

**CHECKLIST OF REQUIREMENTS FOR APPLICATION FOR REGISTRATION AS
IMPORTER/EXPORTER OF WOOD MATERIALS**

Applicant: _____
 Address: _____
 Type of Permit Applied _____

	Requirements	COMPLIED	DATE	REMARKS
1	Duly signed application form (pre formatted)			
2	Authenticated copy of business registration as single proprietorship, partnership or corporation from DTI or SEC. Mayors permit			
3	Original copy of sale/supply contract between the agent, contractor and dealer and the foreign exporter of wood materials at least one (1) year, duly authenticated by the Philippine Embassy at the Country of Origin of the wood materials. (translated in English/Affidavit informing that the signatory of the supplier in foreign language is the person certified by the Philippine Embassy in the Country of Origin)			
4	Two (2) pictures of establishment (picture must show the Office with signage and the lumberyard/stock area)			
5	Custom Accreditation (NSW) optional			
6	Copy of the previous permit (applicable for renewal)			
7	Original copy of Certificate from Philippine Wood Producers Association that the type or kind and volume of a particular wood materials, the agent, contractor, or dealer intends to import within a current year are well within the importation rationalization program of total "allowable capacity measure"			
8	Fees and Bond (Oath, application, registration fees, Cash Bond or Surety Bond)			
9	Inspection Report (under oath)			

Reference:

RA No. 1239, PD 705 and DAO 99-46, Series of 1999.