

IMPORT REGULATION DIVISION

Process Flow for Application of Certificate of Authority to Import

STEP 1

Client submits completely filled out application form together with required documents under any of the following programs:

- No-dollar import program pursuant to Executive Order (EO) No. 156 as amended by EO 877-A.
- Importation of parts and components for rebuilding purposes pursuant to DAO No. 08.
- Used Engines, Parts and Components pursuant to Executive Order (EO) No. 156 as amended by EO 877-A.
- Used trucks, buses and special purpose vehicles importation pursuant to EO No. 156 as amended by EO 877-A.
- Government Importation pursuant to Letter of Instruction 1307
- Used motor vehicles importation through donation by Local Government Units pursuant to EO No. 443
- Mandatory accreditation of rebuilding centers pursuant to Department Administrative Order (DAO) No. 08

RECEIVING STAFF

- Checks completeness of the application and if complete, issues order of payment.

CLIENT

- Pays processing fee.



STEP 2

FTEB-IRD TECHNICAL STAFF

- Receives and evaluates the application.
- Encodes the Certificate of Authority to Import (CAI)
- Endorses CAI to Division Chief for approval/Disapproval



STEP 3

DIVISION CHIEF

- Approves/disapproves the CAI.



STEP 4

Account officer releases the CAI to the client.

**Processing Time: 1day
2 days (parts and components for rebuilding)**