



**Regulatory Group**

**TRANSPORTATION AND COMMUNICATIONS DEPARTMENT**

Bldg. 532, Waterfront Rd., Subic Bay Freeport Zone, Philippines 2222  
Tel 047.252.4298/4403 Fax 047.252.4449 / 4447

**APPLICATION FOR ADMISSION OF MOTOR VEHICLE**

**PERSONAL INFORMATION**

COMPANY \_\_\_\_\_  
NAME of APPLICANT \_\_\_\_\_ TELEPHONE No. \_\_\_\_\_  
OFFICE ADDRESS \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_ TELEPHONE No. \_\_\_\_\_

**DESCRIPTION OF MOTOR VEHICLE**

MAKE \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_  
Chassis No. / VIN No. (If applicable) \_\_\_\_\_ Engine No. (if applicable) \_\_\_\_\_  
Color \_\_\_\_\_ Engine Displacement (if applicable) \_\_\_\_\_  
Manufacturer's Retail Price: \_\_\_\_\_

**PREVIOUS ADMISSIONS**

Plate No.	Make	Year Model	Type	Color

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CHECKLIST OF REQUIREMENTS**

- \_\_\_ a) Accomplished application form signed by the Authorized Officer/owner of vehicle.
- \_\_\_ b) Original/Certified copy of Secretary's Certificate (Proof of authorization of the signing SBF enterprise officer)
- \_\_\_ c) Letter of Intent justifying the request for the admission of the motor vehicle stating the purpose of the vehicle, amount of investment, number of regular personnel, nature of activity and other circumstances, which may justify the tax and duty free admission addressed to the Head of the Regulatory Group.
- \_\_\_ d) Valid CRTE
- \_\_\_ e) If applicable, Original/Certified Copy of the Commercial sales invoice (brand new motor vehicles)
- \_\_\_ f) If applicable, Original/Certified Copy of the Certificate of Ownership (USED TRUCKS, BUSES AND HEAVY AND/OR AGRICULTURAL EQUIPMENT),
- \_\_\_ g) Agreement on conditions for admission of motor vehicle, attached to its applicant, duly agreed to and signed by the applicant,
- \_\_\_ h) Certification from the Business and Investment Group on the amount of investment or Certification from the Labor Center on the number of regular employees signed by the head of the concerned department.
- \_\_\_ i) Certificate of "No Outstanding Financial Obligations from the Accounting Office" or "No Default" for applicant with approved payment scheme on their lease rentals signed by the head of the department.
- \_\_\_ j) Notarized certificate from the applicant, submitted before the issuance of an Admission Authority, that the loading of the subject motor vehicle at the port of origin has not yet been effected.
- \_\_\_ k) Certification of Inspection from the TCD of previously admitted duty-free and tax-exempt motor vehicles.

**Received by:** \_\_\_\_\_  
**Print Name and Signature**