

				1987.
APPLICATION AND ISSUANCE OF EXPORT / IMPORT / TRANSSHIPMENT COMMODITY CLEARANCE				
IRANSSHIPM	IENI COMMO	DITY CLEA	ARANCE	
Service		•	ocessing of Commo	-
Description	•		co leaf, tobacco pro	-
	tobacco relate	d supplies, m	aterials and ingred	ients.
			d at least three (3)	0 ,
	prior to the dat	te of loading/u	ınloading of the co	mmodity.
	The Commodi	ty Clearance	is valid within ninet	y (90) days from
	the date of iss			
Office or Division	Regulation De			
Classification	Complex Tran	saction		
Type of Transaction	G2B			
Who May Avail			per of Unmanufact	
			ducts and Other To	
	Supplies, Mate	erials and Ingr	edients for other p	urposes
CHECKLIST (	OF REQUIREME	OF REQUIREMENTS WHERE TO SECURE		
		NIO	WHERE I	O SECURE
1. Duly accomplished	Export/Import/	NIS	T WHERE IT	U SECURE
Duly accomplished     Transshipment Con			WHERE I	O SECURE
	nmodity Clearand	ce (NTA-	WHERE	O SECURE
Transshipment Con	nmodity Clearand	ce (NTA-		– Regulation
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application (Regulation Dept – 4 <sup>th</sup> FI)	1.1 Receive application documents	None	2 minutes	Secretary I Regulation Dept (RD)
	1.2 Determine completeness of documents and issue Charge Slip	None	5 minutes	TPRO I / III / Sr. TPRO RD



CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
OLILITI OTLI O		BE PAID	TIME	RESPONSIBLE
	1.3 Designate Inspector	None	1 minute	Dept. Manager (DM) III/Chief TPRO RD
	1.4 Prepare Travel/Office Order	None	1 minute	Secretary RD
	1.5 Sign Office Order, for inspections within Metro Manila; OR recommend Travel Order (TO/SO) for final approval, for inspections outside Metro Manila; OR  In case of inspection	None	1 minute 3 minutes	DM III/Chief TPRO RD RD DAOp DAOp's Office
	outside Metro Manila, approve TO/SO			
2. Witness inspection of commodities by NTA Inspector (at importer/ exporter/transshipper warehouse)	2.1 Inspect, verify and validate the commodity/ies at the inspection site, in the presence of the importer/ exporter and/or his/her representative and accomplish Certificate of Inspection (COI) (RD-F-011-A rev 01)	None	4 hours (Ave. travel time)  &  45 minutes (Ave. inspection time)	Designated Inspector Location of commodities for inspection



OLIENT CTERC	A OFNOV A CTION	FEES TO	PROCESSING	PERSON
CLIENT STEPS	AGENCY ACTION	BE PAID	TIME	RESPONSIBLE
3. Pay fees (Finance Dept- 4 <sup>th</sup> FI)	3.1 Issue Order of Payment	Refer to Table of Fees Below	2 minutes	Financial Analyst/ Accountant II Finance Dept. (FD)
	3.2 Issue Official Receipt (OR)	None	2 minutes	Cashier FD
4. Photocopy OR (Administrative Dept – 4 <sup>th</sup> FI) and submit photocopy (RD-4 <sup>th</sup> FI)	4.1 Receive photocopy and indicate OR No. on the ECC/ICC/TCC (RD-F- 017/018/018- A/018-B/018- C/018 rev 02)	None	2 minutes	TPRO II / III / Sr. TPRO RD
	4.2 Prepare and sign Summary of ECC/ICC/ TCC Issuances (RD-F-021/021-A/021-B/021-C/021-D/021-E	None	3 minutes	TPRA II RD
	4.3 Validate and initial RD Form Nos. 017/018/018- A/018-B/018- C/018 rev 02	None	2 minutes	Spvg. TPRO RD
	4.4 Certify and initial RD Forms Nos. 017/018/018-A/018-B/018-C/018 rev 02 and 021/021-A/021-B/021-C/021-D/021-E	None	2 minutes	Chief TPRO RD



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.5 Verify and sign RD Form Nos. 017/018/018- A/018-B/018- C/018 rev 02 and 021/021- A/021-B/021- C/021-D/021-E	None	2 minutes	Dept. Manager III RD
	4.6 Log out and transmit to the Deputy Administrator for Operations (DAOp)'s Office	None	3 minutes	Secretary I DAOp's Office
	4.7 Initial RD Form Nos. 017/018/018- A/018-B/018- C/018 rev 2	None	2 minutes	<i>DAOp</i> DAOp's Office
	4.8 Log out and transmit to the Administrator's Office (AO)	None	5 minutes	Private Secretary DAOp's Office
	4.9 Sign RD Form Nos. 017/018/018- A/018-B/018- C/018 rev 02	None	3 hours	Administrator (AO)
	4.10 Transmit to the Regulation Department	None	3 minutes	Private Secretary (AO)
5. Receive approved ECC/ICC/ TCC (RD – 4 <sup>th</sup> FI)	5.1 Release Clearance to Applicant	None	2 minutes	Secretary I RD
Total Processing	g Time:		1 Day, 0 Hr, 28 N	<i>l</i> lin



## **Table of Fees**

Type of Fee		Amount (PhP)
I. Processing fee per	Export	2,400.00
transaction	Export with Certificate of Authenticity	3,600.00
	Import	2,400.00
	Transshipment:	
	In-bound	1,200.00
	Out-bound	1,200.00
	Port-to-port	1,200.00
	Vessel-to-vessel	2,400.00
	Transshipment of tobacco leaf	
	Within economic zones	4,200.00
II. Monitoring Fees:		
A. Export	A.1 Manufactured tobacco products:	
·	- Cigarettes (Non-PTI Members)	12.00/case
	- Cigars	0.12/pc
	- Materials for Cigarette-making	0.10/net kg
	- Snuff/cheroots/chewing tob., etc	0.12/pc
	- Machine/spare parts	0.10/net kg
	- Flavorings	0.10/net kg
	- e-Cigarettes	0.12/net kg
	- e-Juice	0.12/pc
	A.2 Unmanufactured tobacco and Wholly and/or partially processed	
	Leaf tobacco	
	- Raw Leaf	0.12/net kg
B. Import	B.1 Manufactured tobacco products:	
·	- Cigarettes:	
	⊙ Non-legitimate local	30.00/case
	manufacturers	
	<ul> <li>Legitimate local manufacturers</li> </ul>	12.00/case
	- Cigars	0.24/pc
	- Snuff/cheroots/chewing tob, etc.	0.12/pc
	- Materials for Cigarette-making	3.00/net kg
	- Machine/spare parts	3.00/net kg



Type of Fee		Amount (PhP)
	- Materials/Machine/Spare parts (JTI Asia)	0.50/net kg
	- Flavorings	3.00/net kg
	- e-Cigarettes	3.60/net kg
	- e-Juice	0.24/pc
	B.2 Unmanufactured tobacco and	
	wholly and/or partially processed	
	leaf tobacco:	
	- Raw Leaf	1.02/net kg
	- Partially processed (non-legitimate	3.60/net kg
	Local Manufacturer)	
	- Unmanufactured & wholly and/or	0.30/net kg
	Partially processed leaf tobacco	
	(Legitimate local tobacco products	
	Manufacturer/processors who are	
	not buying locally grown leaf	
	- Semi-processed (PEZA-registered	0.60/net kg
	Locators excl. local manufacturers)	
C. Transshipment:	Cigarettes	6.00/case

Sample Computation:

	Particulars	Amount (PhP)
Exporter A	Processing fee	2,400.00
	Monitoring fee for manufactured tobacco:	
	Cigarettes (5,000 cases x P12.00/case)	60,000.00
	Total fees	62,400.00