☐ **NEW**   ☐ **RENEWAL**

APPLICATION FOR IMPORTER REGISTRATION
(VALIDATION AND EVALUATION FORM)

COMMODITY (Please specify) :

APPLICANT'S INFORMATION

Company Name:	**Company TIN Number :**

Present Office Address (geotagged):

Warehouse Address (geotagged):

Contact Number/s:	**Email Address :**

Name of Owner/Director:

Name of Representative/s

DATE OF APPLICATION :	**NAME, SIGNATURE AND DESIGNATION OF APPLICANT:**
_____	_____

REQUIREMENTS FOR REGISTRATION (To be accomplished by Registration Team)

	Requirements	Remarks
1	Notarized application Form for Registration	
2	Security and Exchange Commission (SEC) / Cooperative Development Authority (CDA) / Department of trade and Industry (DTI) / Philippine Economic Zone Authority (PEZA), Certificate of Registration (Certified True Copy)	
3	Current Mayor's Permit	
4	Contract of Lease/Proof of Ownership of Storage Facilities/Warehouse (CTC)	
5	DA Certificate of Accreditation of Cold Storage Warehouse (CTC)	
6	Sketch map of Storage Facilities	
7	Special Power of Attorney for Representatives (Maximum of 3 representatives)	
8	Current BOC Certificate of Accreditation and Registration COR & AMO (CTC)	
9	Applicant's information sheet / CPRS submitted to BOC	
10	Company broker's BOC Certificate of Accreditation and Registration COR & AMO (CTC)	
11	Two (2) 2x2 ID picture of the owner and Representative/s	

ACTIVITY	REMARKS	EVALUATOR	DATE
Application/Submission of Documents			
Schedule for Inspection			

Inspection of
    a. **Office**
    b. **Warehouse**
    c. **Storage**			

Orientation of Applicant			
Endorsement for Approval of Registration as Importer			

Note: ALL REQUIREMENTS SHOULD BE PROPERLY LABELED WITH TABS.