

## List of Requirements for Application for Registration as Importer/Dealer of Wood Materials

1. Duly signed Application Form (pre-formatted)
2. Authenticated copy of Business Registration as single proprietor from DTI or SEC with GIS for partnership or corporation
3. Business Permit
4. Original copy of sale/supply contract between the agent, contractor and dealer and the foreign exporter of wood material at least one (1) year, duly authenticated by the Philippine Embassy at the country of origin of the wood materials containing the following information:
  - a) Name with original signature and address of supplier
  - b) Name with original signature and address of buyer
  - c) Specific type of wood product/s to be imported
  - d) Volume of product/s to be imported
  - e) Validity/Duration of contract

*(Note: Every page of contract should be originally signed by the supplier and buyer)*
5. Custom Accreditation
6. Original copy of Certificate from Philippine Wood Producers Association that the type or kind and volume of a particular wood material(s) the agent, contractor, or dealer intends to import within a current year are well within the importation rationalization program of total "allowable capacity measure"
7. Fees and Bonds:
  - a) Oath, application, registration
  - b) Cash Bond or Surety Bond

### ***Additional requirements for renewal application***

8. Copy of previous permit
9. Copy of validated monthly reports reckoned from the date of issuance of previous permit