

PROCESSING OF APPLICATION FOR ISSUANCE OF ELECTRONIC IMPORT PERMIT (eIP)

Applicants

- **Registered TEMFS with approved Master List of Importable Items or their duly-authorized representative**

Requirements to be presented

- All applications for Import Permit must be in accordance with the approved Master List of Items to be Imported
- A maintaining minimum amount of PhP 5,000 in the eIPS
(eIPS website online <https://login.intercommerce.com.ph/login>)
- Notarized affidavit that the imported item will be used exclusively in TEZ/RTE
- Bill of Lading or Airway Bill
(For Airway Bill, the applicant shall submit additional document/s from the shipper indicating port of discharge and place where it will be released)
- Certificate of Non-Availability of Items from
- Commercial Invoice
- TIEZA Annex A & B showing the estimated revenue foregone
- Other documents that TIEZA may deem necessary (e.g. Permits/Certification, Approved plan/layout showing where these materials/equipment will be installed (signed and sealed by Owner/Authorized representative); Technical specifications, brochures in English, pictures, etc.)
- Importation Permit Processing Fee of PhP 1,000 plus rate per commercial value

Commercial Value	Additional Fee
0 up to PhP 250,000	PhP 250.00
PhP 250,001 up to PhP 500,000	PhP 500.00
PhP 500,001 up to PhP 750,000	PhP 750.00
PhP 750,001 and up	PhP 1,000.00

Availability of Service

Monday to Thursday, 6:00 am to 7:00 pm (Online)

Processing Time

Within 1 Day (Under normal circumstances)

HOW TO AVAIL OF SERVICE

Step	Applicant	Agency Action	Office/Person Responsible	Processing Time	Fees, if applicable	Form/s Used
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1	Access the eIPS website online and logs into the system	System authenticates username and password otherwise, return incomplete application to clients	Applicant	Based on system response time		eIPS
2	Selects "Import Permit" then "Apply Import Permit" in the Main Dashboard	System shows Import Items List	Applicant	Based on system response time		eIPS
3	Selects desired items amongst the list of approved Master List of importable items shown in a table, ticks the box per item with the same country of origin, and clicks the "Apply Import Permit" button	System shows the Import Permit Application Form	Applicant	Based on system response time		eIPS
4	Encodes the necessary information, attaches scanned copies of the supporting documents in pdf format, and clicks "Submit" button	System accepts the application	Applicant	Based on system response time		eIPS
5		Evaluates application by checking completeness and correctness of the applied Import Permit	Enterprise Services Specialist <i>Incentives Administration Division</i> trunk line (02) 8249-5900 loc. 726	2 hours max of 50 items		eIPS
6		Validates correctness of the applied Import Permit	Sr. Enterprise Services	3 hours max of 50 items		eIPS

		Submits Recommendation Report, prepares Endorsement to DOF and memo to ACOO	Specialist / Enterprise Services Supervisor / Enterprise Services Chief <i>Incentives Administration Division</i> trunk line (02) 8249-5900 loc. 726			
7		Approves Recommendation Report and reviews Endorsement to DOF and Memo to ACOO	Manager <i>Incentives Administration Division</i> trunk line (02) 8249-5900 loc. 726	30 minutes	Importation Permit Processing Fee of PhP 1,000 plus rate per commercial value	eIPS
8		Signs the Memo to ACOO and forwards the Endorsement to DOF	Manager <i>TEZ Regulation Department</i> trunk line (02) 8249-5900 loc. 722	30 minutes		eIPS
9		Affixes signature in the eIPS and Endorsement to DOF	ACOO <i>TEZ Management Sector</i> trunk line (02) 8249-5900 loc. 724	30 minutes		eIPS

10		Forwards the copies of signed IP and Endorsement to DOF to Incentives Administration Division	Office of the ACOO <i>TEZ Management Sector</i> trunk line (02) 8249-5900 loc. 724	5 minutes		eIPS
11	Prints the electronic Import Permit	Applicant				eIPS

END OF PROCESS

For comments and feedback, you may reach us via e-mail at cart@tieza.gov.ph or through our trunk line (02) 8249-5900 loc. 754