

# **C H E C K L I S T O F R E Q U I R E M E N T S**

## **BASIC REQUIREMENTS:**

### **IMPORTER**

- ◆ Has resided abroad for at least one (1) year (accumulated within 3 year period of his/her stay abroad up to the date of filing of the application).
- ◆ Immigrants holding 13g or 13a only

### **MOTOR VEHICLE**

- a) Left Hand Drive
- b) Not to exceed 3,000 kgs. GVW
- c) Registered under the name of the qualified importer for at least six (6) months prior to the submission of the application to the Bureau of Import Services.
- d) Certificate of Emission Compliance (CEC) from country of origin duly authenticated by the Philippine Embassy abroad.(under CAA,RA 8749)

## **DOCUMENTARY REQUIREMENTS:**

### **FOR PHILIPPINE PASSPORT HOLDERS**

- a) Completely Filled-out and Notarized BIS Application Form;
- b) Notarized Affidavit of Undertaking;
- c) 1 copy of 2x2 picture with signature;
- d) Original or authenticated copy of complete pages of old and new passport;
- e) Original or authenticated copy of Car Title or Registration;
- f) Processing fee of One Thousand Five Hundred Pesos (P 1,500.00) for cars and Nine Hundred Pesos (P 900.00) for motorcycle.

### **FOR FOREIGN PASSPORT HOLDERS (13A or 13G VISA HOLDERS ONLY)**

- a) Completely Filled-out and Notarized Application Form;
- b) Notarized Affidavit of Undertaking;
- c) 1 copy of 2x2 picture with signature;
- d) Original or authenticated copy of passport stamped with valid 13A or 13G Visa as the case maybe;
- e) Original or authenticated copy of Car Title or Registration;
- f) Processing fee of One Thousand Five Hundred Pesos (P 1,500.00) for cars and Nine Hundred Pesos (P 900.00) for motorcycle, and
- g) Alien Certificate of Registration (ACR) and Immigrant Certificate of Residence (ICR)  
(To be complied and presented upon arrival of applicant in the Philippines)

- ◆ Authentication is required only when original documents cannot be presented, unless expressly stated.
- ◆ Non-original documents shall be authenticated by the Philippine Consulate/Embassy abroad.

### **NOTE:**

- ❖ Importation of motor vehicles are subject to payment of taxes and duties.
- ❖ Personal appearance of applicant at the BIS is required prior to the release of the motor vehicle from Bureau of Customs (BoC).
- ❖ Secure local Emission Certificates prior to LTO registration under CMONo. 34-2001 in accordance with Section 2, Rule XXXII of the Clean Air Act (RA 8749).
- ❖ An individual can avail of the program only once (under paragraph 5.1.1 of the guidelines).
- ❖ Only one vehicle shall be allowed per family (composed of the husband, wife and unemancipated minor children) (under paragraph 5.1.2 of the guidelines).
- ❖ There shall be no resale of the motor vehicle for three years (under EO 156 section 3, paragraph 3.1.1).
- ❖ After complying with all the above requirements, please submit to this office. Your documents shall be evaluated and you shall be issued an authority to import your motor vehicle if found qualified.