

BUREAU OF IMPORT SERVICES
3rd Floor, OPPEN Building,
#349 Sen. Gil J. Puyat Avenue, Makati City. 1200
Fax No. 890-5491, Tel. No. 890-5333 locals 335 & 336

APPLICATION FORM FOR GOVERNMENT
IMPORTATION (LOI 1307)

A. APPLICANT'S INFORMATION

Government Agency:	
Address:	
Contact Person:	Telephone No:

B. GENERAL CLASSIFICATION OF ITEMS TO BE IMPORTED

Description	
Quantity:	Invoice Value:
End Use of Imported Commodity:	

C. MODE AND TERMS OF PAYMENT

Name of Supplier:		
Address:		
Tel. No. & Fax No.		
Name of Agent Bank:		
Address:		
Letter of Credit (L/C)	Self -Funded	Others

D. DOCUMENTARY REQUIREMENTS:

- One(1) copy of application form
- One(1) copy of notarized Affidavit of undertaking
- Performa Invoice w/date and no. (original & certified true copy w/ supplier's signature)
- Letter request for importation
- Liquidation of previous Authority to Import, if any/Certificate of First importation
- Board Resolution (original & certified true copy w/ dry seal) for Local Government unit (LGU) only, indicating all items to be imported
- Notice of award, Abstract of Bids, if through bidding
- Sole distributorship, certificate of non-public bidding.

E. PROCESSING FEE OF THREE HUNDRED PESOS (P 300.00) PER APPLICATION EFFECTIVE 03 JULY 2000

NOTE: Pursuant to Section 3 of Presidential Decree (PD) No. 1466, the following rules are hereby promulgated concerning the use of Philippine flag vessels:

All government offices, agencies or instrumentalities, including government-owned and/or controlled corporations shall be covered by the Decree under any of the following instances:

(a) whenever they shall procure, contract for, or obtain any transportation; (b) whenever they shall export or import cargoes using water transportation between the Philippines and a place outside thereof.

Provided that, the payment of such transportation and/or export/import cargo shall be made or will ultimately be made, whether directly or indirectly, from funds of such government offices or instrumentalities or corporations.

Name & Signature of Authorized Signatory

Position

REPUBLIC OF THE PHILIPPINES

)
) S.S.

UNDERTAKING

I _____ (Signatory), of legal age, married/single and
residing at _____ after having duly
sworn to in accordance with the law hereby depose and state:

1. That I am the principal signatory of _____
_____ (agency/entity);
2. That as principal signatory. I am authorizing Mr. / Ms. _____
to be my representative;
3. That we undertake to file complete application and comply with all the conditions
regarding importation under LOI 1307/MB258;
4. That we further bind ourselves to answer for any criminal, civil or administrative case
that may arise relative to the aforesaid application.

AFFIANTS FURTHER SAYETH NAUGHT.

(Representative)

(Principal Signatory)

(Designation)

SUBSCRIBED AND SWORN TO BEFORE ME, this _____ day of
_____ 20 ____, Affiant exhibiting to me his/her Residence Certificate No.
_____ issued at _____
on _____ 20 _____.

NOTARY PUBLIC

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

PTR No. _____
Valid until _____