

**Tariff Classification Information System –
Online Application System (TCIS - OAS)
USER MANUAL**

TARIFF COMMISSION
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Table of Contents

Introduction	2
Public User Access Level	3
1 User Registration	3
1.1 Individual Importer/Exporter User Registration.....	4
1.2 Authorized Representative Registration	5
1.3 Company Importer/Exporter User Registration	7
2 User Login	8
2.1 Initial Login	9
2.2 Forgot Password	10
3 Application of Advance Ruling on Tariff Classification.....	11
3.1 Applicant’s Details	11
3.2 Contact Details	15
3.3 Details of Good	16
3.4 Enclosures.....	18
3.5 Signed Application	19
3.6 Updating of Pending Applications.....	20

Introduction

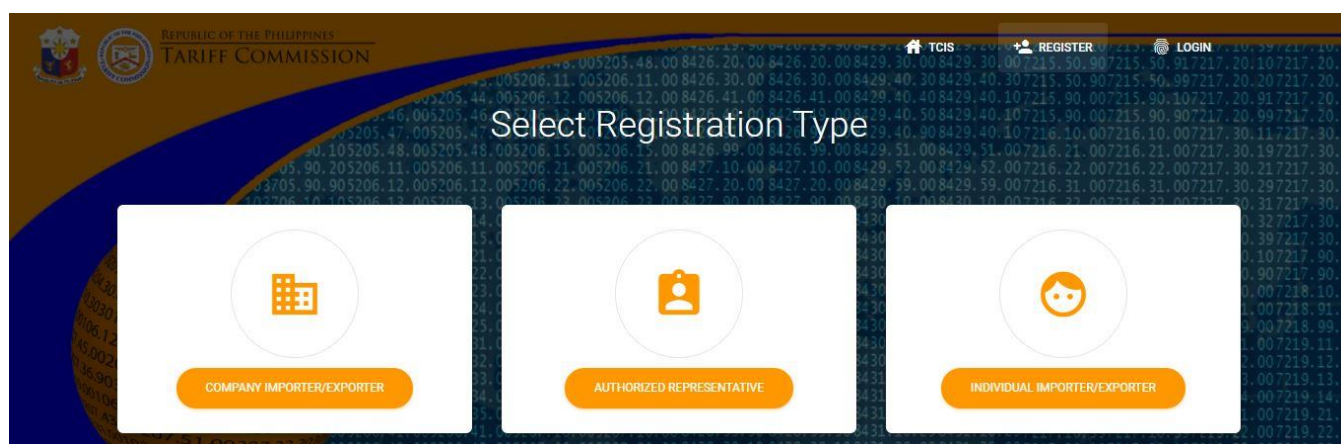
This User Manual outlines the various functions of the system, as well as the procedures on how to access said functions. It serves as the reference and guide for stakeholders who wish to apply for Advance Ruling on Tariff Classification (AR) – the intended TCIS-OAS users.

Public User Access Level

1 User Registration

Users are required to register accounts for the system to be able to apply for advance ruling. The system divides the users into three (3) types because the information used on the registration will be the one reflected on the application.

To access the registration page, navigate the “Register” button on the home page of the TCIS - OAS Login page.



Below is the list of required information per User Type:

Company Importer/Exporter	Authorized Representative	Individual Importer/Exporter
<ul style="list-style-type: none"> Company Name Company Address Company Email Company TIN No. (#) Telephone No. 	<ul style="list-style-type: none"> Uploading of Authorization Letter Company Code First Name Last Name Address TIN No. (#) Email Mobile Number Office Telephone No. 	<ul style="list-style-type: none"> First Name Last Name Address Email Mobile Number TIN No. (#)

1.1 Individual Importer/Exporter User Registration

Individual Importer/Exporter user type are for the people who are the sole entity responsible for the importation or exportation of goods. The application will be only applicable under the name of the individual.


Procedure

1. Click the TCIS-OAS link at the Commission’s website, www.tariffcommission.gov.ph.
2. From the TCIS-OAS homepage, click the “Register” button.
3. Click the “Individual Importer/Exporter” button.
4. Provide the required information (see below).
5. Complete the Captcha requirement.
6. Click “Register” button within the registration form.
7. Wait for the System to send a confirmation email containing the One-Time Password (OTP).

Required fields are enclosed in **RED boxes**.

1. First Name
2. Last Name
3. Address
4. Email – Required “@email.com”
5. Mobile Number – 16 Character Limit
6. TIN Number (#) – Format: ‘xxx-xxx-xxx’

Individual Importer/Exporter Registration

1. <input style="width: 90%; border: 1px solid red;" type="text" value="First Name (required)"/>	Middle Name <input style="width: 90%; border: none;" type="text"/>	2. <input style="width: 90%; border: 1px solid red;" type="text" value="Last Name (required)"/>
3. <input style="width: 95%; border: 1px solid red;" type="text" value="Address (required)"/>		
4. <input style="width: 90%; border: 1px solid red;" type="text" value="Email (required)"/>	5. <input style="width: 90%; border: 1px solid red;" type="text" value="Mobile Number (required)"/>	
6. <input style="width: 90%; border: 1px solid red;" type="text" value="TIN (required)"/>	Telephone Number <input style="width: 90%; border: none;" type="text"/>	Fax Number <input style="width: 90%; border: none;" type="text"/>
<div style="border: 1px solid red; padding: 10px; width: fit-content; margin: 0 auto;"> <input type="checkbox"/> I'm not a robot <div style="float: right; text-align: right;">  <small>reCAPTCHA Privacy - Terms</small> </div> </div>		

REGISTER

1.2 *Authorized Representative Registration*


Authorized Representative user type are for companies/individuals (e.g., customs brokers) authorized by the importer/exporter to transact on their behalf with the Commission in connection with their application for a ruling. The applications produced by this account will be under the name of the Company tagged upon the account registration.

Procedure

1. Click the TCIS-OAS link at the Commission's website, www.tariffcommission.gov.ph.
2. From the TCIS-OAS homepage, click the "Register" button.
3. Click the "Authorized Representative" button.
4. Upload the "Authorization Letter" and key-in the "Company Code" provided by the company represented.
5. Provide the required information (see below).
6. Complete the Captcha requirement.
7. Click "Register" button within the registration form.
8. Wait for the System to send a confirmation email containing the One-Time Password (OTP).

Required fields are enclosed in **RED boxes** (see next page).

Authorized Representative Registration



1. VERIFY

Company Name

Company Email

Company Address


2. UPLOAD AUTHORIZATION LETTER

3. **4.**

5.

6.

7. **8.**

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REGISTER

Required Fields:

1. Company Code
2. Uploading of Authorization Letter – JPEG Format only
3. First Name
4. Last Name
5. Address
6. TIN Number (#)- Format: 'xxx-xxx-xxx-xxxx' or 'xxx-xxx-xxx'
7. Email – Required "@email.com"
8. Mobile Number – 16 Character Limit

1.3 Company Importer/Exporter User Registration

Company Importer/Exporter user type are for companies/juridical persons responsible for the importation or exportation of goods. The applications produced by this account will be under the name of the Company.

Also, this account type will produce a **COMPANY CODE** which will be used by Authorized Representatives in their account registration and application for advance ruling.

Procedure


1. Click the TCIS-OAS link at the Commission’s website, www.tariffcommission.gov.ph.
2. From the TCIS-OAS homepage, click the “Register” button.
3. Click the “Company Importer/Exporter” button.
4. Provide the required information (see below).
5. Complete the Captcha requirement.
6. Click “Register” button within the registration form.
7. The Company account registration will be posted for approval.
8. Once approved, the System will send a confirmation email containing the One-Time Password (OTP).

Required fields are enclosed in **RED boxes**.

1. Company Name
2. Company Address
3. Company Email – Required “@email.com”
4. Company TIN Number (#) – Format: ‘xxx-xxx-xxx-xxx’
5. Telephone Number – 16 Character Limit

Company Importer/Exporter Registration

1.	Company Name (required)	
2.	Company Address (required)	
3.	Company Email (required)	Company Website
4.	TIN (required)	Fax Number
5.	Telephone Number (required)	

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reCAPTCHA
Privacy · Terms

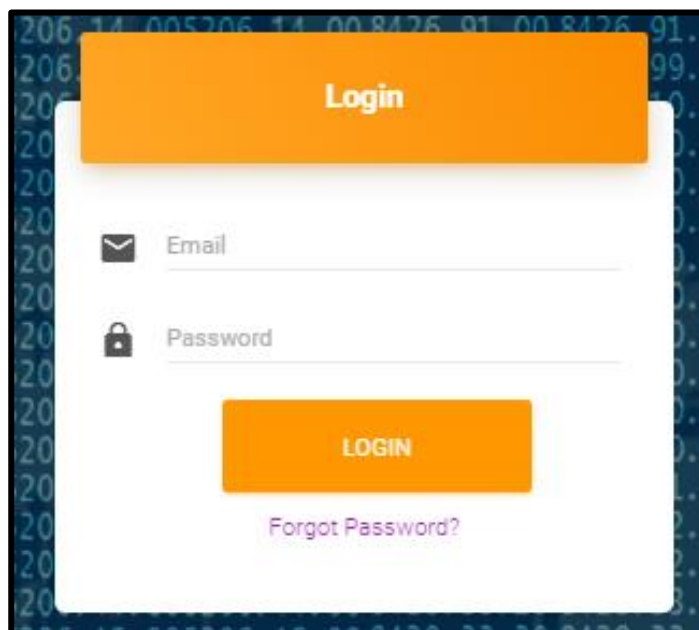
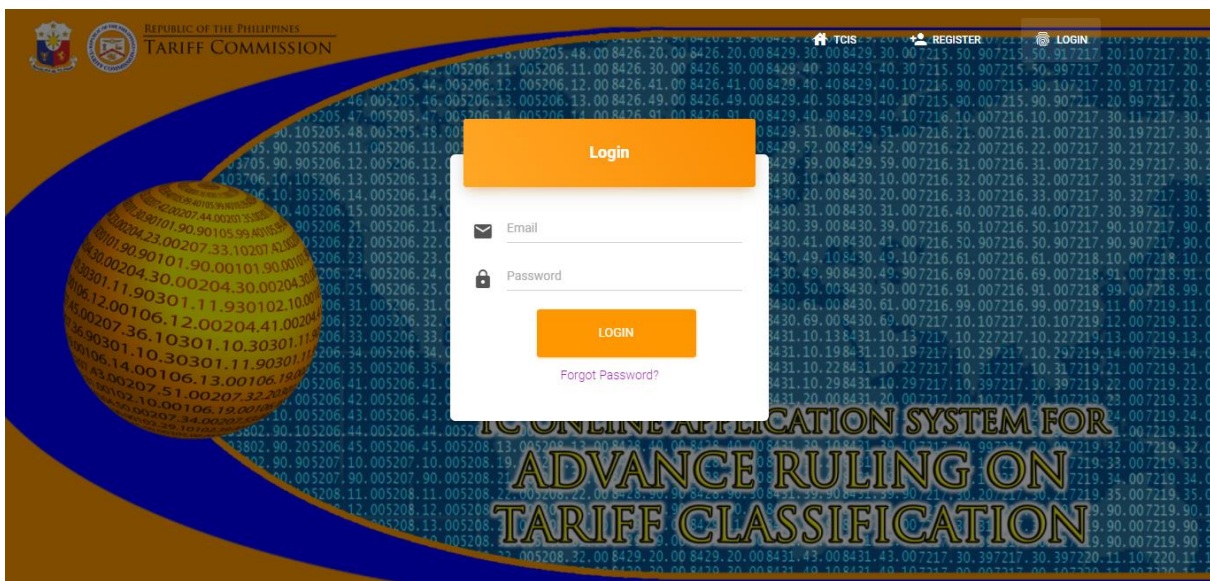
REGISTER

2 User Login

The login functionality of the web application to ensure that the **registered user** is allowed to **login successfully** by entering his/her **valid Username** and **Password**. If the user does not provide his/her valid **Username** and **Password**, the system will display an **error notification** and will not proceed to the **Dashboard / Main Page**.

Procedure

1. From the TCIS-OAS homepage, click the “Log in” button.
2. Enter the valid Username and corresponding Password.
3. Click the “Login” button.



2.1 Initial Login

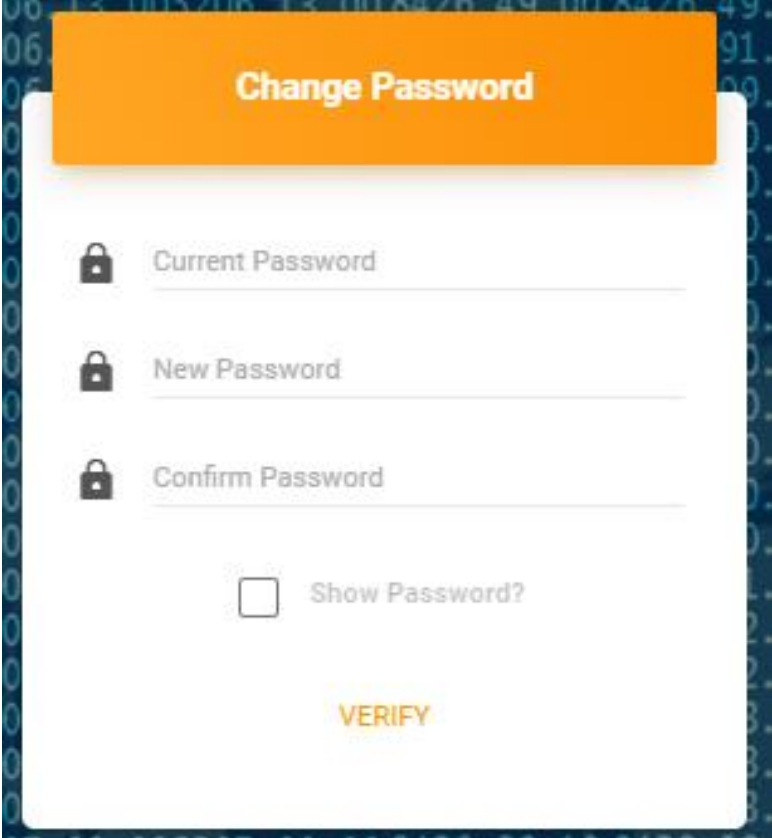
If the user is logging in for the first time since account registration, the user will be using the One-Time Password posted on the email confirmation sent by the system. Upon logging in, the system will prompt the user to change the password. (See image below)

One-Time Password →

New Password →

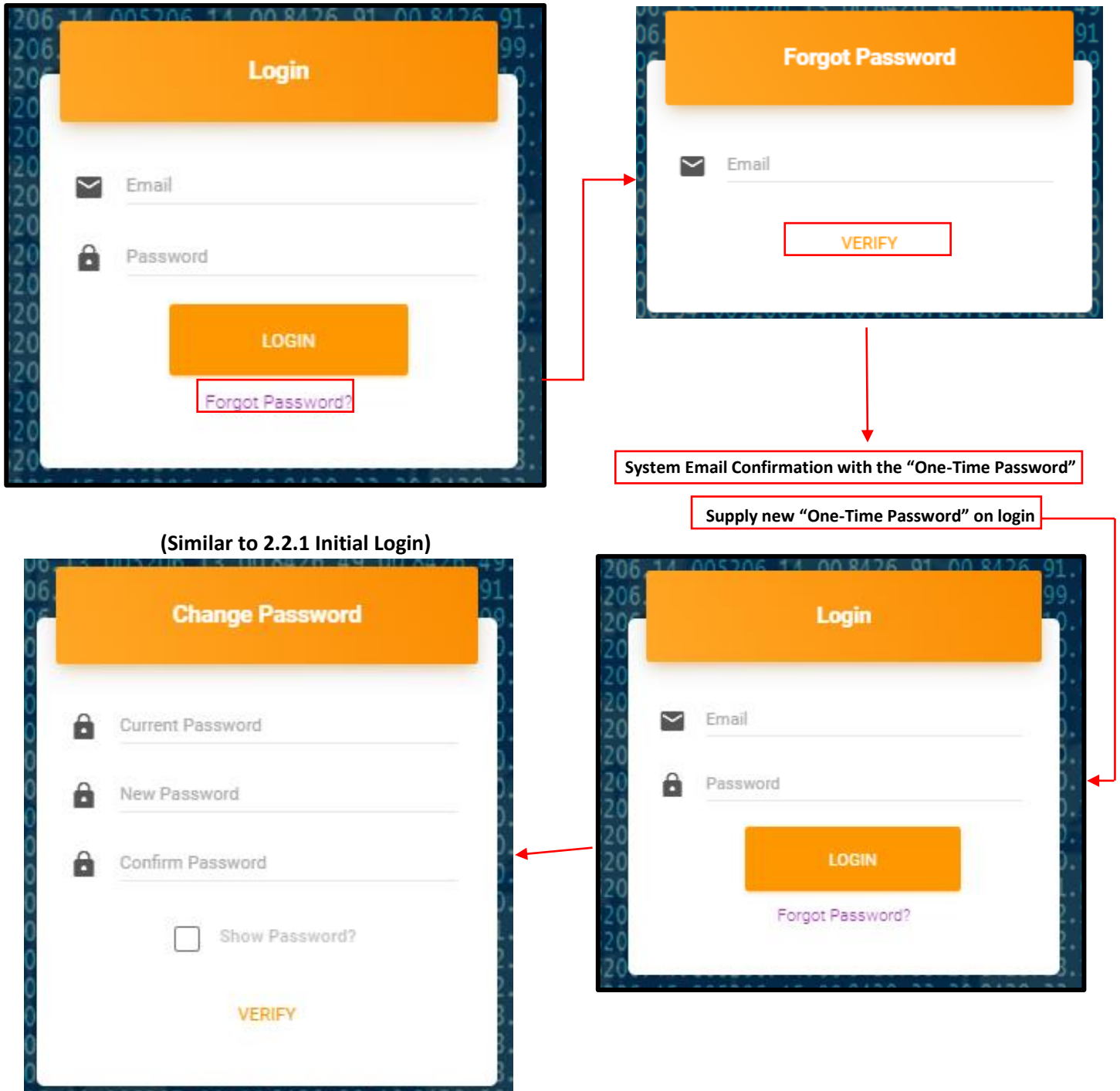
Confirmation of New Password →

Click the “Verify” button to complete the process and proceed to the system dashboard.



2.2 Forgot Password

If the user has forgotten his/her account password, they can use the “Forgot Password” function to be provided a new “One-Time Password” to be sent to the user’s email address/username. Upon using the One-Time Password provided, the system will prompt the user to change his password.



3 Application of Advance Ruling on Tariff Classification

Application of Advance Ruling is only accessible once you have successfully logged in to the system.

To start the Application process, navigate the Side Bar to My Applications, and then go to TC Application.

3.1 Applicant's Details

This is the First Tab of the application process. This tab will contain the details of the applicant, this will be different per user type as each of them has different requirements for handling ownership of the application.

The screenshot displays the 'Application for Advance Ruling on Tariff Classification' interface. On the left, a sidebar shows 'WELCOME A WEALTHY COMPANY!' and navigation options for 'A Wealthy Company', 'Dashboard', and 'My Applications'. The main content area is titled 'TC Application' and contains a form with the following sections:

- Application for Advance Ruling on Tariff Classification**
- APPLICANT'S DETAILS** (selected tab)
- CONTACT PERSON**
- DETAILS OF GOOD**
- SUBMIT ENCLOSURES**
- SIGNED APPLICATION**

The 'Applicant's Details' section includes the following fields:

- Applicant's Name: A Wealthy Company
- Company Representative's Name (required):
- Company Representative's Telephone Number (required):
- Applicant's Address: A Legit Address
- Applicant's Email: apolonio.ia@gmail.com
- Applicant's TIN: 888-965-852-584
- Applicant's Telephone Number (required): 451-8594
- Applicant's Fax Number:

A 'NEXT' button is located at the bottom right of the form.

3.1.1 Applicant's Details for Company Importer/Exporter Account

The Company Account is made and used by the company itself. This would mean that the company may allow multiple users for one account. The Applicant's Details Form has a required field that the User can input his/her Name (Full Name) and his contact details, different from the company's contact number.

Application for Advance Ruling on Tariff Classification

APPLICANT'S DETAILS CONTACT PERSON DETAILS OF GOOD SUBMIT ENCLOSURES SIGNED APPLICATION

Applicant's Details

Applicant's Name
 A Wealthy Company

Company Representative's Name (required)

Company Representative's Telephone Number (required)

Applicant's Address
 A Legit Address

Applicant's Email
 apolonio.ia@gmail.com

Applicant's TIN
 888-965-852-584

Applicant's Telephone Number (required)
 451-8594

Applicant's Fax Number

NEXT

Required Fields enclosed in **RED boxes**.

1. Company Representative's Name
2. Company Representative's Telephone Number

Information taken from the Account Registration.

1. Company Name
2. Applicant's Address
3. Applicant's Email
4. Applicant's TIN Number
5. Applicant's Telephone Number
6. Applicant's Fax Number

Once all required details are supplied, the User may now continue to the next tab by clicking the 'Next' button.

3.1.2 Applicant's Details for Authorized Representative Account

The Authorized Representative Account is used by the Users who are not under the Company represented and/or representing multiple companies. To start the application, they must provide an authorization letter and the company code (from the system) from the company that has tasked them to apply.

Application for Advance Ruling on Tariff Classification

COMPANY AUTHORIZATION CONTACT PERSON DETAILS OF GOOD SUBMIT ENCLOSURES SIGNED APPLICATION

Upload Signed Authorization Letter

UPLOAD SIGNED AUTHORIZATION LETTER

Company Code (required)

Company Name

Business Address

Company Email

TIN

Telephone Number

Fax Number

Authorized Representative

Apol2 OI

Authorized Representative Telephone Number

02-89223333

NEXT

Required Fields enclosed in **RED boxes**.

1. Upload Signed Authorization Letter (image format)
2. Company Code (comes from the Company Account)

The Company Details will be automatically filled based on the company code provided.

Once all required details are supplied, the User may now continue to the next tab by clicking the 'Next' button.

3.1.3 Applicant's Details for Individual Importer/Exporter Account

The Individual Account is used by applicants with sole ownership of the application. The applicant details are taken from the details of the account registration.

The screenshot shows a web application interface for 'Application for Advance Ruling on Tariff Classification'. At the top, there is a navigation bar with five tabs: 'APPLICANT'S DETAILS' (highlighted in orange), 'CONTACT PERSON', 'DETAILS OF GOOD', 'SUBMIT ENCLOSURES', and 'SIGNED APPLICATION'. Below the navigation bar, the main content area is titled 'Applicant's Details'. It contains six input fields, each with a corresponding icon and a '(required)' label:

- Applicant's Name (required) with a person icon.
- Applicant's Address (required) with a house icon.
- Applicant's Email (required) with an envelope icon.
- Applicant's TIN (required) with a document icon.
- Applicant's Telephone Number (required) with a telephone handset icon.
- Applicant's Fax Number with a fax machine icon.

At the bottom right of the form, there is an orange 'NEXT' button.

The Applicant's Telephone Number may be edited if required.

Once all required details are supplied, the User may now continue to the next tab by clicking the 'Next' button.

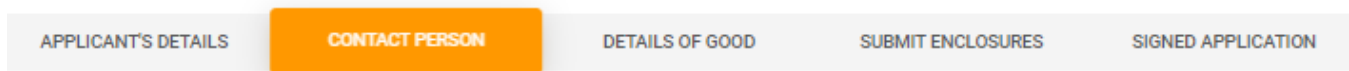
3.2 Contact Details

The Second tab of the application process shall contain the contact details with regards to the Goods being reviewed for the Advance Ruling.

It is best to provide the contact details of the subject matter expert of this Goods, different from the Applicant.

Once completed, click the “Next” button to move the third tab: **Details of Good**

Application for Advance Ruling on Tariff Classification



Fill out Contact Person (for technical information)

Contact Name (required)
 Contact Address (required)
 Contact Email (required)
 Contact Telephone Number
 Contact Fax Number

PREVIOUS



Return to Applicant's Details Tab



Required Fields:
 Contact Name
 Contact Address
 Contact Email
 Telephone Number

NEXT



Move to Details of Good Tab

Optional Fields:
 Fax Number

3.3 Details of Good

The Third Tab of the application process shall contain all the details pertaining to the Goods to be reviewed for the Advance Ruling. This tab varies depending if the good is for Import or for Export.

Details of Good – Export

Application for Advance Ruling on Tariff Classification

APPLICANT'S DETAILS CONTACT PERSON **DETAILS OF GOOD** SUBMIT ENCLOSURES SIGNED APPLICATION

Provide us the details of your good

Product/Trade Name (required) _____

Brand/Model Number (required) _____

Manufacturer (required) _____

Import Export

Expected Date of Exportation _____

CHOOSE CATEGORY ▾

Brief Product Description (maximum of 500 characters) _____

PREVIOUS

NEXT

Return to Contact Details Tab

Required Fields:
Product Name
Brand Model
Manufacturer/Supplier
Expected Date of Exportation
Goods Category
Description

Move to Enclosures Tab

Details of Good – Import

Application for Advance Ruling on Tariff Classification

APPLICANT'S DETAILS CONTACT PERSON **DETAILS OF GOOD** SUBMIT ENCLOSURES SIGNED APPLICATION

Provide us the details of your good

Product/Trade Name (required) _____

Brand/Model Number (required) _____

Manufacturer (required) _____

Import Export

CHOOSE COUNTRY OF ORIGIN _____

Tariff Classification in Country of Origin (if known) _____

Expected Date of Importation (Atleast 90 days from application) _____

CHOOSE CATEGORY _____

Brief Product Description (maximum of 500 characters) _____

PREVIOUS



*Return to
Contact
Details Tab*



Required Fields:
*Product Name
Brand Model
Manufacturer/Supplier
Country of Origin
Tariff Classification
Expected Date of Importation
Goods Category
Description*

NEXT



*Move to
Enclosures
Tab*

3.4 Enclosures

The Fourth Tab of the application process shall contain all the supporting files of the Good to be reviewed.

Application for Advance Ruling on Tariff Classification

[APPLICANT'S DETAILS](#)
[CONTACT PERSON](#)
[DETAILS OF GOOD](#)
[SUBMIT ENCLOSURES](#)
[SIGNED APPLICATION](#)

Please Upload Enclosures

Note: Overall size of files should not exceed 25MB.

Avoid high resolution images.

CHOOSE FILE TYPE

Selected Document Type	File	Action
------------------------	------	--------

PREVIOUS

NEXT

*Return to
Details of
Good Tab*

CHOOSE FILE TYPE

- Technical Catalog/Brochures
- Duly Certified Complete Product Composition
- Other Technical Specification
- Others (specify)

*Move to
Signed
Application
Tab*

Select File Type:
*Technical Catalog/Brochure
 Duly Certified Complete Product Composition
 Other Technical Documents
 Others (as specified)*

3.5 Signed Application

The Final Tab of the application process is the uploading of the Signed Application. In the tab, the user can download or print the auto-generated TC Form 1 for signing. Once the user has signed the TC Form 1, they must now upload it back to the system to be attached to their application.

Steps To Execute

1. Click the “Review” button to load the auto-generated TC Form 1 (Web PDF) produced by the system containing the details provided in the previous tabs.
2. After reviewing, you may proceed to step 3 or click the “Previous” button to edit, as necessary.
3. Get your auto-generated TC Form 1 for signing.
 - a. Option 1 (E-signature)
 - i. Download and save the file on your device.
 - ii. Open it on Adobe Acrobat Reader.
 - iii. Use the Fill&Sign feature to affix your e-signature on Box 6 of the TC Form 1.
 - b. Option 2 (Physical signature)
 - i. Print the file
 - ii. Affix your signature on Box 6
 - iii. Scan a clear copy of the signed TC Form 1 as a single .pdf file or as two images (.jpeg files).
4. Upload the Signed TC Form 1 by clicking the diamond-shaped icon.
5. Click the “Finish” button to submit

Application for Advance Ruling on Tariff Classification

APPLICANT'S DETAILS
CONTACT PERSON
DETAILS OF GOOD
SUBMIT ENCLOSURES
SIGNED APPLICATION

1) Please click the "Review" button to view the content of your application.
 2) Edit, as necessary, before printing by going back to the pertinent tab.
 3) Sign the printed application form and upload to the system.

Note: The file generated will not be saved into the system

4. Multiple files can be selected 📁


2. PREVIOUS

1. REVIEW

FINISH

5. 3.

TC Application
1 / 2
🔄 ⬇️ 🖨️ 📄



TC Form 1
APPLICATION FOR ADVANCE RULING
ON TARIFF CLASSIFICATION

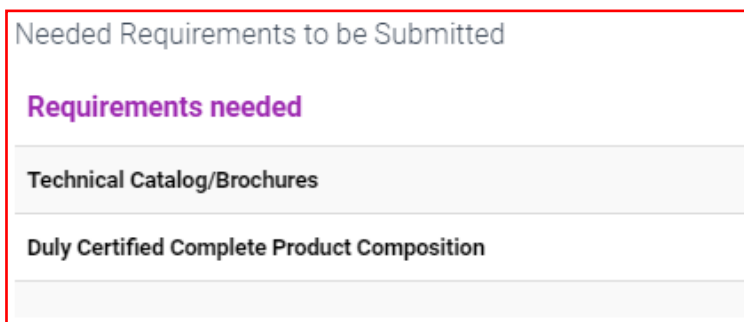
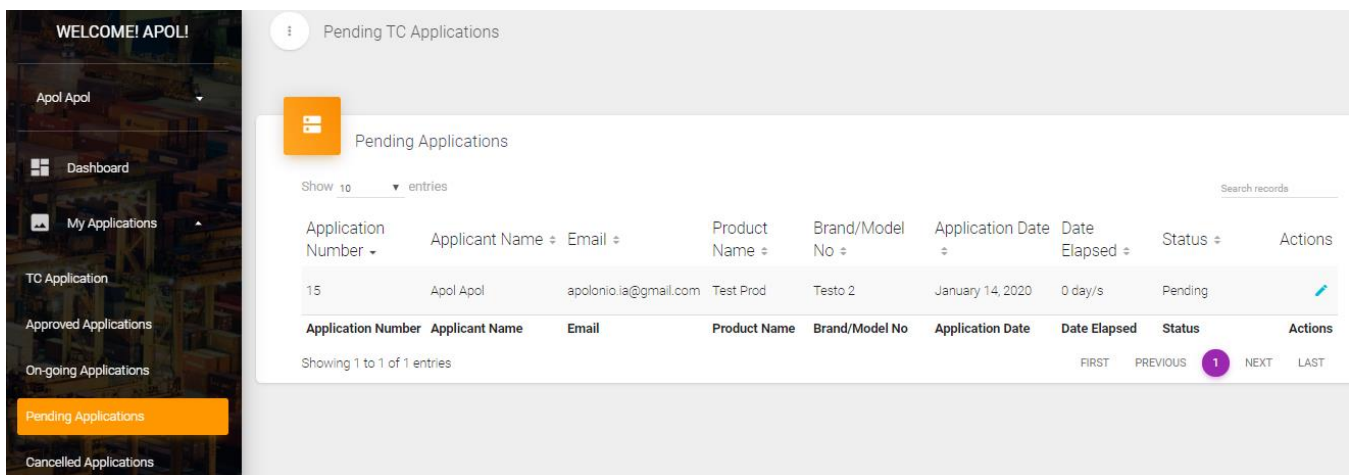
For TC use only:
 TCC (AR) No.:
 Date Filed:
 Records Officer:

3.6 Updating of Pending Applications

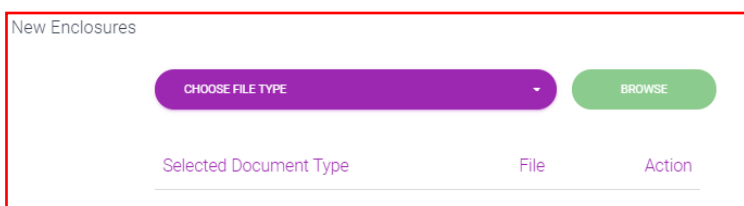
With the discretion of the Tariff Specialists, an application may be put on the pending status. Once the application is set on the pending status, the user of the respective pending application must now provide the necessary additional documents requested by the Tariff Specialists.

Steps To Execute

1. Navigate the Side Bar to My Applications, and then Pending Applications
2. Click the “View” icon (Blue Pencil) under the Actions Column
3. Choose File Type, and then Click Browse to select the file to upload.
4. Click the “Finish” button once done with uploading all necessary documents to put the application back to the “Ongoing” status.



Here is the list of requested Documents by the Tariff Specialists to be included in your Advance Ruling Application.



Here is where the user will upload all the documents requested by the Tariff Specialists.

(Same as the Enclosures Tab in the TC Application process)