

List of the requirements and qualifications for SGL application and accreditation

As of May 29, 2015

Requirements for SGL Applicants:

1. Accomplished Application Form (*please see **attached file***)
2. List of Importables with appropriate description, unit value (or purchase pricing structure or policy), price elasticity, tariff heading (TH) and rate of duty (indicate whether MFN or Preferential), schedule or frequency of importation (projected volume over time) of EACH item
3. Secretary's Certificate and Board Resolution (authorized signatory to process SGL related transactions)
4. Duly sworn affidavit that the applicant's imports are not prohibited
5. Import Permit/License (with respect to regulated articles, duly issued by the appropriate regulatory agency of the government; otherwise, regulated articles shall not be included in the list of allowable importations by the concerned SGL user)
6. Updated General Information Sheet
7. Income Tax Return for 2014

Qualifications for Accreditation:

1. The importer is accredited by the Bureau of Customs
2. The importer has been actively engaged in the import business for at least one year at the time of filing of his/her application for SGL accreditation; with good track record of compliance with Customs laws, rules and regulations;
3. The importer is a regular importer of the same type of articles;
4. The importer is a BOC-registered user of remote lodgment facilities and a holder of Certificate of Registration for that purpose; and
5. The importer is willing to undergo voluntary audit as per Customs Administrative Order 5-2001.

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