identification Number	- Bureau of Internal Revenue		
3. Email Address	- Requesting Party		
4. Telephone Number	- Requesting Party		
5. Official Address	- Requesting Party		
B. Broker/s, if any			
Tax Identification Number	- 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:			
Completely filled-out DOF-RO Form No. 91	- DOF website		
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party		
3. Authorization letter (if authorized representative)	- Applicant/Requesting party		
4. Signed and dated Import Bill of Lading/AWB	- Shipping Company		
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin		
Other Documents to support the importation of			
the agency required under DOF-DBM Joint			
Circular No. 1 dated 30 April 2014 must be			
submitted at the BOC			
CLIENT STEDS ACENCY ACTION	FEES TO BE DROCESSING DEBSON		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			



2. Present the application and supporting documents at RO	2.1 Check completeness of supporting documents. If incomplete, return to the	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
window	applicant 2.2. Encode the required entries in the e-TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance	 3.1 Receive the application and supporting documents. 3.2 Generate an emailnotice to applicant on the receipt of application thru e-TES^{Lite}. 3.3 Assign application to respective RO Divisions thru e-TES^{Lite}. 	None	1 hour	Administrative Officer Central Records Management Division
	3.4 Route the application and supporting documents to appropriate RO Divisions.			5: : : 0: :
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Internal Revenue Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Internal Revenue Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director III Revenue Office



	shipment requires verification/inspection. 3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires	None	4 hours	Director IV Revenue Office
	verification/inspection. 3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or
	compliance.			Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records
	3.14 Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			Management Division
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.			
	TOTAL:		4 days 5 hours 12 minutes	



u. Section 21 of R.A. 7356 (Law Creating the National Commission for Culture and the Arts), as amended by Section 86(i) of R.A. 10963 (TRAIN Law)
Materials of the NCCA for the use of Filipino artists

Office or Division:	Revenue Office - Internal Revenue Division				
Classification:	Complex				
Type of Transaction:	G2G- Government-to-Government				
Who may avail:	National Commission for Culture and the Arts				

who may avail: National Commission for Culture and the Arts				
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATION:				
A. Applicant				
1. Name of Consignee	- Requesting Party			
2. Tax Identification Number	- Bureau of Internal Revenue			
3. Email Address	- Requesting Party			
4. Telephone Number	- Requesting Party			
5. Official Address	- Requesting Party			
B. Broker/s, if any				
Tax Identification Number	- 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:				
Completely filled—out DOF-RO Form No. 91	- DOF website			
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party			
3. Authorization letter (if authorized representative)	- Applicant/Requesting party			
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company			
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin			
BOI Certification of non-availability	- Board of Investments			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
First time applicant start from Step 1 Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Revenue Office



3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance	3.1 Receive the application and supporting documents. 3.2 Generate an emailnotice to applicant on the receipt of application thru e-TES ^{Lite} . 3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .	None	1 hour	Administrative Officer Central Records Management Division
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office



	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records
4. Receive emailed	3.14 Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved TEI to BOC.			Management Division
notice of release of result of application.	TEI to BOC.			
	TOTAL:		4 days 5 hours 12 minutes	



5. Granting of Tax Exemption on Importations of intergovernmental bodies, organizations, and non-governmental entities

a. Section 39(a)(2)(b) of P.D. 269 (An Act Creating the National Electrification Administration), as amended by Section 109 of R.A. 9337

Equipment, machineries and spare parts of NEA registered electric cooperatives

1 - 1	<u> </u>
Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2B - Government-to-Business
Who may avail:	Electric Cooperatives

init may aram		
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
ONE-TIME REGISTRATION:		
A. Applicant		
1. Name of Consignee	- Requesting Party	
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	
B. Broker/s, if any		
Tax Identification Number	- 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:		
Completely filled—out DOF-RO Form No. 91	- DOF website	
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party	
3. Authorization letter (if authorized representative)	- Applicant/Requesting party	
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company	
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin	
6. NEA Certification	- National Electrification Administration	

7. BOI Certification of non-availability		- Board of Investments		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration. First time applicant start from Step 1 Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries. 1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.	None	45 minutes	Administrative Assistant Revenue Office
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office



	2.2. Encode the required entries in the e-TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Internal Revenue Division
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Internal Revenue Division
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Internal Revenue Division
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office



	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
4. Receive emailed notice of release of result of application.	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	TOTAL:		4 days 5 hours 12 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 - Internal Revenue Division		
Classification:	Complex		
Type of Transaction:	G2G- Government-to-Government		
Who may avail:	Southeast Asian Fisheries Development Center in the Philippines		

who may avaii:	Southeast Asian Fisheries Development Center in the Philippines		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee		- Requesting Party	
2. Tax Identification Number	er	- Bureau of Internal Revenue	
3. Email Address		- Requesting Party	
4. Telephone Number		- Requesting Party	
5. Official Address		- Requesting Party	
B. Broker/s, if any			
1. Tax Identification Numb	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:			
Completely filled—out DOF-RO Form No. 91		- DOF website	
Notarized Affidavit of End-Use/Ownership		- Applicant/Requesting party	
3. Authorization letter (if authorized representative)		- Applicant/Requesting party	
4. Signed and dated Bill of Lading /Air Waybill		- Shipping Company	
5. Commercial Invoice (Packing List, if applicable)		- Shipper from country of origin	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office



	2.2. Encode the required entries in the e-TES ^{Lite} and generate an application number.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and supporting documents.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email- notice to applicant on the receipt of application thru e- TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
3b. Receive emailed notice of compliance.	3.6.1 Generate an email-notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office



	3.8 Review draft	None	4 hours	Director III
	TEI/formal letter of compliance. Assessment is also made whether the			Revenue Office
	shipment requires verification/inspection.			
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	8 hours	Director IV Revenue Office
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.10 Generate an email-notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.11 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Office
4. Receive emailed	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an email-notice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
notice of release of result of application.	approved TEI to BOC.			
	TOTAL:		4 days 1 hour 12 minutes	



c. Section 1 of P.D. 1171 (Providing Certain Tax Exemptions to the Southeast Asian 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 Study and Research in Agriculture.

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G- Government-to-Government
Who may avail:	Southeast Asian Regional Center for Graduate Study and Research in
	Agriculture

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Email Address	- Requesting Party
4. Telephone Number	- Requesting Party
5. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- 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:	
1. Completely filled-out DOF-RO Form No. 91	- DOF website
2. Signed and dated Bill of Lading /Air Waybill	- Shipping Company
3. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin
4. DFA Recommendation	- Departmen of Foreign Affairs
5. Letter request from SEARCA	- SEARCA

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
• First time applicant start from Step 1				
Registered applicant start from Step 2				
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at the Central Records	2.1 Check the completeness of supporting documents. If incomplete, return to the applicant.	None	1 hour	Administrative Officer Central Records Management Division
Management Division.				



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(For documents originating from DFA)				
3. File application with supporting documents at the CRMD.	3.1 Receive the application and supporting documents, encode required entries in the e-TES ^{Lite} and generate trace number for the application.			
3a. Receive emailed notice of acceptance of application.	3.2 Generate an email-notice to applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} . 3.4 Route the application and supporting documents to			
	appropriate RO Divisions. 3.5 Assign application to	None	30 minutes	Division Chief
	Action Officer.	110110		Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e- TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office



	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.10 Generate an email-notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.11 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.12 Prepare the approved TEI/formal letter of compliance for release. 3.13 Generate an email-notice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.			
	TOTAL:		4 days 27 minutes	



d. Sec. 2 of P.D. 1362 (Allowing Radio Broadcasting and Television Stations to Import Radio or Television Equipment, Spare Parts and Allied Technical and Program Materials, x x x Subject to Certain Conditions)

Radio or television equipment, spare parts and allied technical and program materials of radio broadcasting, cable and television stations

Office or Division:	Revenue Office - Internal Revenue Division		
Classification:	Complex		
Type of Transaction:	G2B - Government-to-Business		
Who may avail:	Radio Broadcasting Cable and Television Stations		

			and Television Stations		
	CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
	ONE-TIME REGISTRATION	N:			
A. Applicant					
	1. Name of Consignee		- Requesting Party		
	2. Tax Identification Number		- Bureau of Internal Revenue		
	SEC Registration Numb		- Securities and Exchange Commission		
	4. DTI Registration Numbe		- Department of Trade and Industry		
	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:				
	Completely filled—out December 1. Completely filled—out December 2.		- DOF website		
	2. Notarized Affidavit of Er		- Applicant/Requesting party		
	3. Authorization letter (if a		- Applicant/Requesting party		
	4. Signed and dated Bill of		- Shipping Company		
	5. Commercial Invoice (Pa		- Shipper from country of origin		
	6. BOC & KBP/ PIA Certifi	cation of Airtime Credit	 Bureau of Customs and Philippine Information Agency/Kapisanan ng mga Broadkaster ng Pilipinas 		
	7. Copy of Broadcast/Cab	lecast Contract	- Applicant/Requesting party		
	8. NEDA Certification non-		- National Economic and Development Authority		
	9. NTC Import Permit	,	- National Telecommunications Commission		
	For Authority to Imp	port: same as with the above			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			

requirements except B/L or AWB



2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director III Revenue Office



	shipment requires verification/inspection. 3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
4. Receive emailed notice of release of result of application.	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Deliver the approved TEI to BOC. 4.1 Generate an emailnotice to applicant thru e-TES ^{Lite} either of the	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	following: a. the release of TEI b. the release of letter for compliance thru postal mail. TOTAL:		4 days 5 hours 12 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

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Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2G - Government-to-Government
Who may avail:	International Rice Research Institute

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
2. Email Address	- Requesting Party
3. Telephone Number	- Requesting Party
4. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- 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:	
Completely filled—out DOF-RO Form No. 91	- DOF website
2. Signed and dated Bill of Lading /Air Waybill	- Shipping Company
3. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin
4. DFA Recommendation	- Department of Foreign Affairs
Letter request from IRRI	- International Rice Research Institute

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
First time applicant start from Step 1				
 Registered applicant start from Step 2 				
	1.2 Approve the registration if the			
	uploaded documents			
	and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check the completeness of supporting documents. If incomplete, return to the applicant	None	1 hour	Administrative Officer Central Records Management Division



3. File application with supporting documents at the Central Records Management Division. (For documents originating from DFA) 3a. Receive emailed notice of acceptance of application. 3b. Receive emailed notice of compliance.	3.1 Receive the application and supporting documents, encode required entries in the e-TES ^{Lite} and generate trace number for the application. If incomplete, return to applicant. 3.2 Generate an emailnotice to applicant on the receipt of application thru e-TES ^{Lite} . 3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} . 3.4 Route the application and supporting documents to appropriate RO Divisions. 3.5 Assign application to Action Officer. 3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient. 3.6.1 Generate an email-notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Division Chief Revenue Office Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office



	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review/approve the TEI/formal letter of compliance.	None	8 hours	Director IV Revenue Office
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.10 Generate an email-notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.11 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Office
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an email-notice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.			
	TOTAL:		4 days 27 minutes	



f. Section 1 of R.A. 3676 (An Act Exempting the Ramon Magsaysay Award Foundation from the Payment of Taxes and Fees, Whether National or Local, as well as Constructions, Gifts and Donations Given Thereto)

Goods of the Ramon Magsaysay Award Foundation

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2B - Government-to-Business
Who may avail:	Ramon Magsaysay Award Foundation

CHECKLIST OF 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 applicable)	- Securities and Exchange Commission
4. DTI Registration Number (if applicable)	- Department of Trade and Industry
5. Email Address	- Board of Investments
7. Telephone Number	- Requesting Party
8. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- 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:	
Completely filled-out DOF-RO Form No. 91	- DOF website
2. Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party
3. Authorization letter (if authorized representative)	- Applicant/Requesting Party
4. Signed and dated Bill of Lading/Air Waybill	- Shipping Company
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
First time applicant start from Step 1 Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} system.	None	30 minutes	Administrative Assistant Revenue Office



3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed	3.2 Generate an email-notice			
notice of acceptance	to applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e- TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary



				Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email-notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records
	3.14 Generate an email-notice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			Management Division
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.			
	TOTAL:		4 days 5 hours 12 minutes	



g. Section 242 of P.D. 442, (Labor Code of the Philippines), as amended by Section 17 of R.A. 6715

Goods received by legitimate labor organizations from fraternal and similar organizations

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Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2B - Government-to-Business
Who may avail:	Labor Organizations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
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. Email Address	- Board of Investments
6. Telephone Number	- Requesting Party
7. Official Address	- Requesting Party
B. Broker/s, if any	
Tax Identification Number	- 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:	
 Completely filled—out DOF-RO Form No. 91 	- DOF website
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party
3. Authorization letter (if authorized representative)	- Applicant/Requesting party
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin
Recommendation from DOLE	- Department of Labor and Employment
Authenticated/Apostilled Deed of Donation	- Donor
8. Notarized Deed of Acceptance	- Donee

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office



	2.2. Encode the required entries in the e-TES ^{Lite} system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to application the receipt of application thru e-TES ^{Lite} . 3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} . 3.4 Route the application and supporting documents to appropriate RO Divisions.	None	1 hour	Administrative Officer Central Records Management Division
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email-notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office



	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	2 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
	3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	3.14 Generate an email- notice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.			
	TOTAL:		4 days 5 hours 12 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 Law) Goods donated to the Boy Scouts of the Philippines

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2B - Government-to-Business
Who may avail:	Boy Scouts of the Philippines

Boy Scouts of the Philippines			
CHECKLIST OF 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 applicable)	- Securities and Exchange Commission		
4. DTI Registration Number (if applicable)	- Department of Trade and Industry		
5. Email Address	- Requesting Party		
6. Telephone Number	- Requesting Party		
7. Official Address	- Requesting Party		
B. Broker/s, if any			
Tax Identification Number	- 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:			
Completely filled—out DOF-RO Form No. 91	- DOF website		
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party		
3. Authorization letter (if authorized representative)	- Applicant/Requesting party		
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company		
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin		
Authenticated/Apostilled Deed of Donation	- Donor		
7. Notarized Deed of Acceptance	- Donee		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded			
	data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} system.	None	30 minutes	Administrative Assistant Revenue Office



3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director IV Revenue Office



	shipment requires verification/inspection.			
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
4. Receive emailed notice of release of result of application.	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	TOTAL:		4 days 5 hours 12 minutes	



i. Section 6 of R.A. 7459 (Investors and Inventions Incentives Act of the Philippines), as amended by Section 86(zz) of R.A. 10963 (TRAIN LAW)

Goods of Filipino inventors for the development and commercialization of technologies

Occus of Filipino IIIV	remere for the development and commercialization of technologies	
Office or Division:	Revenue Office - Internal Revenue Division	
Classification:	Complex	
Type of Transaction:	G2B - Government-to-Business	
Who may avail:	Filipino Inventors	

The may are made in territories		
CHECKLIST OF 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 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	
B. Broker/s, if any		
1. Tax Identification Number	- 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:		
1. Completely filled-out DOF-RO Form No. 91	- DOF website	
2. Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party	
3. Authorization letter (if authorized representative)	- Applicant/Requesting party	

1. Completely filled-out DOF-RO Form No. 91	- DOF website
2. Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party
3. Authorization letter (if authorized representative)	- Applicant/Requesting party
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin
6. DOST recommendation	- Department of Science and Technology

7. BOI certification of non-availability - Board of Investments

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office



	2.2. Encode the required entries in the e-TES ^{Lite} system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director IV Revenue Office



	shipment requires verification/inspection.			
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records
	3.14 Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			Management Division
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.			
	TOTAL:		4 days 5 hours 12 minutes	



j. Section 18 of R.A. 7686 (The Dual Tech Training System Act of 1994) Essential equipment, apparatus and materials of government dual training educational institutions accredited by the Technical Education and Skills Development Authority (TESDA)

Office or Division:	Revenue Office - Internal Revenue Division	
Classification:	Complex	
Type of Transaction:	G2B - Government-to-Business	
Who may avail:	Dual Training Private Educational Institutions	

Who may avail:	Dual Training Private Educational Institutions		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
ONE-TIME REGISTRATIO	N:		
A. Applicant			
1. Name of Consignee		- Requesting Party	
2. Tax Identification Number		- Bureau of Internal Revenue	
3. SEC Registration Number	` ,	- Securities and Exchange Commission	
4. DTI Registration Numbe	` ' ' '	- Department of Trade and Industry	
5. BOI Registration Numbe	r (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			
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:			
Completely filled—out DOF-RO Form No. 91		- DOF website	
Notarized Affidavit of End-Use/Ownership		- Applicant/Requesting party	
3. Authorization letter (if authorized representative)		- Applicant/Requesting party	
4. Signed and dated Bill of		- Shipping Company	
5. Commercial Invoice (Packing List, if applicable)		- Shipper from country of origin	

6. TESDA recommendation

- Technical Education and Skills Development Authority

7. BOI Certification of non-	-availability	- Board of Investments		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office



	2.2. Encode the required entries in the e-TES ^{Lite} system.	None	30 minutes	Administrative Assistant Revenue Office	
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division	
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .				
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .				
	3.4 Route the application and supporting documents to appropriate RO Divisions.				
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office	
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)	
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Division Chief Revenue Office	
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office	
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office	



	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records
	3.14 Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			Management Division
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.			
	TOTAL:		4 days 5 hours 12 minutes	



k. Section 18 of R.A. 7686 (The Dual Tech Training System Act of 1994)
Essential equipment, apparatus and materials of private dual training educational institutions accredited by the Technical Education And Skills Development Authority (TESDA)

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of Transaction:	G2B - Government-to-Business
Who may avail:	Dual Training Private Educational Institutions

who may avail: Dual Training Private Educa	auonai insulutions
CHECKLIST OF 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 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
B. Broker/s, if any	
Tax Identification Number	- 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:	
Completely filled—out DOF-RO Form No. 91	- DOF website
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party
3. Authorization letter (if authorized representative)	- Applicant/Requesting party
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin
6. TESDA recommendation	- Technical Education and Skills Development Authority
7. BOI Certification of non-availability	- Board of Investments
8. Copy of Charter or SEC Registration	- Applicant/Requesting party or Securities and Exchange Commission

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting	2.1 Check completeness of supporting documents. If	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office



documents at RO window	incomplete, return to the applicant			
	2.2. Encode the required entries in the e-TES ^{Lite} system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email-notice to applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e- TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office



	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e- TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records
4. Receive emailed notice of release of result of application.	3.14 Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved TEI to BOC.			Management Division
	TOTAL:		4 days 5 hours 12 minutes	



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 Law) Equipment, machinery, spare parts and supplies of the National Grid Corporation of the Philippines (NGCP)

Office or Division:

Classification:

Complex

Type of Transaction:

G2B - Government-to-Business

Who may avail:

National Grid Corporation of the Philippines

wno may avaii:	National Grid Corporation	on of the Philippines				
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE				
ONE-TIME REGISTRATION	ON:					
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	r (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:						
Completely filled-out December 1. Completely filled-out December 2. The complete in the control of the con	OF-RO Form No. 91	- DOF website				
2. Notarized Affidavit of Er	nd-Use/Ownership	- Applicant/Requesting party				
3. Authorization letter (if a	uthorized representative)	- Applicant/Requesting party				

- Shipping Company

	CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERS
7.	NTC Certification, if app	licable	- National Telec	communications Co	mmission
	case the item is not com	nmonly identifiable			
6.	Picture/Technical Descr	iption of the shipment (in	- Applicant/Req	uesting party	
Э.	Commercial invoice (Pa	icking List, ii applicable)	- Snipper from 0	country of origin	

4. Signed and dated Bill of Lading /Air Waybill

, 11				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office



	2.2. Encode the required entries in the e-TES ^{Lite} system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director III Revenue Office
	shipment requires verification/inspection.	None		
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director IV Revenue Office



	shipment requires verification/inspection.			
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records
Receive emailed notice of release of result of application.	3.14 Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved TEI to BOC.			Management Division
of application.	TOTAL:		4 days	
			5 hours 12 minutes	



m. Article 61 of R.A. 9520 (Philippine Cooperative Code of 2008)

Machineries, equipment and spare parts of Cooperative Development Authority (CDA) registered cooperatives

rogiotoroa ocopt	2141100
Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of	G2B - Government-to-Business
Transaction:	
Who may avail:	CDA Registered Cooperatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting Party
Tax Identification Number	- Bureau of Internal Revenue
3. CDA Registration Number	- 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
B. Broker/s, if any	
Tax Identification Number	- 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:	
Completely filled—out DOF-RO Form No. 91	- DOF website
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party
3. Authorization letter (if authorized representative)	- Applicant/Requesting Party
4. Signed and dated Bill of Lading /Air Waybill	- Shipping Company
5. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin
6. CDA recommendation	- Cooperative Development Authority
7. BOI Certification of non-availability	- Board of Investments (BOI)
Articles of Cooperation and By-Laws	- Applicant/Requesting party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			

- Applicant/Requesting Party

9. Latest Audited Financial Statement



2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management
3a. Receive emailed notice of acceptance	3.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .			Division
	3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} .			
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the	None	4 hours	Director III Revenue Office



	shipment requires	None		
	verification/inspection.	None		
	3.9 Review draft	None	4 hours	Director IV
	TEI/formal letter of			Revenue Office
	compliance. Assessment is			
	also made whether the			
	shipment requires			
	verification/inspection.			
	3.10 Review/approve the	None	8 hours	Assistant
	TEI/formal letter of			Secretary or
	compliance.			Undersecretary
				Revenue Generation
				and Local Finance
				Group
3c. Receive email that	3.11 Generate an email-	None	2 hours	Administrative
the application has	notice to the applicant thru			Assistant
been acted upon by the	e-TES ^{Lite} that the			Revenue Generation
Revenue Office and will	application has been acted			and Local Finance
be forwarded to CRMD	upon and will be forwarded			Group
for release.	to CRMD for release.			
	3.12 Transmit the			
	approved TEI/formal letter			
	of compliance and			
	supporting documents to CRMD for release.			
	3.13 Prepare the approved	None	8 hours	Administrative
	TEI/formal letter of	None	12 minutes	Officer
	compliance for release.		12 111111111111111111111111111111111111	Central Records
	•			Management
	3.14 Generate an email-			Division
	notice to applicant thru e- TES ^{Lite} either of the			
	following:			
	a. the release of TEI			
	b. the release of letter for			
	compliance thru postal			
	mail.			
4. Receive emailed	4.1 Deliver the approved			
notice of release of	TEI to BOC.			
result of application.				
	TOTAL:		4 days	
			5 hours	
			12 minutes	



Revenue Office

				None of the second
	. 10072 (The Philippine Red C	cross Act of 2	2009)	
	pine Red Cross (PRC)	D: : :		
Office or Division:	Revenue Office - Internal Re	evenue Divisi	on	
Classification:	Complex			
Type of Transaction:	G2B - Government-to-Busin	ess		
Who may avail:	Philippine Red Cross			
CHECKLIST C	F REQUIREMENTS		WHERE TO SEC	CURE
ONE-TIME REGISTRATION	ON:			
A. Applicant				
1. Name of Consignee		- Requesting		
2. Tax Identification Numb			Internal Revenue	
3. SEC Registration Numb			and Exchange Co	
4. DTI Registration Number 5. Email Address	er (Ir applicable)		nt of Trade and Ind	ustry
6. Telephone Number		- Requesting - Requesting		
7. Official Address		- Requesting	, ,	
B. Broker/s, if any		- requesting	graity	
1. Tax Identification Numb	er	- Bureau of	Internal Revenue	
2. License Number		- Profession	al Regulation Com	mission
3. Name of Broker		- Requesting	g Party	
4. Email Address		- Requesting		
5. Contact Number		- Requesting Party		
APPLICATION:				
 Completely filled—out D 		- DOF website		
2. Notarized Affidavit of E	•	- Applicant/Requesting party		
3. Authorization letter (if a			Requesting party	
4. Signed and dated Bill of	•	- Shipping C		
5. Commercial Invoice (Pa	AGENCY ACTION	- Shipper from country of origin FEES TO PROCESSING PERSON		
OLILIVI OTLI O	AGENOT ACTION	BE PAID	TIME	RESPONSIBLE
One-time registration	1.1 Assist the applicant in	None	45 minutes	Administrative
thru RO Kiosk or on-line	encoding the required			Assistant
to provide corporate/	entries.			Revenue Office
individual information				
and upload the documents in support of				
registration.				
First time applicant start from	1.2 Approve the registration if	1		
Step 1	the uploaded documents and			
Registered applicant start from	encoded data are complete			
Step 2	and correct.			
2. Present the application	2.1 Check completeness of	None	15 minutes	Officer of the
and supporting	supporting documents. If			Day, Tax
documents at RO	incomplete, return to the			Specialist
	1	1		1 -10 0 0.0
window	applicant			Revenue Office
window	applicant			Revenue Office
window	2.2. Encode the required entries in the e-TES ^{Lite}	None	30 minutes	Revenue Office Administrative Assistant

system.



3. File application with supporting documents at the Central Records Management Division. 3a. Receive emailed notice of acceptance of application.	 3.1 Receive the application and generate trace number for the application. 3.2 Generate an email-notice to applicant on the receipt of application thru e-TES^{Lite}. 3.3 Assign application to respective RO Divisions thru e-TES^{Lite}. 	None	1 hour	Administrative Officer Central Records Management Division
	3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) If application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e- TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review/approve the TEI/formal letter of compliance.	None	8 hours	Director IV Revenue Office



3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.10 Generate an email- notice to the applicant thru e- TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.11 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Office
4. Receive emailed notice of release of result	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
of application.	TOTAL:		4 days 1 hour 12 minutes	



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)

Office or Division:

Classification:

Complex

Type of Transaction:

G2B - Government-to-Business

Cirl Secute of the Philippines

Who may avail: Girl Scouts of the Philippines					
CHECKLIST OF 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. Email Address 6. Telephone Number 7. Official Address	 Requesting Party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Requesting Party Requesting Party Requesting Party 				
B. Broker/s, if any 1. Tax Identification Number 2. License Number 3. Name of Broker 4. Email Address 5. Contact Number	 Bureau of Internal Revenue Professional Regulation Commission Requesting Party Requesting Party Requesting Party 				
APPLICATION: 1. Completely filled—out DOF-RO Form No. 91 2. Notarized Affidavit of End-Use/Ownership 3. Authorization letter (if authorized representative)	- DOF website - Applicant/Requesting party				

- 3. Authorization letter (if authorized representative)
- 4. Signed and dated Bill of Lading /Air Waybill
- 5. Commercial Invoice (Packing List, if applicable)
- Authenticated/Apostilled Deed of Donation (if donation)
- 7. Notarized Deed of Acceptance

- Applicant/Requesting party
- Shipping Company
- Shipper from country of origin
- Donor
- Donee

7. Notalized Deed of Acceptance		- Dollee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} system.	None	30 minutes	Administrative Assistant



				Revenue Office
File application with supporting documents at the Central Records Management Division. Receive emailed notice of acceptance	3.1 Receive the application and generate trace number for the application. 3.2 Generate an emailnotice to applicant on the receipt of application thru e-TES ^{Lite} . 3.3 Assign application to respective RO Divisions thru e-TES ^{Lite} . 3.4 Route the application and supporting documents to appropriate RO Divisions.	None	1 hour	Administrative Officer Central Records Management Division
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Revenue Office
	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Division Chief Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office



	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release.	None	8 hours 12 minutes	Administrative Officer Central Records
	3.14 Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			Management Division
4. Receive emailed notice of release of result of application.	4.1 Deliver the approved TEI to BOC.			
	TOTAL:		4 days 5 hours 12 minutes	



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 - Internal Revenue Division		
Classification:	Complex		
Type of Transaction:	G2B - Government-to-Government		
	G2B - Government-to-Business		
Who may avail:	Government agencies, public and private hospitals, non-profit religious or		
	charitable institutions and business entities.		

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
If Business			
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		
If Government			
1. Name of Consignee	- Requesting Party		
2. Tax Identification Number	- Bureau of Internal Revenue		
3. Email Address	- Requesting Party		
4. Telephone Number	- Requesting Party		
5. Official Address	- Requesting Party		
B. Broker/s, if any			
Tax Identification Number	- 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:			
Completely filled—out DOF-RO Form No. 91	- DOF website		
Notarized Affidavit of End-Use/Ownership	- Applicant/Requesting party		
3. Authorization letter (if authorized representative)	- Applicant/Requesting party		
4. Signed and dated Bill of Lading/Air Waybill	- Shipping Company		
5. Commercial or Non-Commercial Invoice (e.g.	- Shipper from country of origin		
Proforma Invoice, Consignment Invoice, if available)			
or equivalent document (Statement of Value			
Invoice). 6. NEDA endorsement	National Economic and Davidonment Authority		
	- National Economic and Development Authority - Donor		
7. Authenticated/Apostilled Deed of Donation, if donation	- DONO		
8. Deed of Acceptance	- Donee		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
First time applicant start from Step 1 Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} system.	None	30 minutes	Administrative Assistant Revenue Office
File application with supporting documents at the Central Records Management Division. Receive emailed notice of acceptance	 3.1 Receive the application and generate trace number for the application. 3.2 Generate an email-notice to applicant on the receipt of application thru e-TES^{Lite}. 3.3 Assign application to respective RO Divisions thru e-TES^{Lite}. 3.4 Route the application and supporting documents to appropriate RO Divisions. 	None	1 hour	Administrative Officer Central Records Management Division
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e- TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Revenue Office
	3.7 Review draft TEI/formal letter of compliance.	None	4 hours	Division Chief



	Assessment is also made whether the shipment requires verification/inspection.			Revenue Office
	3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director III Revenue Office
	3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an email-notice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
4. Receive emailed notice of release of result of application.	compliance thru postal mail. 4.1 Deliver the approved TEI to BOC.			
	TOTAL:		4 days 5 hours 12 minutes	



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 - Internal Revenue Division
Classification:	Complex
Type of	G2G- Government to Government
Transaction:	G2B - Government-to-Business
Who may avail:	Government entities, Non-government relief organizations

Who may avail: Government entities, Non-government relief organizations				
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATI	ON:			
A. Applicant				
If Government				
1. Name of Consignee		- Requesting Party		
2. Tax Identification Numb	per	- Bureau of Internal Revenue		
3. Email Address		- Requesting Party		
4. Telephone Number		- Requesting Party		
5. Official Address		- Requesting Party		
If Business				
1. Name of Consignee		- Requesting Party		
2. Tax Identification Numb		- Requesting Party		
3. SEC Registration Num	` ,	- Securities and Exchange Commission		
4. DTI Registration Numb		- Department of Trade and Industry		
5. BOI Registration Numb	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				
Tax Identification Number	per			
2. License Number				
3. Name of Broker				
4. Email Address				
5. Contact Number				
APPLICATION:	OCE DO Form No. 01	DOE wakaita		
1. Completely filled—out [- DOF website		
2. Notarized Affidavit of E	•	- Applicant/Requesting party		
4. Signed and dated Bill	authorized representative)	- Applicant/Requesting party		
5. Commercial or Non-Co		- Shipping Company - Shipper from country of origin		
	isignment Invoice, if available)			
I	,			
or equivalent document (Statement of Value Invoice).				
6. Itemized Packing list (for foodstuff and medicines,		- Shipper from country of origin		
indicate expiry dates).				
7. DSWD/DepEd/DOH recommendation		- Department of Social Welfare and Development,		
20112/20p2a/2011100011111011aa.io11		Department of Health, Department of Education		
8. Authenticated/Apostilled Deed of Donation		- Donor		
Notarized Deed of Acceptance		- Donee		
o				



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or online to provide corporate/individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
First time applicant start from Step 1 Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window	2.1 Check completeness of supporting documents. If incomplete, return to the applicant	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} system.	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance	 3.2 Generate an email-notice to applicant on the receipt of application thru e-TES^{Lite}. 3.3 Assign application to respective RO Divisions thru 			
	e-TES ^{Lite} . 3.4 Route the application and supporting documents to appropriate RO Divisions.			
	3.5 Assign application to Action Officer.	None	30 minutes	Division Chief Revenue Office
	3.6. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax
3b. Receive emailed notice of compliance.	3.6.1 Generate an email- notice of compliance thru e- TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Specialist) Revenue Office



	3.7 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection. 3.8 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires	None None	4 hours 4 hours	Division Chief Revenue Office Director III Revenue Office
	verification/inspection. 3.9 Review draft TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/inspection.	None	4 hours	Director IV Revenue Office
	3.10 Review/approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary or Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.11 Generate an email- notice to the applicant thru e- TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 3.12 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
4. Receive emailed notice of release of result of application.	3.13 Prepare the approved TEI/formal letter of compliance for release. 3.14 Generate an emailnotice to applicant thru eters. TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail. 4.1 Deliver the approved TEI to BOC.	None	8 hours 12 minutes	Administrative Officer Central Records Management Division
	TOTAL:		4 days 5 hours 12 minutes	



7. Granting of Tax Exemption on the Importations by Foreign Embassies and International Organizations filed through Online

Office or Division:	Revenue Office - Internal Revenue Division
Classification:	Complex
Type of	G2G- Government to Government
Transaction:	
Who may avail:	Diplomatic entities or personnel

2. promate original				
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATION:				
A. Applicant				
1. Name of Consignee	- Requesting Party			
2. Email Address	- Requesting Party			
3. Telephone Number	- Requesting Party			
4. Official Address	- Requesting Party			
B. Broker/s, if any				
1. Tax Identification Number	- 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:				
Completely filled—out DOF-RO Form No. 91	- DOF website			
2. Signed and dated Bill of Lading /Air Waybill	- Shipping Company			
3. Commercial Invoice (Packing List, if applicable) - Shipper from country of origin				
4. DFA Recommendation	- Department of Foreign Affairs			
Note VErbale from the Embassy	- Importing Embassy			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or on-line to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
 First time applicant start from Step 1 Registered applicant start from Step 2 	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
	1.3 Assist the applicant in setting up their online account			
2. Log in, fill-out, and submit the online application form with uploaded required documents	2.1 Log in to e-TES ^{Lite} using the user ID and password received during the registration			



	2.2 Fill-out the online			
	application form (DOF-RO Form No. 91) and upload all			
	the required documents			
	2.3 Received automatically an e-ticket/pre-application number.			
3. System assignment of application to Action Officer	3.1 System assignment of application, randomly distributed to Action Officer thru e-TES ^{Lite}	None	5 minutes	Division Chief Internal Revenue Division
	Reassignment will be made by the Division Chief when the need arises			
4. Pre-evaluation of online application	4.1 Pre-evaluate the tax exemption application to determine the accuracy, consistency, and completeness of documents versus legal basis.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Internal Revenue Division
5. Received emailed notice of acceptance or disapproval	 5.1 Generate an email-notice to applicant thru e-TES^{Lite} either of the following: a. the acceptance of the online application b. the disapproval of the online application 	None	5 minutes	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Internal Revenue Division
6. Process the online application	6.1 Prepare and print the draft TEI and supporting documents			Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Internal Revenue Division
	6.2 If the application will not be accepted, revise the proposed action based on the comments/noted.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Internal Revenue Division
	6.3 Review the propriety of the proposed action and endorse the application	None	8 hours	Division Chief and Director III Revenue Office



	6.4 Decide on the reviewed/ endorsed application and sign the proposed action	None	8 hours	Director IV Revenue Office
7. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	7.1 Generate an email-notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	7.2 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release	None	2 hours	Administrative Assistant Revenue Office Administrative
	7.3 Prepare the approved TEI/ formal letter of compliance for release			Officer Central Records Management Division
	7.4 Generate an email-notice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.	None	8 hours 12 minutes	Administrative Officer Central Records Management
8. Receive emailed notice of release of result of application.	8.1 Deliver the approved TEI to BOC.			Division
	TOTAL:		4 days 5 hours 7 minutes	



1. Granting of Tax Exemption on Importation of Investment Promotion Agencies (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 – Mabuhay Lane
Classification:	Simple Transaction
Type of Transaction:	G2B – Government-to-Business
Who may Avail:	BOI Registered Enterprises

Who may Avail:	BOI Registered Enterprises		
CHECKLIST OF 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/s, if any		 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 License Number Name of Broker Email Address Contact Number 		Bureau of Internal RevenueProfessional Regulation CommissionRequesting partyRequesting partyRequesting party	
 APPLICATION: Completely filled-out DOF-RO Form No. 91 Notarized Affidavit of End-use/Ownership Signed and dated Bill of Lading/AWB Commercial Invoice (Packing List, if applicable) BOI Certificate of Registration with Annexes/Terms and Conditions Certificate of Authority to Import/Admission Entry issued by IPA BOI Certificate of Local Non-Availability (applicable only beginning 23 June 2022) Completely filled-out DOF-RO Form No. 155 (if applicable) Proforma Invoice Certificate of Registration from IPA with 		 DOF website Requesting party/Applicant Shipping Company Shipper from country of origin Board of Investments Board of Investments Board of Investments/Investment Promotions Agencies Board of Investments Requesting party/Applicant Requesting party/Applicant 	
Annexes/Terms and Conditions 11. Bank Transaction (Mode of Importation/LC, DA, Purchase Order, etc.) 12. Authorization letter (if authorized representative) 13. Other documents that may be required to		 Board of Investments/Investment Promotions Agencies Issuing bank/Requesting party Requesting party/Applicant 	

support compliance with conditions or



requirements of the law (i.e. regulated item, etc.)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or online to provide	1.1 Assist the applicant in encoding the required entries.			
corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.	None	45 minutes	Administrative Assistant Revenue Office
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010- 2019 Schedule of Fees: Value of Filling Fees	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records
5a. Receive emailed notice of acceptance of application	5.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .			Management Division



	5.3 Assign application to an Action Officer of RO-Mabuhay Lane thru e-TES ^{Lite} . 5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.			
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
	5.6.Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	Director IV Revenue Office
	5.7. Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Local Finance Group



	5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
	5.10 Prepare the approved TEI/formal letter of compliance for release.			
6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.			Administrative
6a. Receive emailed notice of release of result of application.	6.2. Generate an emailnotice to applicant thru etcline either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.	None	42 minutes	Officer Central Records Management Division
	TOTAL:		2 days 5 hours 7 minutes	



b. Section 294(D) and (E) of the NIRC, as amended by Section 16 of RA 11534 as implemented by FIRB Resolution No. 026-22 as clarified in the FIRB Resolution No. 033-22

Laptops, Desktops, and Other IT Peripherals by IT-BPM RBE Transferees

Office or Division:	Revenue Office – Mabuhay Lane
Classification:	Simple Transaction
Type of Transaction:	G2B – Government-to-Business
Who may Avail:	PEZA/BOI IT-BPM RBE Transferees

Type of Transaction:	G2B – Government-to-Business			
Who may Avail:	PEZA/BOI IT-BPM RBE Tr	ansferees		
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION 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/s, if any 1. Tax Identification Number 2. License Number 3. Name of Broker 4. Email Address 5. Contact Number	r r (if applicable) (if applicable) (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 Professional Regulation Commission Requesting party Requesting party Requesting party Requesting party Requesting party Requesting party 		
 imported starting 01 Feb 4. Commercial Invoice (Pac 5. Endorsement from the congoods imported as of 31 6. Certificate of Registration issued by the BOI for pag 	d-Use/Ownership Lading/AWB (for new goods ruary 2023) cking List, if applicable) oncerned IPA (for existing January 2023) n with BOI of Official Receipt	 DOF website Requesting party/Applicant Shipping Company Shipper from country of origin Investment and Promotions Agencies Board of Investments 		

- 3

- 5
- 6
- 7. Certificate of Authority to Import and the Admission Entry issued by the concerned IPA or Transit Single ADministrative Document (TSAD)
- 8. Staging/Dummy BL issued by BOC (for existing goods imported as of 31 January 2023)
- 9. Completely filled out DOF-RO Form No. 155 (if applicable)
- 10. Certificate of Local Non-Availability issued by the BOI (For new goods imported starting 01 February 2023)
- 11. Authorization Letter (if authorized representative)
- 12. Other documents that may be required to support compliance with conditions or requirements of the law (i.e. regulated item, etc.)

- Board of Investments / Requesting party/ Applicant
- Bureau of Customs
- DOF Website
- Board of Investments
- Requesting party/ Applicant
- Requesting party/ Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or online to provide	1.1 Assist the applicant in encoding the required entries.			
corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.	None	45 minutes	Administrative Assistant Revenue Office
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TESLite.	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010-2019 Schedule of Fees: Value of Filing Importation Fees P100,000 & P200 P100,000 P400 P700,000 P400 P700,000 P1,000,000 P1,000,000,000 P1,000,000 P1,000,000 P1,000,000 P1,000,000 P1,0	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer
5a. Receive emailed notice of acceptance of application	5.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .	INOTIC	THOU	Central Records Management Division
	5.3 Assign application to an Action Officer of RO-			



	Mabuhay Lane thru e-TES ^{Lite} . 5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane. 5.5. Process the application and draft the			
	Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
	5.6.Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	Director IV Revenue Office
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.7 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Local Finance
	5.8 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release. 5.9 Prepare the			Group
	approved TEI/formal			



	letter of compliance for release.			
6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.	None	42 minutes	Administrative Officer Central Records Management Division
6a. Receive emailed notice of release of result of application.	6.2. Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.			
	TOTAL:		1 day 4 hours 27 minutes	



c. R.A. 11534, Section 294 (D) and (E) of the NIRC, as amended by Section 16 of R.A. 11534 (CREATE Law)
Share parts by ROL registered firms

Spare parts by BOI registered firms

Office or Division:	Revenue Office – Mabuhay Lane	
Classification:	Simple Transaction	
Type of Transaction: G2B – Government-to-Business		
Who may Avail: BOI Registered Enterprises		

	Der regiones Emerprises					
	CHECKLIST OF RE	EQUIREMENTS	WHERE TO SECURE			
	E-TIME REGISTRATION	N:				
	Applicant					
1. Name of Consignee			- Requesting party			
	ax Identification Number		- Bureau of Internal Revenue			
	SEC Registration Number		- Securities and Exchange Commission			
	OTI Registration Number		- Department of Trade and Industry			
	BOI Registration Number	(if applicable)	- Board of Investments			
	mail Address		- Requesting party			
	elephone Number		- Requesting party - Requesting party			
8. 0	Official Address		- Requesting party			
	Broker/s, if any					
1. 7	ax Identification Number	ſ	- Bureau of Internal Revenue			
2. L	icense Number		- Professional Regulation Commission			
3. N	Name of Broker		- Requesting party			
4. E	Email Address		- Requesting party			
5. 0	Contact Number		- Requesting party			
AP	PLICATION:					
1.	Completely filled-out DO	OF Form No.	- DOF website			
	Notarized affidavit of Er		- Requesting party/Applicant			
3.	Signed and dated Impo Bill	rt Bill of Lading/Airway	- Shipping Company			
4.	Commercial Invoice (Pa	acking List, if	- Shipper from country of origin			
	applicable)					
5.	Certificate of Authority t	o Import/Admission	- Board of Investments/Investment Promotions			
	Entry issued by IPA	A	Agencies			
6.	BOI Certificate of Local	•	- Board of Investments			
7	(applicable only beginni		- Board of Investments/Investment Promotions			
7. Certificate of Registration from IPA with Annexes/Terms and Conditions			Agencies			
8. Authorization Letter (if authorized			- Requesting party/Applicant			
representative)			rioquodinig party// ipplicant			
Other documents that may be required to		nay be required to	- Requesting party/Applicant			
	support compliance with		1 2 31 2 7 11 25			
	requirements (i.e. regula	ated item, permit to				
	import)					

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or online	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office



to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010- 2019 Schedule of Fees: Value of Filing Fees Importation Fees P101,000 to P400 P401,000 to P400 P700,000 to P700,000 to P700,000 to P400 P701,000 to P800 P701,000 to P800 P1,000,000 P1,000 P1,000,000	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.			
5a. Receive emailed notice of acceptance of application	5.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .	None	1 hour	Administrative Officer Central Records Management Division
	5.3 Assign application to an Action Officer of RO- Mabuhay Lane thru e- TES ^{Lite} .			3.13.13
	5.4. Route the application and supporting documents to			



	the designated Action Officer of RO-Mabuhay Lane.			
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
	5.6.Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	Director IV Revenue Office
	5.7. Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Local Finance
	5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			Group
	5.10 Prepare the approved TEI/formal	None	42 minutes	Administrative Officer



	letter of compliance for release.		Central Records Management Division
6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.		
6a. Receive emailed notice of release of result of application.	6.2. Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	2 days 5 hours 7 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 – Mabuhay Lane
Classification:	Simple Transaction
Type of Transaction:	G2B – Government-to-Business
Who may Avail:	BOI Registered Enterprises

wn	Who may Avail: BOI Registered Enterprises				
CHECKLIST OF 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			- Requesting party - Bureau of Internal Revenue - Securities and Exchange Commission - Department of Trade and Industry - Board of Investments - Requesting party		
	elephone Number Official Address		- Requesting party - Requesting party		
B. Broker/s, if any 1. Tax Identification Number 2. License Number 3. Name of Broker 4. Email Address 5. Contact Number		r	 Bureau of Internal Revenue Professional Regulation Commission Requesting party Requesting party Requesting party 		
1. 2. 3. 4. 5. 6. 7. 9.	PLICATION: Completely filled-out DC Notarized affidavit of Er Signed and dated Impo Bill Commercial Invoice (Pa Certificate of Authority t Entry issued by IPA BOI Certificate of Local (applicable only beginni Certificate of Registratic Annexes/Terms and Co Authorization Letter (if a representative) Other documents that m support compliance with requirements (i.e. regula	id-Use/Ownership of Bill of Lading/Airway acking List, if applicable) of Import/Admission Non-Availability ong 23 June 2022) on from IPA with onditions authorized hay be required to on the law's conditions or	 DOF website Requesting party/Applicant Shipping Company Shipper from country of origin Board of Investments/Investment Promotions Agencies Board of Investments Board of Investments/Investment Promotions Agencies Requesting party/Applicant Requesting party/Applicant 		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or online to provide	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
	1.2 Approve the			

import)



corporate/individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010- 2019 Schedule of Fees: Value of Filling Fees	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.			
5a. Receive emailed notice of acceptance of application	5.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .	None	1 hour	Administrative Officer Central Records
	5.3 Assign application to an Action Officer of RO- Mabuhay Lane thru e- TES ^{Lite} .			Management Division
	5.4. Route the application and supporting documents to the designated Action			



	Officer of RO-Mabuhay Lane.			
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
	5.6.Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	Director IV Revenue Office
	5.7. Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Local Finance
	5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			Group
	5.10 Prepare the approved TEI/formal letter of compliance for	None	42 minutes	Administrative Officer Central Records



	release.		Management Division
6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.		
6a. Receive emailed notice of release of result of application.	6.2. Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	2 days 5 hours 7 minutes	



e. E.O. No. 226, Art. 39(f) Capital equipment with accessories consigned to BOI registered firms			
Office or Division: Revenue Office – Mabuhay Lane			
Classification: Simple Transaction			
Type of Transaction: G2B – Government-to-Business			
Who may Avail:	BOI Registered Enterprises		

**	BOT Registered Efficiences				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
A.	E-TIME REGISTRATIO Applicant	N:			
 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 			 Requesting party Bureau of Internal Revenue Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party Requesting party 		
8. Official Address B. Broker/s, if any 1. Tax Identification Number 2. License Number			- Bureau of Internal Revenue - Professional Regulation Commission		
Name of Broker Email Address Contact Number			- Requesting party - Requesting party - Requesting party		
AP	PLICATION:				
1. 2. 3. 4.	Completely filled-out D Notarized Affidavit of E Signed and dated Bill of Commercial Invoice (Papplicable)	nd-Use/Ownership f Lading/AWB	DOF websiteRequesting party/ApplicantShipping CompanyShipper from country of origin		
5. 6.	Investments		- Board of Investments - Requesting party/Applicant		
l	· ,				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or online to provide	1.1 Assist the applicant in encoding the required entries.			
corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.	None	45 minutes	Administrative Assistant Revenue Office



applicant start from Step 2				
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010- 2019 Schedule of Fees: Value of Filling Fees	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.			
5a. Receive emailed notice of acceptance of application	5.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .	None 1 hour	1 hour	Administrative Officer Central Records Management Division
	5.3 Assign application to an Action Officer of RO- Mabuhay Lane thru e- TES ^{Lite} .		Triour	
	5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.			
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
5b. Receive	5.5.1 Generate an email-	None	Applicant is given	Revenue Office



emailed notice of compliance.	notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).		2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	
	5.6.Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	<i>Director IV</i> Revenue Office
	5.7. Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Local Finance
	5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			Group
6. Receive hard	5.10 Prepare the approved TEI/formal letter of compliance for release.			Administrative
copy of approved TEI.	6.1 Release of approved TEI.	None	42 minutes	Officer Central Records Management Division
6a. Receive emailed notice of release of result of application.	6.2. Generate an email- notice to applicant thru e- TES ^{Lite} either of the following:			



a. the release of TEI b. the release of letter for compliance thru postal mail.		
TOTAL:	2 days 5 hours 7 minutes	



2. Granting of Tax Exemption on Importations of Energy, Petroleum, Coal and Renewable Energy Firms

a. P.D. No. 87, Sec. 12(b)
 Machinery, equipment, spare parts, and all materials required for Indigenous petroleum operations

Office or Division:	Revenue Office – Mabuhay Lane
Classification:	Simple Transaction
Type of Transaction:	G2B – Government-to-Business
Who may Avail:	DOE Registered Enterprises engaged in Petroleum Operations

vvno ma	who may Avail: DOE Registered Enterprises engaged in Petroleum Operations			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
A. Appli 1. Name	of Consignee		- Requesting party	
3. SEC R	entification Numbe egistration Numbe egistration Number	r (if applicable)	Bureau of Internal RevenueSecurities and Exchange CommissionDepartment of Trade and Industry	
	egistration Number	` ''	- Board of Investments - Requesting party	
7. Teleph 8. Official	one Number Address		Requesting partyRequesting party	
	r/s, if any	_		
1. Tax Identification Number2. License Number			- Bureau of Internal Revenue - Professional Regulation Commission	
3. Name 4. Email			- Requesting party - Requesting party	
	t Number		- Requesting party	
2. Nota	pletely filled-out Dorized affidavit of E	OF-RO Form No. 91 nd-Use/Ownership rt Bill of Lading/Airway	- DOF website - Requesting party/Applicant - Shipping Company	
4. Com	mercial Invoice (Pa cable)	acking List, if	- Shipper from country of origin	
5. DOE	DOE Certificate of Qualification for Tax Exemption		- Department of Energy	
 Contract between DOE and the Contractor (for new applicant) 		·	- Requesting party/Applicant	
8. Com	hase Order/Profori pletely filled-out Do cable)	na Invoice DF-RO Form No. 155 (if	- Requesting party/Applicant - DOF website	
	orization Letter (if a sentative)	authorized	- Requesting party/Applicant	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or online	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office



to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010- 2019 Schedule of Fees: Value of Filling Fees	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.			
5a. Receive emailed notice of acceptance of application	5.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .	None	1 hour	Administrative Officer Central Records Management Division
	5.3 Assign application to an Action Officer of RO- Mabuhay Lane thru e- TES ^{Lite} .			
	5.4. Route the application and supporting documents to			



	the designated Action Officer of RO-Mabuhay Lane.			
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
	5.6.Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	<i>Director IV</i> Revenue Office
	5.7. Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Locare
	5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			Group
	5.10 Prepare the approved TEI/formal	None	42 minutes	Administrative Officer



	letter of compliance for release.		Central Records Management Division
6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.		
6a. Receive emailed notice of release of result of application.	6.2. Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	2 days 5 hours 7 minutes	



b. P.D. No. 972, Sec. 16 (b) Machinery, equipment, spare parts, and all materials required for coal developers			
Office or Division: Revenue Office – Mabuhay Lane			
Classification: Simple Transaction			
Type of Transaction: G2B – Government-to-Business			
Who may Avail:	DOE Registered Enterprises engaged in Coal Development		

wno n	who may Avail: DOE Registered Enterprises engaged in Coal Development			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
ONE-TIME REGISTRATION:		N:		
A. App				
	ne of Consignee		- Requesting party	
	Identification Numbe		- Bureau of Internal Revenue	
	Registration Numbe	` '' '	- Securities and Exchange Commission	
	Registration Number		- Department of Trade and Industry	
	Registration Number	(if applicable)	- Board of Investments	
	nil Address		- Requesting party	
	phone Number		- Requesting party - Requesting party	
	cial Address		- Requesting party	
	ker/s, if any			
1. Tax	Identification Numbe	r	- Bureau of Internal Revenue	
2. Lice	nse Number		- Professional Regulation Commission	
3. Nam	ne of Broker		- Requesting party	
4. Ema	il Address		- Requesting party	
5. Cont	tact Number		- Requesting party	
APPLI	CATION:			
1.	Completely filled-out	DOF-RO Form No. 91	- DOF website	
		f End-Use/Ownership	- Requesting party/Applicant	
3.	Signed and dated im	port Bill of	- Shipping Company	
	Lading/Airwaybill	/B 11 11 . //	Chipper from country of origin	
4.	Commercial Invoice	(Packing List, if	- Shipper from country of origin	
5	applicable)	ualification for Tay	- Department of Energy	
DOE Certificate of Qualification for Tax Exemption		daiiiication for fax	Dopartment of Energy	
6.	•	OE and the Contractor	- Requesting party/Applicant	
	(for new applicant)			
7.	Purchase Order/Pro	forma Invoice	- Requesting party/Applicant	
8. Completely filled-out DOF-RO Form No.		DOF-RO Form No.	- DOF website	
	155 (if applicable)			
9.	Authorization Letter	(if authorized	- Requesting party/Applicant	
	representative)			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
registration thru RO Kiosk or online to provide corporate/ individual in enco entries. 1.2 App registration thru in enco	1.1 Assist the applicant in encoding the required entries.			Administrative
	1.2 Approve the registration if the uploaded documents and	None	45 minutes	Assistant Revenue Office



upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	encoded data are complete and correct.			
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010- 2019 Schedule of Fees: Value of Filling Fees	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.			
5a. Receive emailed notice of acceptance of application	5.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .	None	1 hour	Administrative Officer
	5.3 Assign application to an Action Officer of RO- Mabuhay Lane thru e- TES ^{Lite} .	INOHE	THOU	Central Records Management Division
	5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.			



	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
	5.6.Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	Director IV Revenue Office
	5.7. Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 5.9 Transmit the	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Local Finance Group
	approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
6. Receive hard	5.10 Prepare the approved TEI/formal letter of compliance for release.6.1 Release of approved	None	42 minutes	Administrative Officer Central Records Management Division



copy of approved TEI.	TEI.		
6a. Receive emailed notice of release of result of application.	6.2. Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	2 days 5 hours 7 minutes	



c. R.A. No. 9513, 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 – Mabuhay Lane
Classification:	Simple Transaction
Type of Transaction:	G2B – Government-to-Business
Who may Avail:	DOE/BOI Registered Enterprises engaged in renewable energy development

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
Name of Consignee	- Requesting party
2. Tax Identification Number	- Bureau of Internal Revenue
SEC Registration Number (if applicable) DTI Registration Number (if applicable)	- Securities and Exchange Commission
5. BOI Registration Number (if applicable)	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/s, if any	
1. Tax Identification Number	- 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:	
Completely filled-out DOF-RO Form No. 91	-DOF Website
2. Notarized affidavit of End-Use/Ownership	-Requesting party/Applicant
3. Signed and dated import Bill of	-Shipping Company
Lading/Airwaybill 4. Commercial Invoice (Packing List, if applicable)	
5. BOI Certificate of Authority	-Shipper from Country of Origin
BOI Certificate of Registration (with	-Board of Investments
Annexes/General Terms and Conditions)	-Board of Investments
7. DOE Recommendation	-Department of Energy
8. Completely filled-out DOF-RO Form No. 155 (if applicable)	-DOF Website
Authorization Letter (if authorized representatives)	-Requesting party/Applicant
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or online	1.1 Assist the applicant in encoding the required entries.			Administrative
to provide corporate/ individual information and upload the	1.2 Approve the registration if the uploaded documents and	None	45 minutes	Assistant Revenue Office



documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	encoded data are complete and correct.			
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010-2019 Schedule of Fees: Value of Filling Fees Policy 15 minutes	Cashier General Services Division	
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.			
5a. Receive emailed notice of acceptance of application	5.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .	None	1 hour	Administrative Officer Central Records Management Division
	5.3 Assign application to an Action Officer of RO- Mabuhay Lane thru e- TES ^{Lite} .			
	5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.			
	5.5. Process the	None	4 hours	Action Officer (Tax



	application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.			Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	
	5.6.Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	<i>Director IV</i> Revenue Office
	5.7. Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Local Finance Group
	5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			Gloup
6. Receive hard	5.10 Prepare the approved TEI/formal letter of compliance for release. 6.1 Release of approved	None	42 minutes	Administrative Officer Central Records Management Division
copy of approved	TEI.			-



TEI.			
6a. Receive emailed notice of release of result of application.	6.2. Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	2 days 5 hours 7 minutes	



3. 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 – Mabuhay Lane
Classification:	Simple Transaction
Type of Transaction:	G2B – Government-to-Business
Who may Avail:	Non-stock, non-profit educational institutions

CHECKLIST OF 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	- Requesting party - Bureau of Internal Revenue - Securities and Exchange Commission - Department of Trade and Industry - Board of Investments - Requesting party - Requesting party - Requesting party
 8. Official Address B. Broker/s, if any 1. Tax Identification Number 2. License Number 3. Name of Broker 4. Email Address 5. Contact Number 	- Bureau of Internal Revenue - Professional Regulation Commission - Requesting party - Requesting party - Requesting party

APPLICATION:

- 1. Completely filled-out DOF-RO Form No. 91
- 2. Notarized Affidavit of End-Use/Ownership
- 3. Signed and dated Import Bill of Lading/Airwaybill
- 4. Commercial Invoice (Packing List, if applicable)
- Endorsement from DepEd (if Pre-school to Senior High School)
- 6. Endorsement from CHED (if College or Higher Institution)
- 7. Articles of Incorporation and By-Laws
- 8. Government Recognition
- 9. SEC Registration
- 10. Authorization Letter (if authorized representative)
- 11. Other documents that may be required to support compliance with conditions or requirements of the law (i.e. if regulated item, permit to import)

If Donation

- 1. Apostilled or Consularized Deed of Donation
- 2. Notarized Deed of Acceptance

- DOF website
- Requesting party/Applicant
- Shipping Company
- Shipper from country of origin
- Department of Education
- Commission on Higher Education
- Securities and Exchange Commission
- Commission on Higher Education/
- Securities and Exchange Commission
- Bureau of Internal Revenue
- Requesting party/Applicant
- Requesting Party/Applicant
- Donor
- Requesting Party/Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or online	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office



to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010- 2019 Schedule of Fees: Value of Filling Fees	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.			
5a. Receive emailed notice of acceptance of application	5.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .	None	1 hour	Administrative Officer Central Records Management Division
	5.3 Assign application to an Action Officer of RO- Mabuhay Lane thru e- TES ^{Lite} .			
	5.4. Route the application and supporting documents to			



	the designated Action Officer of RO-Mabuhay Lane.			
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
	5.6.Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	<i>Director IV</i> Revenue Office
	5.7. Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Locare
	5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			Group
	5.10 Prepare the approved TEI/formal	None	42 minutes	Administrative Officer



	letter of compliance for release.		Central Records Management Division
6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.		
6a. Receive emailed notice of release of result of application.	6.2. Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	2 days 5 hours 7 minutes	



4. Granting of Tax Exemption on Importations 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, 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 – Mabuhay Lane	
Classification:	Simple Transaction
Type of Transaction:	G2B - Government-to-International Organizations G2C - Government-to-Citizen
Who may Avail: Asian Development Bank, Officers, and Staff	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION: A. Applicant 1. Name of Consignee 2. Email Address 3. Telephone Number 4. Official Address	Requesting partyRequesting partyRequesting partyRequesting party
B. Broker/s, if any1. Tax Identification Number2. License Number3. Name of Broker4. Email Address5. Contact Number	 Bureau of Internal Revenue Professional Regulation Commission Requesting party Requesting party Requesting party
APPLICATION: 1. Completely filled-out DOF-RO Form No. 91 2. Signed and dated Import Bill of Lading/AWB 3. Commercial invoice (Packing list, if applicable) 4. DFA favorable recommendation	- DOF website - Shipping Company - Shipper from country of origin - Department of Foreign Affairs

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or online to provide	1.1 Assist the applicant in encoding the required entries.			
corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.	None	45 minutes	Administrative Assistant Revenue Office
Registered applicant start from Step 2				



2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.			Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application	3.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .	None		
	3.3 Assign application to an Action Officer of RO-Mabuhay Lane thru e-TES ^{Lite} .	- None	None 1 hour	
	3.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.			
	3.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	
3b. Receive emailed notice of compliance.	3.6. Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office



	3.7. Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	Director IV Revenue Office
	3.8. Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.9. Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Local Finance
	3.10 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			Group
4. Receive hard	3.11 Prepare the approved TEI/formal letter of compliance for release. 4.1 Release of approved			
copy of approved TEI. 4a. Receive emailed notice of release of result of application.	TEI. 4.2. Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.	None	42 minutes	Administrative Officer Central Records Management Division
	TOTAL:		2 days 3 hours 42 minutes	



b. Granting of Tax Exemption on Importations of Asian Development Bank filed through Online

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, 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 – Mabuhay Lane	
Classification:	Simple Transaction
Type of Transaction:	G2B - Government-to-International Organizations G2C - Government-to-Citizen
Who may Avail: Asian Development Bank, Officers, and Staff	

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
ONE-TIME REGISTRATION: A. Applicant 1. Name of Consignee 2. Email Address 3. Telephone Number 4. Official Address	- Requesting party - Requesting party - Requesting party - Requesting party	
B. Broker/s, if any 1. Tax Identification Number 2. License Number 3. Name of Broker 4. Email Address 5. Contact Number	 Bureau of Internal Revenue Professional Regulation Commission Requesting party Requesting party Requesting party 	
 APPLICATION: Completely filled-out DOF-RO Form No. 91 Signed and dated Import Bill of Lading/AWB Commercial invoice (Packing list, if applicable) DFA favorable recommendation 	- DOF website - Shipping Company - Shipper from country of origin - Department of Foreign Affairs	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or online to provide	1.1 Assist the applicant in encoding the required entries.			
corporate/ individual information and upload the documents in support of registration. • First time applicant	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.	None	45 minutes	Administrative Assistant Revenue Office



start from Step 1 Registered applicant start from Step 2				
	1.3 Assist the applicant in setting up their online account			
2. Log in, fill out, and submit the online application form with the uploaded required documents	2.1 Login to e-TES ^{Lite} using the user ID and password received during the registration			
	2.2 Fill out the online application form (DOF-RO Form 91) and upload all the required documents			
	2.3 Received automatically an e-ticket/pre-application number			
	Reassignment will be made by the Division Chief when the need arises			
3. Pre-evaluation of online application	3.1 Pre-evaluate the tax exemption application to determine the accuracy, consistency, and completeness of documents versus legal basis	None	15 minutes	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
4. Received emailed notice of acceptance or disapproval	4.1 Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the acceptance of the online application b. the disapproval of the online application	None	5 minutes	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
5. Process the online application	5.1 Prepare and print the draft TEI and supporting documents	None	30 minutes	Action Officer (Tax Specialist II, Sr. Tax Specialist,
	5.2 If the application is not accepted, revise the proposed action based	None	oo miilutes	Supervising Tax Specialist) Revenue Office



	on comments/notes			
	5.3 Decide on the reviewed/ endorsed application and sign the proposed action	None	8 hours	Director IV Revenue Office
6. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release	6.1 Generate an email- notice to the applicant thru the e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release	None	2 hours	Administrative Assistant Revenue Generation and Local Finance Group
	6.2 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.	None	2 hours	Administrative Assistant Revenue Office
	6.3 Prepare the approved TEI/formal letter of compliance for release	None		
7. Receive hard copy of approved TEI.	7.1 Release of approved TEI.	None	1 hour and 30	Administrative Officer
8. Receive emailed notice of release of result of application	8.2 Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail	None	minutes	Central Records Management Divisio
	TOTAL:		1 day 5 hours 5 minutes	



5. Granting of Tax Exemption on Importations of Personal Effects and Household Goods

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

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Office or Division:	Revenue Office – Mabuhay Lane	
Classification:	Simple Transaction	
Type of Transaction:	G2C - Government-to-Citizen	
Who may Avail:	Retirees under Philippine Retirement Authority (PRA)	

realises and in implification of the individual only (in any			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee	- Requesting party		
2. Tax Identification Number	- Bureau of Internal Revenue		
3. Passport Number	- Department of Foreign Affairs		
4. Email Address	- Requesting party		
5. Telephone Number	- Requesting party		
6. Official Address	- Requesting party		
B. Broker/s, if any			
Tax Identification Number	- 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:			
1. Completely filled –out DOF-RO Form No. 9			
2. Notarized Affidavit of End-Use/Ownership	- Requesting party/Applicant		
3. Signed and dated Import Bill of Lading/AWI	- Shipping Company		
4. Packing List	Shipper from country of originPhilippine Retirement Authority		
5. Favorable recommendation from PRA6. Approved DOF letter of extension (if application)			
7. Original passport or photocopy duly	- Requesting Party/Applicant		
authenticated by PRA	Troquesting Fairty/Applicant		
8. Authorization Letter (if authorized representate	ive) - Requesting party/Applicant		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or online to provide	1.1 Assist the applicant in encoding the required entries.			
corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.	None	45 minutes	Administrative Assistant Revenue Office



Registered applicant start from Step 2				
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010- 2019 Schedule of Fees: Value of Filling Fees	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.			
5a. Receive emailed notice of acceptance of application	5.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .	None	1 hour	Administrative Officer
	5.3 Assign application to an Action Officer of RO- Mabuhay Lane thru e- TES ^{Lite} .	None	Tilloui	Central Records Management Division
	5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.			
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)



5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	5.6.Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	Director IV Revenue Office
	5.7. Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Local Finance
	5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			Group
	5.10 Prepare the approved TEI/formal letter of compliance for release.			Administrative
6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.	None	42 minutes	Officer Central Records Management Division
6a. Receive emailed notice of release of result of	6.2. Generate an email- notice to applicant thru e- TES ^{Lite} either of the			



application.	following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
TOTAL:		2 days 5 hours 7 minutes	



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

Office or Division:	Revenue Office – Mabuhay Lane	
Classification:	Simple Transaction	
Type of Transaction:	G2C - Government-to-Citizen	
Who may Avail:	Overseas Filipino Workers (OFWs)	

wno may Avaii:	Overseas Filipino Workers (OFWs)		
CHECKLIST OF RI	EQUIREMENTS	WHERE TO SECURE	
ONE-TIME REGISTRATION	N:		
A. Applicant			
1. Name of Consignee		- Requesting party	
2. Tax Identification Numbe	r	- Bureau of Internal Revenue	
3. Passport Number		- Department of Foreign Affairs	
4. Email Address		- Requesting party	
5. Telephone Number		- Requesting party	
6. Official Address		- Requesting party	
B. Broker/s, if any			
1. Tax Identification Numbe	r	- 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:			
 Completely filled—out DO 		- DOF website	
Notarized Affidavit of En	•	- Requesting party/Applicant	
Signed and dated Import Itamized Deaking list	t Bill of Lading/AVVB	- Shipping Company	
 Itemized Packing list Valid Passport issued by 	v the DEA and Cartified	- Shipper from country of origin	
Valid Passport issued by the DFA and Certified by DOLE and/or POEA (for overseas		- Requesting party/Applicant	
employment purposes)	(101 01010000	D	
6. Proof of residency/Cert	ificate of employment	- Department of Foreign Affairs/DFA Consular Office Abroad	
(abroad)		- Requesting party/Applicant	
7. Authorization Letter (if a	uthorized	- Requesting party/Applicant	
representative)			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration.	1.1 Assist the applicant in encoding the required entries. 1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.	None	45 minutes	Administrative Assistant Revenue Office
First time applicant				



start from Step 1 • Registered applicant start from Step 2				
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010- 2019 Schedule of Fees: Value of Filling Fees	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division. 5a. Receive emailed notice of acceptance of application	5.1 Receive the application and generate trace number for the application. 5.2 Generate an emailnotice to applicant on the receipt of application thru e-TES ^{Lite} . 5.3 Assign application to an Action Officer of RO-Mabuhay Lane thru e-TES ^{Lite} . 5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay.	None	1 hour	Administrative Officer Central Records Management Division
	Lane. 5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax



	application is sufficient.			Specialist)
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	5.6.Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	<i>Director IV</i> Revenue Office
	5.7. Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Local Finance
	5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			Group
	5.10 Prepare the approved TEI/formal letter of compliance for release.			Administrative
6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.	None	42 minutes	Officer Central Records Management Division
6a. Receive	6.2. Generate an email- notice to applicant thru e-			



emailed notice of release of result of application.	TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	2 days 5 hours 7 minutes	



c. R.A. No. 10863, Sec. 800(q) Coffins, urns, personal effects and household goods of a deceased person		
Office or Division:		
Classification: Simple Transaction		
Type of Transaction: G2C - Government-to-Citizen		
Who may Avail:	Representatives of deceased person	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting party
2. Tax Identification Number	- Bureau of Internal Revenue
3. Passport Number	- Department of Foreign Affairs
4. Email Address	- Requesting party
5. Telephone Number	- Requesting party
6. Official Address	- Requesting party
B. Broker/s, if any	
Tax Identification Number	- 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:	
Completely filled-out DOF-RO Form No. 91	- DOF website
Notarized Affidavit of End-Use/Ownership	- Requesting party/Applicant
3. Signed and dated Bill of Lading/AWB /Postal	- Shipping Company
Registry	Description and Applicant
4. Itemized Packing list5. Original Passport of the Deceased Person	Requesting party/ApplicantDepartment of Foreign Affairs/DFA Consular
6. Death Certificate	Office Abroad
7. Marriage Certificate (if applicable)	- Requesting party/Applicant
Birth Certificate (if applicable)	- Requesting party/Applicant
9. Authorization Letter (if authorized	- Requesting party/Applicant
representative)	- Requesting party/Applicant

AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Assist the applicant in encoding the required entries.			
1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.	None	45 minutes	Administrative Assistant Revenue Office
	1.1 Assist the applicant in encoding the required entries. 1.2 Approve the registration if the uploaded documents and encoded data are	1.1 Assist the applicant in encoding the required entries. 1.2 Approve the registration if the uploaded documents and encoded data are	1.1 Assist the applicant in encoding the required entries. 1.2 Approve the registration if the uploaded documents and encoded data are



Registered applicant start from Step 2					
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office	
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office	
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office	
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010- 2019 Schedule of Fees: Value of	15 minutes	Cashier General Services Division	
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.				
5a. Receive emailed notice of acceptance of application	5.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .		None 1 hour	1 hour	Administrative Officer
	5.3 Assign application to an Action Officer of RO- Mabuhay Lane thru e- TES ^{Lite} .	None	Tiloui	Central Records Management Division	
	5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.				
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)	



5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	5.6.Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	Director IV Revenue Office
	5.7. Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Local Finance
	5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			Group
	5.10 Prepare the approved TEI/formal letter of compliance for release.			Administrative
6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.	None	42 minutes	Officer Central Records Management Division
6a. Receive emailed notice of release of result of	6.2. Generate an email- notice to applicant thru e- TES ^{Lite} either of the			



application.	following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	2 days 5 hours 7 minutes	



 a. R.A. No. 7157, Sec. 81
 Personal effects and household goods including (1) used motor car of foreign service officer, staff, and employee

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Office or Division:	Revenue Office – Mabuhay Lane
Classification:	Simple Transaction
Type of Transaction:	G2C - Government-to-Citizen
Who may Avail:	DFA Foreign Service officer, staff, and employee

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee	- Requesting party		
2. Tax Identification Number	- Bureau of Internal Revenue		
3. Passport Number	- Department of Foreign Affairs		
4. Email Address	- Requesting party		
5. Telephone Number	- Requesting party		
6. Official Address	- Requesting party		
B. Broker/s, if any			
Tax Identification Number	- 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:			
Completely filled-out DOF-RO Form No. 91	- DOF website		
Notarized Affidavit of End-Use/Ownership	- Requesting party/Applicant		
3. Signed and dated import Bill of Lading/AWB	- Shipping Company		
4. Packing list	- Shipper from country of origin		
5. DFA favorable recommendation	- Department of Foreign Affairs		
6. Certificate of Emoluments	- Department of Foreign Affairs		
7. Recall Order	- Department of Foreign Affairs		
8. Photocopy of Passport	- Department of Foreign Affairs		
Authorization for an early, split and advance shipment (if applicable)	- Department of Foreign Affairs		
10. Waiver for shipment beyond two (2) months	- Department of Foreign Affairs		
from recall date (if applicable)			
11. Certificate of Authority to Import from DTI	- Department of Trade and Industry		
12. Authorization Letter (if authorized representative)	- Requesting party/Applicant		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or online to provide corporate/ individual information and upload the documents in	1.1 Assist the applicant in encoding the required entries. 1.2 Approve the registration if the uploaded documents and encoded data are	None	45 minutes	Administrative Assistant Revenue Office



support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	complete and correct.			
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010- 2019 Schedule of Fees: Value of Filling Fees	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.			
5a. Receive emailed notice of acceptance of application	5.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .	None	1 hour	Administrative Officer
	5.3 Assign application to an Action Officer of RO- Mabuhay Lane thru e- TES ^{Lite} .	INOTIE	one 1 hour	Central Records Management Division
	5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.			
	5.5. Process the application and draft the	None	4 hours	Action Officer (Tax Specialist II, Sr.



	Tax Exemption Indorsement (TEI) if application is sufficient.			Tax Specialist, Supervising Tax Specialist) Revenue Office
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	revenue emee
	5.6.Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	Director IV Revenue Office
	5.7. Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Local Finance
	5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			Group
	5.10 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer Central Records
6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.			Management Division



6a. Receive emailed notice of release of result of application.	6.2. Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
TOTAL:		2 days 5 hours 7 minutes	



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

Office or Division:	Revenue Office – Mabuhay Lane	
Classification:	Simple Transaction	
Type of Transaction:	G2C - Government-to-Citizen	
Who may Avail:	Dual Citizens and Foreigners with different visas	

Buar entering and reference with amoretic views					
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
ONE-TIME REGISTRATION:					
A. Applicant					
1. Name of Consignee	- Requesting party				
2. Tax Identification Number	- Bureau of Internal Revenue				
3. Passport Number	- Department of Foreign Affairs - Requesting party				
4. Email Address	- Requesting party				
5. Telephone Number	- Requesting party				
6. Official Address	, ,				
B. Broker/s, if any					
Tax Identification Number	- Bureau of Internal Revenue				
2. License Number	- Professional Regulation Commission				
3. Name of Broker	- Requesting party - Requesting party				
4. Email Address	- Requesting party				
5. Contact Number	rioquoding party				
APPLICATION:					
Completely filled-out DOF-RO Form No. 91	- DOF website				
2. Notarized Affidavit of End-Use/Ownership	- Requesting party/Applicant				
3. Signed and dated import Bill of Lading/ AWB	- Shipping Company				
/Postal registry					
4. Itemized packing list5. Oath of Allegiance and Identification Certificate	- Shipper from country of origin				
(for dual citizen)	- Shipper from country of origin				
6. Birth Certificate (for dual citizen)	- Department of Foreign Affairs/DFA Consular				
7. Copy of approved visa (13(a) and 13(g) visa)	Office Abroad/Requesting party				
Original Philippine Passport (old or new	- Philippine Statistics Authority				
whichever is available)	- DFA Consular Office Abroad/Bureau of				
9. Original Foreign Passport	Immigration				
10. Marriage Contract (for 13(a) visa) 11. Copy of approved immigrant visa (for those	- Department of Foreign Affairs/DFA Consular Office Abroad/Requesting party				
granted with immigrant visa)	- Philippine Statistics Authority				
12. Authorization Letter (if authorized	- Requesting party/Applicant				
representative)					
13. Other documents that may be required to	- Requesting party/Applicant				
support compliance with the law's conditions or					
requirements (i.e. regulated item, permit to import)					
import)					



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or online to provide	1.1 Assist the applicant in encoding the required entries.			
corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.	None	45 minutes	Administrative Assistant Revenue Office
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010- 2019 Schedule of Fees: Value of Filling Fees	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer
5a. Receive emailed notice of acceptance of application	5.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .	INOTIG	THOU	Central Records Management Division
	5.3 Assign application to an Action Officer of RO-			



	Mabuhay Lane thru e- TES ^{Lite} . 5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.			
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
	5.6.Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	Director IV Revenue Office
	5.7. Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Local Finance Group
	5.9 Transmit the approved TEI/formal			



	letter of compliance and supporting documents to CRMD for release.			
	5.10 Prepare the approved TEI/formal letter of compliance for release.			
6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.			Administrative
6a. Receive emailed notice of release of result of application.	6.2. Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.	None	42 minutes	Officer Central Records Management Division
	TOTAL:		2 days 5 hours 7 minutes	



f. Section V, Article 62 of R.A. 8756 in relation to Section 105(h) of the TCCP, amended (R.A. No. 10863, Sec. 800(i) and R.A. No. 10963, 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:	Revenue Office – Mabuhay Lane
Classification:	Simple Transaction
Type of Transaction:	G2C - Government-to-Citizen
Who may Avail:	Alien Executive of the regional or area headquarters and regional operating headquarters of a multinational company

operating neadquarters of a matinational company					
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
ONE-TIME REGISTRATION:					
A. Applicant					
1. Name of Consignee	- Requesting party				
2. Tax Identification Number	- Bureau of Internal Revenue				
3. Passport Number	- Department of Foreign Affairs				
4. Email Address	- Requesting party				
5. Telephone Number	- Requesting party				
6. Official Address	- Requesting party				
B. Broker/s, if any					
Tax Identification Number	- 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: 1. Completely filled-out DOF-RO Form No. 91 2. Notarized Affidavit of End-Use/Ownership 3. Signed and dated Bill of Lading/AWB /Postal Registry 4. Itemized Packing list 5. Original Foreign Passport 6. Certificate of Employment 7. Contract of Employment 8. Copy of approved visa Authorization Letter (if authorized representative)	- DOF website - Requesting party/Applicant - Shipping Company - Shipper from country of origin - Shipper from country of origin - Requesting party/Applicant - Requesting party/Applicant - Department of Foreign Affairs/DFA Consular Office Abroad/ Requesting Party - Requesting party/Applicant				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or online to provide	1.1 Assist the applicant in encoding the required entries.			
corporate/ individual information and upload the documents in support of	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.	None	45 minutes	Administrative Assistant Revenue Office



	1	T	T	,
registration. • First time applicant start from Step 1 • Registered applicant start from Step 2				
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
		DO No. 010- 2019 Schedule		
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	Of Fees: Value of Filling Fees From 15 minutes	Cashier General Services Division	
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.			
5a. Receive emailed notice of acceptance of application	5.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .	None		Administrative Officer Central Records Management Division
	5.3 Assign application to an Action Officer of RO- Mabuhay Lane thru e- TES ^{Lite} .		1 hour	
	5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.			
	5.5. Process the application and draft the Tax Exemption	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist,



	Indorsement (TEI) if application is sufficient.			Supervising Tax Specialist)
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	5.6.Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	Director IV Revenue Office
	5.7. Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Local Finance Group
	5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
	5.10 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer Central Records Management Division
6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.			



6a. Receive emailed notice of release of result of application.	6.2. Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
TOTAL:		2 days 5 hours 7 minutes	



g. Chapter 1, Section 10 of R.A. 7916, in relation to R.A. No. 10863, Sec. 800(i) and R.A. No. 10963, Sec. 109(D)

Household goods and personal effects of foreign nationals who have settled in the Philippines in connection with their registered activity under R.A. 7916 (The Special Economic Zone Act of 1995)

Office or Division:	Revenue Office – Mabuhay Lane
Classification:	Simple Transaction
Type of Transaction:	G2C - Government-to-Citizen
Who may Avail:	Foreign nationals whoa have settled in the Philippines in connection with their registered activity under R.A. 7916 (The Special Economic Zone Act of 1995)

25.15 / 15.55/			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:			
A. Applicant			
1. Name of Consignee	- Requesting party		
2. Tax Identification Number	- Bureau of Internal Revenue		
3. Passport Number	- Department of Foreign Affairs		
4. Email Address	- Requesting party		
5. Telephone Number	- Requesting party		
6. Official Address	- Requesting party		
B. Broker/s, if any			
1. Tax Identification Number	- 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:			
Completely filled-out DOF-RO Form No. 91	- DOF website		
2. Notarized Affidavit of End-Use/Ownership	- Requesting party/Applicant		
3. Signed and dated Bill of Lading/AWB	- Shipping Company		
4. Itemized Packing list5. Original Foreign Passport	Shipper from country of originDepartment of Foreign Affairs/DFA Consular		
6. Copy of approved immigrant visa (47(a)(2) visa)	Office Abroad/ Requesting Party		
7. Indorsement from PEZA indicating that the	- Philippine Economic Zone Authority		
importation of the foreign national is exempted	··· /		
8. Authorization Letter (if authorized	- Requesting party/Applicant		
representative)			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or online to provide corporate/individual information and upload the	1.1 Assist the applicant in encoding the required entries.1.2 Approve the registration if the uploaded documents and encoded data are	None	45 minutes	Administrative Assistant Revenue Office



documents in support of	complete and correct.			
registration. • First time applicant start from Step 1 • Registered				
applicant start from Step 2				
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010- 2019 Schedule of Fees: Value of Filling Fees	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.			
5a. Receive emailed notice of acceptance of application	5.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .	- None	1 hour	Administrative Officer Central Records Management Division
	5.3 Assign application to an Action Officer of RO- Mabuhay Lane thru e- TES ^{Lite} .		Tiloui	
	5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.			
	5.5. Process the	None	4 hours	Action Officer (Tax



	application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.			Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	
	5.6.Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	<i>Director IV</i> Revenue Office
	5.7. Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Local Finance
	5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			Group
6. Receive hard	5.10 Prepare the approved TEI/formal letter of compliance for release. 6.1 Release of approved	None	42 minutes	Administrative Officer Central Records Management Division
copy of approved	TEI.			





 h. R.A. No. 10863, Sec. 800(h)
 Personal effects and household goods of foreigners with tourist visas or consultants of the government

Office or Division: Revenue Office – Mabuhay Lane	
Classification:	Simple Transaction
Type of Transaction:	G2C - Government-to-Citizen
Who may Avail:	Foreigners with tourist visa or consultants of the government

Totelghers with tourist visa of consultants of the government				
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION:				
A. Applicant				
1. Name of Consignee		- Requesting party		
2. Tax Identification Number	<u>. </u>	- Bureau of Internal Revenue		
3. Passport Number		- Department of Foreign Affairs		
4. Email Address		- Requesting party		
5. Telephone Number		- Requesting party		
6. Official Address		- Requesting party		
B. Broker/s, if any				
1. Tax Identification Number	ſ	- 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:				
1. Completely filled-out DO	F-RO Form No. 91	- DOF website		
2. Notarized Affidavit of En	d-Use/Ownership	- Requesting party/Applicant		
Signed and dated Import	t Bill of Lading/AWB	- Shipping Company		
4. Itemized Packing list		- Shipper from country of origin		
5. Original Passport	ļ	- Requesting party/Applicant		
6. Copy of pending visa ap		- Requesting party/Applicant		
7. Certificate of Employmen		- Requesting party/Applicant		
8. Contract of Employment		- Requesting party/Applicant		
9. Marriage Contract (if app		- Requesting party/Applicant		
10. Authorization Letter (if au	uthorized	- Requesting party/Applicant		
representative) If Government Consultant:				
11. Confirmation/Certificate		-Head of the contracting gov't. agency		
government agency that the consignee is a		Thead of the contracting gov t. agency		
foreign consultant hired by and/or rendering				
services to the governm	ent agency			
12. Original passport/Approved visa		- Requesting party/Applicant		
13. Favorable recommenda		- Head of the contracting gov't. agency		
free release from the he				
14. Contract/Agreement wit	h the government	- Requesting party/Applicant		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru	1.1 Assist the applicant in encoding the required	None	45 minutes	Administrative Assistant

agency



RO Kiosk or online	entries.			Revenue Office
to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010- 2019 Schedule of Fees: Value of Filling Fees	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.			
5a. Receive emailed notice of acceptance of application	5.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .	None	1 hour	Administrative Officer Central Records Management Division
	5.3 Assign application to an Action Officer of RO- Mabuhay Lane thru e- TES ^{Lite} .			
	5.4. Route the application and			



	supporting documents to the designated Action Officer of RO-Mabuhay Lane.			
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
	5.6.Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	Director IV Revenue Office
	5.7. Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Local Finance
	5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			Group
	5.10 Prepare the	None	42 minutes	Administrative



	approved TEI/formal letter of compliance for release.		Officer Central Records Management Division
6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.		
6a. Receive emailed notice of release of result of application.	6.2. Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	2 days 5 hours 7 minutes	



i. R.A. No. 11035, 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 – Mabuhay Lane	
Classification:	Simple Transaction
Type of Transaction:	G2C - Government-to-Citizen
Who may Avail:	Filipino who is under Balik Scientist Program of the DOST

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
ONE-TIME REGISTRATION:				
A. Applicant				
1. Name of Consignee	- Requesting party			
2. Tax Identification Number	- Bureau of Internal Revenue			
3. Passport Number	- Department of Foreign Affairs			
4. Email Address	- Requesting party			
5. Telephone Number	- Requesting party			
6. Official Address	- Requesting party			
B. Broker/s, if any				
1. Tax Identification Number	- 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:				
 Completely filled –out DOF-RO Form No. 91 	- DOF website			
Notarized Affidavit of End-Use/Ownership	- Requesting party/Applicant			
3. Signed and dated Import Bill of	- Shipping Company			
Lading/Airwaybill 4. Commercial Invoice or Deed of Sale of the	- Requesting Party/Applicant			
motor vehicle	- Requesting Farty/Applicant			
5. Itemized Packing list	- Shipper from country of origin			
Favorable Endorsement from DOST	- Department of Science and Technology			
7. Letter of Engagement or Contract	- DOST/Requesting party			
Photocopy of Passport	- Requesting Party/Applicant			
9. Certificate of Registration (if registered abroad)	- Requesting Party/Applicant			
10. Authorization Letter (if authorized representative)	- Requesting party/Applicant			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or online to provide	1.1 Assist the applicant in encoding the required entries.			
corporate/ individual information and upload the documents in support of registration.	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.	None	45 minutes	Administrative Assistant Revenue Office



		T	T.	
 First time applicant start from Step 1 Registered applicant start from Step 2 				
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010- 2019 Schedule of Fees: Value of Filling Fees	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.			
5a. Receive emailed notice of acceptance of application	5.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .	None	1 hour	Administrative Officer
	5.3 Assign application to an Action Officer of RO- Mabuhay Lane thru e- TES ^{Lite} .	None	THOU	Central Records Management Division
	5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.			
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax



	application is sufficient.			Specialist)
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	5.6.Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	Director IV Revenue Office
	5.7. Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Local Finance
	5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			Group
	5.10 Prepare the approved TEI/formal letter of compliance for release.			Administrative
6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.	None	42 minutes	Officer Central Records Management Division
6a. Receive	6.2. Generate an email- notice to applicant thru e-			



emailed notice of release of result of application.	TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	2 days 5 hours 7 minutes	



- 6. Granting of Tax Exemption on Importations of books, newspaper, magazine, review, or bulletin or any such educational reading materials covered by the UNESCO Agreement including digital or electronic format thereof
 - a. R.A. No. 10963, Sec. 109(R)
 Books, magazines, journal, review or bulletin or any such educational reading materials covered by the UNESCO Agreement including digital or electronic format thereof

Office or Division:	Revenue Office – Mabuhay Lane
Classification:	Simple Transaction
Type of Transaction:	G2B - Government-to-Business
Who may Avail:	Importers of books and any newspaper, magazine, review, or bulletin etc.

bulletin etc.			
CHECKLIST OF 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 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		
B. Broker/s, if any			
1. Tax Identification Number	- 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:			
1. Completely filled-out DOF-RO Form No. 91	- DOF website		
2. Notarized Affidavit of End-Use/Ownership	- Requesting party/Applicant		
3. Signed and dated import Bill of Lading/Airway	- Shipping Company		
Bill			
4. Commercial Invoice (Itemized Packing list, if	- Shipper from country of origin		
applicable)			
5. Certification from NBDB (with OR number and	- National Book Development Board		
date of issuance, if applicable)			
If Donation			
6. Apostilled or Consularized Deed of Donation	- Donor		
7. Notarized Deed of Acceptance	- Requesting party/Applicant		
8. Authorization Letter (if authorized representative)	- Requesting party/Applicant		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru	1.1 Assist the applicant in encoding the required	None	45 minutes	Administrative Assistant



RO Kiosk or online	entries.			Revenue Office
to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010- 2019 Schedule of Fees: Value of Filing Importation Fees P100,000 & P200 From P100,000 P400 P400 P400,000 P400 P701,000 P400 P701,000 P400 P701,000 P400 P100,000 P400 P1,000,000 P1,0	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.			
5a. Receive emailed notice of acceptance of application	5.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .	None	1 hour	Administrative Officer Central Records Management Division
	5.3 Assign application to an Action Officer of RO- Mabuhay Lane thru e- TES ^{Lite} .			
	5.4. Route the application and			



	supporting documents to the designated Action Officer of RO-Mabuhay Lane.			
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
	5.6.Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	Director IV Revenue Office
	5.7. Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Local Finance
	5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			Group
	5.10 Prepare the	None	42 minutes	Administrative



	approved TEI/formal letter of compliance for release.		Officer Central Records Management Division
6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.		
6a. Receive emailed notice of release of result of application.	6.2. Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	2 days 5 hours 7 minutes	



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

Office or Division:
Revenue Office – Mabuhay Lane

Classification:
Simple Transaction

G2G- Government-to-Government
G2B - Government-to-Business
G2C - Government-to-Citizen

Who may Avail:
Book importers

wno may Avaii:	Book importers	
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION	N:	
A. Applicant		
1. Name of Consignee		- Requesting party
2. TIN Number		- Bureau of Internal Revenue
3. SEC Registration Number	er	- Securities and Exchange Commission
4. DTI Registration Number	•	- Department of Trade and Industry
5. BOI Registration Number	r	- 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 Numbe	r	- 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:		
1. Completely filled-out D	OF-RO Form No. 91	- DOF website
2. Notarized Affidavit of Er	nd-Use/Ownership	- Requesting party/Applicant
3. Signed and dated impo	rt Bill of Lading/Airway	- Shipping Company
Bill		- Shipper from country of origin
4. Commercial Invoice (Ite	emized packing list, if	Chipper from economy of origin
applicable)		- National Book Development Board
5. Certification from NBDB (with OR number and		·
date of issuance)		- Department of Education
6. Certification from DepE	d	Danas
If Donation 7. Apostilled or Consularia	and Dood of Donation	- Donor - Requesting party/Applicant
Notarized Deed of Acce		- Requesting party/Applicant
9. Authorization Letter (if a	•	
representative)		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or online	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office



to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010- 2019 Schedule of Fees: Value of Filling Fees	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.			
5a. Receive emailed notice of acceptance of application	5.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .	None	1 hour	Administrative Officer Central Records Management Division
	5.3 Assign application to an Action Officer of RO- Mabuhay Lane thru e- TES ^{Lite} .			3.13.13
	5.4. Route the application and supporting documents to			



	the designated Action Officer of RO-Mabuhay Lane.			
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
	5.6.Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	<i>Director IV</i> Revenue Office
	5.7. Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Locare
	5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			Group
	5.10 Prepare the approved TEI/formal	None	42 minutes	Administrative Officer



	letter of compliance for release.		Central Records Management Division
6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.		
6a. Receive emailed notice of release of result of application.	6.2. Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	2 days 5 hours 7 minutes	



c. R.A. No. 8047, Sec. 12 Books or raw materials to be used in book publishing				
Office or Division:	Revenue Office – Mabuhay Lane			
Classification: Simple Transaction				
Type of Transaction: G2B - Government-to-Business				
Who may Avail:	Importers of books or raw materials to be used in book publishing			

vvnc	o may Avail:	Importers of books or raw materials to be used in book publishing			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
A. A. 1. Na 2. Ta 3. SE 4. D 5. BC 6. Er 7. Te 8. Of B. B 1. Ta 2. Lic 3. Na	E-TIME REGISTRATION Applicant ame of Consignee ax Identification Number EC Registration Number TI Registration Number OI Registration Number mail Address elephone Number fficial Address roker/s, if any ax Identification Number cense Number ame of Broker mail Address	i: r (if applicable) (if applicable) (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 - Professional Regulation Commission - Requesting party - Requesting party - Requesting party		
5. Co	ontact Number		- Requesting party		
1. (2.) 3. (4.) 5. (6.) 7. (8.)	CLICATION: Completely filled—out Do Notarized Affidavit of Er Signed and dated impor Bill Commercial invoice (Pa Favorable recommenda Import Pro-Forma Invoic Application Form from N Completely filled-out Do applicable)	nd-Use/Ownership of Bill of Lading/Airway cking list, if applicable) tion from NBDB ce NBDB DF-RO Form No. 156 (if	 DOF website Requesting party/Applicant Shipping Company Shipper from country of origin National Book Development Board Shipper from country of origin National Book Development Board DOF website 		
Э.	Authorization Letter (if a	umonzeu representative)	- Requesting party/Applicant		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or online to provide	1.1 Assist the applicant in encoding the required entries.			
corporate/ individual information and upload the documents in support of registration. • First time applicant	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.	None	45 minutes	Administrative Assistant Revenue Office



start from Step 1 Registered applicant start from				
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010- 2019 Schedule of Fees: Value of Filing Fees	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.			
5a. Receive emailed notice of acceptance of application	5.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .	- None	1 hour	Administrative Officer
	5.3 Assign application to an Action Officer of RO- Mabuhay Lane thru e- TES ^{Lite} .		Tiloui	Central Records Management Division
	5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.			
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax



	application is sufficient.			Specialist)
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Revenue Office
	5.6.Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	<i>Director IV</i> Revenue Office
	5.7. Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Local Finance
	5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			Group
	5.10 Prepare the approved TEI/formal letter of compliance for release.			Administrative
6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.	None	42 minutes	Officer Central Records Management Division
6a. Receive	6.2. Generate an email- notice to applicant thru e-			



emailed notice of release of result of application.	TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	2 days 5 hours 7 minutes	



 d. Article 1(a) & (b) of the Florence Agreement Annexes (A-E) and R.A. No. 10963, Sec. 109(R) Books, documents, educational, scientific, and cultural materials 			
Office or Division:	Revenue Office – Mabuhay Lane		
Classification:	Simple Transaction		
Type of Transaction: G2G- Government-to-Government G2B - Government-to-Business G2C - Government-to-Citizen			
Who may Avail:	Importers of books, documents, educational, scientific, and cultural materials under UNESCO Florence Agreement		

materials under UNESCO Florence Agreement					
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
ONE-TIME REGISTRATION:					
A. Applicant					
1. Name of Consignee	- Requesting party				
2. TIN 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				
B. Broker/s, if any					
Tax Identification Number	- 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:					
Completely filled –out DOF-RO Form No. 91					
Notarized Affidavit of End-Use/Ownership Signal desired in a set Bill of Leading (AM/B)	- DOF website				
3. Signed and dated import Bill of Lading/AWB	- Requesting party/Applicant				
4. Commercial Invoice (Itemized Packing List, if applicable)	- Shipping Company				
5. UNESCO letter recommendation	- Shipper from country of origin				
6. Certification from NBDB (with OR number and	- UNESCO Philippine National Commission				
date of issuance) (if applicable)	- National Book Development Board				
If Donation					
7. Apostilled or Consularized Deed of Donation	- Donor				
Notarized Deed of Acceptance	- Requesting party/Applicant				
Authorization Letter (if authorized representative)	- Requesting party/Applicant				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or online	1.1 Assist the applicant in encoding the required entries.	None	45 minutes	Administrative Assistant Revenue Office
to provide corporate/	1.2 Approve the			Revenue Onice



individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2 2. Present the	registration if the uploaded documents and encoded data are complete and correct.			
application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010- 2019 Schedule of Fees: Value of Filling Fees	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.			
5a. Receive emailed notice of acceptance of application	5.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .	None	1 hour	Administrative Officer
	5.3 Assign application to an Action Officer of RO- Mabuhay Lane thru e- TES ^{Lite} .			Central Records Management Division
	5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay			



	Lane.			
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
	5.6.Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	Director IV Revenue Office
	5.7. Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Locare
	5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			Group
	5.10 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer Central Records Management Division



6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.		
6a. Receive emailed notice of release of result of application.	6.2. Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	2 days 5 hours 7 minutes	



7. Granting of Tax Exemption on Importations of fertilizers, breeding stocks, and ingredients for making feeds, etc.

a. R.A. No. 10963, 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

Office or Division:	Revenue Office – Mabuhay Lane	
Classification:	Simple Transaction	
Type of Transaction: G2B - Government-to-Business G2G - Government		
Who may Avail:	Companies who are qualified under R.A. 10963, Sec. 109(b)	

CHECKLIST OF REQUIREMENTS WHERE TO SECURE	
ONE-TIME REGISTRATION:	
A. Applicant	
Name of Consignee - Requesting party	
2. TIN 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	
B. Broker/s, if any	
1. Tax Identification Number - 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:	
Completely filled –out DOF-RO Form No. 91 - DOF website	
Notarized Affidavit of End-Use/Ownership - Requesting party/Applicant	
Signed and dated Import Bill of Lading/Airway Bill - Shipping Company	
Commercial Invoice (Itemized Packing list, if applicable) - Shipper from country of origin	
5. Veterinary Quarantine Clearance to Import - BPI/BFAR/BAI/FPA	
from applicable government agency (BPI/BFAR/BAI/FPA)	
6. SPS Import Clearance - BPI/BFAR/BAI/FPA	
7. Articles of Incorporation and By-Laws - Securities and Exchange Commission/	
8. Authorization Letter (if authorized Cooperative Development Authority	
representative) - Requesting party/Applicant	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru	1.1 Assist the applicant in encoding the required	None	45 minutes	Administrative Assistant



RO Kiosk or online	entries.			Revenue Office
to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010-2019 Schedule of Fees: Value of Filling Importation Fees P100,000 & P200 P100,000 to P400 P400,000 to P400,00	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.			
5a. Receive emailed notice of acceptance of application	5.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .	None	1 hour	Administrative Officer Central Records Management Division
	5.3 Assign application to an Action Officer of RO- Mabuhay Lane thru e- TES ^{Lite} .			
	5.4. Route the application and			



	supporting documents to the designated Action Officer of RO-Mabuhay Lane.			
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
	5.6.Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	Director IV Revenue Office
	5.7. Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Local Finance
	5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			Group
	5.10 Prepare the	None	42 minutes	Administrative



	approved TEI/formal letter of compliance for release.		Officer Central Records Management Division
6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.		
6a. Receive emailed notice of release of result of application.	6.2. Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	2 days 5 hours 7 minutes	



8. Granting of Tax Exemption on Importations of donated equipment, instruments, and materials to DOST

a. R.A. No. 11035, Sec. 6(e)
Donated equipment, instruments, and materials to DOST

1 1	,
Office or Division:	Revenue Office – Mabuhay Lane
Classification:	Simple Transaction
Type of Transaction:	G2G - Government-to-Government
Who may Avail:	Department of Science and Technology (DOST)

Department of Colonies and Toolmology (DCCT)					
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
ONE-TIME REGISTRATION:					
A. Applicant					
1. Name of Consignee	- Requesting party				
2. TIN Number	- Bureau of Internal Revenue				
3. Email Address	- Requesting party				
4. Telephone Number	- Requesting party				
5. Official Address	- Requesting party				
B. Broker/s, if any					
Tax Identification Number	- 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:					
 Completely filled –out DOF-RO Form No. 91 	- DOF website				
Notarized Affidavit of End-Use/Ownership	- Requesting party/Applicant				
Signed and dated Import Bill of Lading/Airway Bill	- Shipping Company				
4. Commercial Invoice (Packing List, if applicable)	- Shipper from country of origin				
5. Apostilled or Consularized Deed of Donation	- Donor				
Notarized Deed of Acceptance	- Requesting party/Applicant				
7. Authorization Letter (if authorized representative)	- Requesting party/Applicant				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or online to provide	1.1 Assist the applicant in encoding the required entries.			
corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.	None	45 minutes	Administrative Assistant Revenue Office



2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010- 2019 Schedule of Fees: Value of Filling Fees	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.	- None		
5a. Receive emailed notice of acceptance of application	5.2 Generate an emailnotice to applicant on the receipt of application thru e-TES ^{Lite} .		1 hour	Administrative Officer
	5.3 Assign application to an Action Officer of RO- Mabuhay Lane thru e- TES ^{Lite} .		None 1 hour	Central Records Management Division
	5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.			
	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist)
5b. Receive emailed notice of	5.5.1 Generate an email- notice of compliance thru	None	Applicant is given 2 days to comply	Revenue Office



compliance.	e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).		with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	
	5.6.Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	<i>Director IV</i> Revenue Office
	5.7. Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Local Finance
	5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			Group
	5.10 Prepare the approved TEI/formal letter of compliance for release.			
6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.	None	42 minutes	Administrative Officer Central Records Management Division
6a. Receive emailed notice of release of result of application.	6.2. Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI			<u> </u>



b. the release of letter for compliance thru postal mail.		
TOTAL:	2 days 5 hours 7 minutes	



9. Granting of Tax Exemption on Importations under CREATE

a. R.A. No. 11534, Sec. 109(BB)(i),(ii),(iii), as amended by Section 12 Capital equipment, its spare parts and raw materials, necessary for production of personal protective equipment components, all drugs, vaccines and medical devices specifically prescribed and directly used for the treatment of COVID-19 prevention, and drugs for the treatment of COVID-19 approved by the FDA for use in clinical trials, including raw materials directly necessary for the production of such drugs

Office or Division:	Revenue Office – Mabuhay Lane	
Classification:	Simple Transaction	
Type of Transaction:	G2C - Government-to-Citizen G2B - Government-to-Business G2G - Government-to-Government	
Who may Avail:	Qualified applicant under R.A. 11534, Sec. 109(BB)(i),(ii),(iii)	

Who may Avail:	Qualified applicant under R.A. 11534, Sec. 109(BB)(i),(ii),(iii)			
CHECKLIST OF RI	EQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION A. Applicant 1. Name of Consignee 2. Tax Identification Numbe		- Requesting party - Bureau of Internal Revenue		
3. SEC Registration Number4. DTI Registration Number5. BOI Registration Number6. Email Address7. Telephone Number	r (if applicable) (if applicable)	 Securities and Exchange Commission Department of Trade and Industry Board of Investments Requesting party Requesting party 		
8. Official Address		- Requesting party		
B. Broker/s, if any1. Tax Identification Numbe2. License Number3. Name of Broker4. Email Address5. Contact Number	r	 Bureau of Internal Revenue Professional Regulation Commission Requesting party Requesting party Requesting party 		
APPLICATION:				
 Completely filled-out DOF-RO Form No. 91 Notarized Affidavit of End-use/Ownership Signed and dated Bill of Lading/AWB Commercial Invoice or equivalent document Itemized Packing List (if applicable) BOI Certificate of Local Non-Availability Certified true copy of FDA License to Operate as manufacturer of PPEs 		 DOF website Requesting party/Applicant Shipping Company Shipper from country of origin Shipper from country of origin Board of Investments Food and Drug Administration 		
Emergency Use Authorization (EUA) or Certificate of Compassionate (CSP) issued by FDA		- Food and Drug Administration		
9. Valid License to Operate as a Drug Importer issued by the FDA or as Medical Device Importer/Distributor 10. Line TDA 11. EDA 12. Line TDA 13. Line TDA 14. Line TDA 15. Line TDA 16. Line T		- Food and Drug Administration		
10. Import clearance from the FDA11. Certificate of Medical Device Registration or Certificate of Medical Device Notification		Food and Drug AdministrationFood and Drug Administration		



- 12. Authorization Letter (if authorized representative)
- 13. Other documents that may be required to support compliance with conditions or requirements of the law (i.e. regulated item, etc.)
- Requesting party/Applicant
- Requesting party/Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration. First time applicant start from Step 1 Registered applicant start from Step 2	1.1 Assist the applicant in encoding the required entries.			
	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.	None	45 minutes	Administrative Assistant Revenue Office
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.	None	1 hour	Administrative Officer Central Records Management Division
3a. Receive emailed notice of acceptance of application	3.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .			
	3.3 Assign application to an Action Officer of RO- Mabuhay Lane thru e- TES ^{Lite} .			
	3.4. Route the application and supporting documents to the designated Action			



	Officer of RO-Mabuhay Lane.			
	3.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	
3b. Receive emailed notice of compliance.	3.6 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
	3.7 Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	Director IV Revenue Office
	3.8 Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.9 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Local Finance
	3.10 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			Group
	3.11 Prepare the approved TEI/formal letter of compliance for	None	42 minutes	Administrative Officer Central Records



	release.		Management Division
4. Receive hard copy of approved TEI.	4.1 Release of approved TEI.		
4a. Receive emailed notice of release of result of application.	4.2. Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	2 days 4 hours 42 minutes	



10. Granting of Tax Exemption on Importations of Agriculture and Marine Products

 a. R.A. No. 10963, 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

Office or Division:	Revenue Office – Mabuhay Lane		
Classification:	Simple Transaction		
Type of Transaction:	G2B - Government-to-Business G2G - Government-to-Government		
Who may Avail:	Companies who are qualified under R.A. 10963, Section 109(a)		

Who may Avail:	Companies who are qualified under R.A. 10963, Section 109(a)			
CHECKLIST OF RE	EQUIREMENTS	WHERE TO SECURE		
ONE-TIME REGISTRATION	N:			
A. Applicant				
1. Name of Consignee		- Requesting party		
2. TIN Number		- Bureau of Internal Revenue		
3. SEC Registration Numbe	`	- 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		
B. Broker/s, if any				
Tax Identification Number	r	- 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:				
Completely filled—out DC		- DOF website		
2. Notarized Affidavit of En		- Requesting party/Applicant		
3. Signed and dated Impor Bill	T BIII of Lading/Airway	- Shipping Company		
4. Commercial Invoice (Itel applicable)	mized Packing list, if	- Shipper from country of origin		
5. Veterinary Quarantine C	Clearance to Import	- Bureau of Animal Industry/NMIS		
Issued by the Bureau of		,		
National Veterinary Quarantine Services				
Division (BAI-NMIS)				
6. SPS Import Clearance		- Tariff Commission		
7. Advanced Tariff Ruling8. Articles of Incorporation	and Ry-Laws	- Requesting party/Applicant		
9. Authorization Letter (if a	•	- Requesting party/Applicant		
representative)				
·				

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time	1.1 Assist the applicant	None	45 minutes	Administrative



registration thru RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	in encoding the required entries. 1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.			Assistant Revenue Office
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010- 2019 Schedule of Fees: Value of Filing Fees	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.			
5a. Receive emailed notice of acceptance of application	5.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .	None	1 hour	Administrative Officer Central Records Management Division
	5.3 Assign application to an Action Officer of RO- Mabuhay Lane thru e- TES ^{Lite} .			
	5.4. Route the			



	application and supporting documents to the designated Action Officer of RO-Mabuhay Lane. 5.5. Process the application and draft the Tax Exemption	None	4 hours	
	Indorsement (TEI) if application is sufficient.			
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
	5.6.Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	Director IV Revenue Office
	5.7. Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Local Finance
	5.9 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			Group



	5.10 Prepare the approved TEI/formal letter of compliance for release.			Administrative
6. Receive hard copy of approved TEI.	6.1 Release of approved TEI.			
6a. Receive emailed notice of release of result of application.	6.2. Generate an emailnotice to applicant thru e-TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.	None	42 minutes	Officer Central Records Management Division
	TOTAL:		2 days 5 hours 7 minutes	



11. Importations of Relief Consignment

a. R.A. No. 10863, 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 – Mabuhay Lane		
Classification:	Simple Transaction	
Type of Transaction:	G2B - Government-to-Business G2G- Government-to-Government	
Who may Avail: Companies who are qualified under R.A. 10863, Section 121		

wno may Avaii: Companies wno are qu	lailfied under R.A. 10863, Section 121	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
ONE-TIME REGISTRATION:		
A. Applicant		
1. Name of Consignee	- Requesting party	
2. TIN 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	
B. Broker/s, if any		
Tax Identification Number	- 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:		
Completely filled-out DOF Form No. 91	- DOF website	
Notarized Affidavit of End-use/Ownership	- Requesting party/Applicant	
3. Signed and dated Bill of Lading/AWB	- Shipping Company	
Commercial or Non-Commercial Invoice or	- Shipper from country of origin	
equivalent document (Statement of Value		
Invoice) (e.g. Proforma Invoice, Consignment Invoice, if available)		
5. Itemized Packing List		
6. Written Undertaking to re-export temporarily	- Shipper from country of origin	
admitted goods (if leased equipment	- Requesting party/Applicant	
7. Deed of Donation or Letter of Intent to Donate	- Donor	
the Goods		
8. Notarized Deed of Acceptance	- Requesting party/Applicant	
9. Approved Emergency Use Authorization (EUA)	- Food and Drug Administration	
or Certificate of Compassionate (CSP) issued by the FDA	<u> </u>	
10. Other documents that may be required to	- Requesting party/Applicant	
support compliance with conditions or		
requirements of the law (i.e. regulated item,		
permit to import)	- Requesting party/Applicant	



11. Authorization Letter (if authorized representative)					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
One-time registration thru RO Kiosk or online to provide	1.1 Assist the applicant in encoding the required entries.				
corporate/ individual information and upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.	None	45 minutes	Administrative Assistant Revenue Office	
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office	
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office	
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.				
3a. Receive emailed notice of acceptance of application	3.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .	- None		1 hour	Administrative Officer
	3.3 Assign application to an Action Officer of RO- Mabuhay Lane thru e- TES ^{Lite} .		THOU	Central Records Management Division	
	3.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.				
	3.5. Process the application and draft the	None	4 hours	Action Officer (Tax Specialist II, Sr.	



	Tax Exemption Indorsement (TEI) if application is sufficient.			Tax Specialist, Supervising Tax Specialist) Revenue Office
3b. Receive emailed notice of compliance.	3.6 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	
	3.7 Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	Director IV Revenue Office
	3.8 Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.9 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Local Finance
	3.10 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			Group
4. Pogoiya hard	3.11 Prepare the approved TEI/formal letter of compliance for release.	None	42 minutes	Administrative Officer Central Records
4. Receive hard copy of approved TEI.	4.1 Release of approved TEI.			Management Division



4a. Receive emailed notice of release of result of application.	4.2. Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	2 days 4 hours 42 minutes	



12. Authority to pay duties and taxes on exempt goods including vehicles

a. R.A. 10963, 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 – Mabuhay Lane	
Classification:	Simple	
Type of Transaction:	G2G- Government-to-Government G2B - Government-to-Business G2C - Government-to-Citizen	
Who may Avail:	Public who are qualified to apply	

Trubile wile are quali	ned to apply
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION:	
A. Applicant	
1. Name of Consignee	- Requesting party
2. TIN 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
B. Broker/s, if any	
Tax Identification Number	- 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:	
Completely filled-out DOF-RO Form No. 91	- DOF website
2. DFA approval to pay duties and taxes/dispose	- Department of Foreign Affairs
the exempt motor vehicle	D
3. Deed of Sale (if not voluntary payment)4. OR/CR of the vehicle	- Requesting party/Applicant
5. DFA Approval (for DFA employee only, if	Land Transportation OfficeDepartment of Foreign Affairs
applicable)	Department of Foleigh Analis
Authorization Letter (if authorized representative)	- Requesting party/Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
One-time registration thru RO Kiosk or online	1.1 Assist the applicant in encoding the required entries.		45	Administrative
to provide corporate/ individual information and	1.2 Approve the registration if the uploaded documents and	None	45 minutes	Assistant Revenue Office



upload the documents in support of registration. • First time applicant start from Step 1 • Registered applicant start from Step 2	encoded data are complete and correct.			
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. Secure Order of Payment at RO window.	3.1 Issue order of payment based on the Schedule of Filing Fees.	None	10 minutes	Administrative Assistant Revenue Office
4. Pay the required filing fee at the Cashier window.	4.1 Receive payment and issue Official Receipt.	DO No. 010- 2019 Schedule of Fees: Value of Filling Fees	15 minutes	Cashier General Services Division
5. File application with supporting documents at the Central Records Management Division.	5.1 Receive the application and generate trace number for the application.			
5a. Receive emailed notice of acceptance of application	5.2 Generate an email- notice to applicant on the receipt of application thru e-TES ^{Lite} .	None	1 hour	Administrative Officer
	5.3 Assign application to an Action Officer of RO- Mabuhay Lane thru e- TES ^{Lite} .	INOHE	THOU	Central Records Management Division
	5.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.			



	5.5. Process the application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.	None	4 hours	
5b. Receive emailed notice of compliance.	5.5.1 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	Action Officer (Tax Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
	5.6.Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	Director IV Revenue Office
	5.7. Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
5c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	5.8 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release. 5.9 Transmit the	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Local Finance Group
	approved TEI/formal letter of compliance and supporting documents to CRMD for release.			
6. Receive hard	5.10 Prepare the approved TEI/formal letter of compliance for release.6.1 Release of approved	None	42 minutes	Administrative Officer Central Records Management Division
	TT - 22		1	



copy of approved TEI.	TEI.		
6a. Receive emailed notice of release of result of application.	6.2. Generate an email- notice to applicant thru e- TES ^{Lite} either of the following: a. the release of TEI b. the release of letter for compliance thru postal mail.		
	TOTAL:	2 days 5 hours 7 minutes	



13.

Importation of COVID-19 Vaccines
a. R.A. 11525, Section 11
COVID-19 vaccines

Office or Division:	Revenue Office – Mabuhay Lane
Classification:	Simple
Type of Transaction:	G2B - Government-to-Business G2G- Government-to-Government
Who may Avail:	Companies who are qualified under R.A. 11525, Section 11

Who may Avail:	Companies who are qua	alified under R.A. 11525, Section 11
CHECKLIST OF RE	EQUIREMENTS	WHERE TO SECURE
ONE-TIME REGISTRATION	N:	
A. Applicant		
1. Name of Consignee		- Requesting party
2. TIN Number		- Bureau of Internal Revenue
3. SEC Registration Numbe	r	- Securities and Exchange Commission
4. DTI Registration Number		- Department of Trade and Industry
5. BOI Registration Number		- 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	r	- 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:		
Completely filled-out DC		- DOF website
2. Notarized Affidavit of En	-	- Requesting party/Applicant
3. Signed and dated Bill of		- Shipping Company
 Commercial or Non-Cor equivalent document (S) 		- Shipper from country of origin
Invoice) (e.g. Proforma		
Invoice, if available)	mirolos, conoigninom	
5. Itemized Packing List		- Shipper from country of origin
6. Valid License to Operate		- Food and Drug Administration
7. Multi-party agreement b		- Requesting party/Applicant
entity, DOH and Nationa	al Lask Force Against	
COVID-19 (NTF) 8. Deed of Donation or Let	ter of Intent to Donate	Danar
the Goods	tter of intent to bonate	- Donor
Notarized Deed of Acce	ptance	- Requesting party/Applicant
10. Certificate of Product Re		- Food and Drug Administration
Emergency Use Authori		- 1 000 and 1 1 ag 1 anning and and 1
Certificate of Compassion	onate (CSP) issued by	
the FDA	any ho required to	
11. Other documents that m support compliance with	•	- Requesting party/Applicant
requirements of the law		
	(



permit to import)
12. Authorization Letter (if authorized representative) - Requesting party/Applicant

12. AdditionZation Le	iter (ir authorized representativ	, , , , , ,	ting party/Applicant	DEDOCT
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. One-time registration thru RO Kiosk or online to provide corporate/ individual information and upload the documents in support of registration. • First time applicant	1.1 Assist the applicant in encoding the required entries.1.2 Approve the registration if the uploaded documents and encoded data are complete and correct.	None	45 minutes	Administrative Assistant Revenue Office
start from Step 1 Registered applicant start from Step 2				
2. Present the application and supporting documents at RO window.	2.1 Check completeness of supporting documents. If incomplete, return to the applicant.	None	15 minutes	Officer of the Day, Tax Specialist Revenue Office
	2.2. Encode the required entries in the e-TES ^{Lite} .	None	30 minutes	Administrative Assistant Revenue Office
3. File application with supporting documents at the Central Records Management Division.	3.1 Receive the application and generate trace number for the application.			
3a. Receive emailed notice of acceptance of application	 3.2 Generate an emailnotice to applicant on the receipt of application thru e-TES^{Lite}. 3.3 Assign application to 	- None	None 1 hour	Administrative Officer Central Records
	an Action Officer of RO- Mabuhay Lane thru e- TES ^{Lite} .			Management Division
	3.4. Route the application and supporting documents to the designated Action Officer of RO-Mabuhay Lane.			
	3.5. Process the	None	4 hours	Action Officer (Tax



	application and draft the Tax Exemption Indorsement (TEI) if application is sufficient.			Specialist II, Sr. Tax Specialist, Supervising Tax Specialist) Revenue Office
3b. Receive emailed notice of compliance.	3.6 Generate an email- notice of compliance thru e-TES ^{Lite} and prepare a formal compliance letter if application has discrepancy(ies).	None	Applicant is given 2 days to comply with or address the deficiency(ies). Otherwise, a formal letter of compliance is issued and the application is returned to the applicant.	
	3.7 Review/ approve the TEI/formal letter of compliance. Assessment is also made whether the shipment requires verification/ inspection.	None	4 hours	Director IV Revenue Office
	3.8 Review/ approve the TEI/formal letter of compliance.	None	8 hours	Assistant Secretary/ Undersecretary Revenue Generation and Local Finance Group
3c. Receive email that the application has been acted upon by the Revenue Office and will be forwarded to CRMD for release.	3.9 Generate an email- notice to the applicant thru e-TES ^{Lite} that the application has been acted upon and will be forwarded to CRMD for release.	None	1 hour and 30 minutes	Administrative Assistant Revenue Generation and Local Finance
	3.10 Transmit the approved TEI/formal letter of compliance and supporting documents to CRMD for release.			Group
4. Receive hard copy of approved	3.11 Prepare the approved TEI/formal letter of compliance for release. 4.1 Release of approved TEI.	None	42 minutes	Administrative Officer Central Records Management Division



TEI.		
4a. Receive emailed notice release of resuapplication.	a. the release of LEI	
	TOTAL	2 days
	TOTAL:	4 hours 42 minutes



Citizen/Client Satisfaction Survey (CCSS) Mechanism

[Feedback and Complaints]



VI. CITIZEN/CLIENT SATISFACTION SURVEY (CCSS) MECHANISMS

CCSS SUBMISSION:

How to send a survey?	Accomplish the CCSS Form with an assigned Document Control Reference Code in Filipino or English whichever is preferred.
	Reminder: No anonymous complaint shall be entertained unless the act complained of is a public knowledge, or the allegations can be verified or supported by documentary or direct evidence
	2. Submit the form to the ARTA Focal Person (FP)/Officer-in-charge or drop it off to the designated Feedback Box.
	3. For inquiries and follow ups, clients may contact telephone number 53176363 local 2110 or send email at eodb.complaints@dof.gov.ph.

CCSS PROCESSING:	
How is the survey processed?	 The ARTA FP/Officer-in-charge shall distribute the CCSS Form to clients either manually through paper based surveys or through a web-based CCSS system, as may be applicable.
	2. The ARTA FP of each DOF Offices shall consolidate and process every Monday all the feedback received from the preceding week.
	3. Within one (1) day after consolidation, the ARTA FP shall prepare a referral memorandum which shall contain the commendations, suggestions, or complaints, including a summary of results of the feedback received within their respective offices. The Referral Memorandum shall be submitted to the Head of Office of the transacting office, for appropriate action.
	4. The Head of Office shall refer the commendations, suggestions or complaints received as contained in the Referral Memorandum to the concerned division, unit or employee and shall direct the latter to submit a reply thereon directly to the client, within three (3) days from the receipt of the Referral Memorandum.



- 5. For complaints received against any of the employees of the transacting office, the Head of Office shall resolve the complaint internally.
 - 5.1. If resolved, the Head of Office shall notify the Human Resource Management and Development Division (HRMDD) of such fact.
 - 5.2. If unresolved, the Head of Office shall refer the complaint to the HRMDD for appropriate action. The HRMDD shall evaluate the complaints received whether: (a) it would fall under the 2017 Rules on Administrative Cases in the Civil Service (RACCS); (b) it was duly filed in accordance with the requirements of the 2017 RACCS; and (c) should be referred to the Board of Personnel Inquiry and Review for disposition and action.
- 6. The ARTA FP shall every 5th working day of the succeeding month, submit to the DOF-CART Secretariat a monthly report (Annex 4) which shall contain an analysis of the feedback received and the actions taken thereon, if any. The monthly report shall be signed by the Head of Office and shall be submitted to the CART Secretariat:
- 7. The DOF-CART Secretariat shall consolidate the monthly report and prepare a quarterly report of the DOF-CCSS to be approved by the CART Secretariat Head for submission to the CART Chairman and copy furnish the Lead, Quality Project Management Team (QPMT) for inclusion in the agenda items for discussion and presentation during Management Review; and
- 8. It shall be the responsibility of the DOF-CART Secretariat to incorporate the result of the feedback mechanism on or before the last working day of January of every year, in compliance with R.A. No. 11032. Said annual report shall be endorsed by the DOF-CART Chairman prior to submission to the ARTA.



Contact Information of ARTA, PCC, CCB, and CSC

Complaints can also be filed in any of the following offices:

- Anti-Red Tape Authority (ARTA): complaints@arta.gov.ph
- Presidential Complaint Center (PCC): Hotline 8888
- Contact Center ng Bayan (CCB): 0908-881-6565 (SMS)
- Civil Service Commission's (CSC) Central Office or Field Offices: csc.gov.ph



VII. LIST OF OFFICES

Office	Address	Contact Information
Corporate Affairs Group - Corporate Operations Office (CAG-COO)	5 th Floor, DOF Building, BSP Complex, Roxas Blvd., Manila 1004, Philippines	(632) 8527-3826
International Finance Group – International Finance Operations Office (IFG-IFOO)	4 th Floor, DOF Building, BSP Complex, Roxas Blvd., Manila, 1004, Philippines	(632) 8523-9223
International Finance Group – International Finance Policy Office (IFG-IFPO)	4 th Floor, DOF Building, BSP Complex, Roxas Blvd., Manila, 1004, Philippines	(632) 8400-7446
Policy Development and Management Services Group – Central Administration Office –		
Central Records and Management Division (PDMSG - CAO - CRMD)	Ground Floor, DOF Building, BSP Complex, Roxas Blvd., Manila, 1004, Philippines	(632) 5317-6363 Local: 2170
Human Resource Management and Development Division (PDMSG – CAO- HRMDD)	7 th Floor, EDPC Building., BSP Complex, Roxas Blvd., Manila, 1004, Philippines	(632) 5317-6363 Local: 2110
Policy Development and Management Services Group – Central Financial Management Office (PDMSG-CFMO)	7 th Floor, EDPC Building., BSP Complex, Roxas Blvd., Manila, 1004, Philippines	(632) 5317-6363 Local: 2212 (632) 8526-8166
	4 th Floor, DOF Building, BSP Complex, Roxas Blvd., Manila, 1004, Philippines	(632) 5317-6363 Local: 2312-2315
Revenue Generation and Local Finance Group (RGLFG)	6 th Floor, DOF Building, BSP Complex, Roxas Blvd., Manila, 1004, Philippines	(632) 8526-2288
Revenue Office (RO)	Podium, DOF Building, BSP Complex, Roxas Blvd., Manila, 1004, Philippines	(632) 8526-8458