

To be filled out by the consolidator
MBL / MAWB Number: _____
Tracking Number: _____

INFORMATION SHEET
for Consolidation Shipment of Balikbayan boxes

INSTRUCTIONS FOR FILLING OUT
All information must be completely filled out to avoid any unnecessary delay in the processing and release of shipments. Only fields with asterisk (*) are required to be filled out for the Minimis Value shipment.

PLEASE TYPE OR PRINT LEGIBLY IN CAPITAL LETTERS:
Please accomplish One (1) Information Sheet per box in three (3) copies to be distributed as follows: 1st copy attached to the box; 2nd copy for the consolidator; and 3rd copy to be kept by Sender.

NOTICES:
 1. The Sender who will avail of the tax and duty-free privilege of balikbayan boxes under Section 800 (g) of the Customs Modernization and Tariff Act (CMTA) must be a Qualified Filipino While Abroad and must be at least 18 yrs. Old.
 2. For the availment of the privilege under Section 800 (g) of the CMTA, the boxes must contain household effects and personal effects which are for personal use and consumption ONLY and should not be in commercial quantities nor intended for barter, sale or for hire.
 3. The ultimate recipient of the balikbayan box must be a family member or a relative of the sender.

4. The Privilege of sending tax and duty-free balikbayan boxes can be availed of up to three (3) times a year only and should not exceed the total value of One Hundred Fifty Thousand pesos (Php150,000.00) in a calendar year. Anything in excess of the allowable quantity, amount or prescribed frequency shall be subject to corresponding duties and taxes. You can send more than one box in one shipment as long as the total value does not exceed Php 150,000.00 in one calendar year.

5. balikbayan boxes in excess of the minimum size of 0.20cbm shall not be qualified for expedited clearance.

6. Importations of up to 2 liters of wine and liquor, 2 reams of cigarettes and 50 sticks of cigars shall be subject to payment of excise tax only. Any excess in quantity shall be subject to the corresponding duty, VAT and excise tax.

7. If the Sender avails of the De Minimis exemption, there must be only one consignee or recipient. An invoice or equivalent document is required for immediate release of shipments by juridical entities.

8. Balikbayan boxes within the De Minimis Value shall not be counted as an availment under the balikbayan box privilege.

NATURE OF AVAILMENT: Balikbayan Box privilege De Minimis Value None

NUMBER OF AVAILMENT: 1st Time 2nd Time 3rd Time

TYPE OF SENDER: OFW Resident Filipino Non-Resident Filipino

A. SENDER INFORMATION Business Name *(Only for juridical Entities)

Family Name*	Given Name*	Middle Name*	Suffix*
Contact Number/s*	Email Address, if any*:	Date of Birth: (mm/dd/yyyy)	
Philippine Passport Number:		Date issued (mm/dd/yyyy)	
Expiry Date (mm/dd/yyyy)		Place Issued:	
Complete Current Address Abroad*:	Complete Address in the Philippines:		

Total Value of all Contents of each Balikbayan Box for this shipment in (Philippine Peso)*:

WARNING: Offenses that may result to the forfeiture of the goods, including imposition of penalties and criminal prosecution of the offender:
 1. Sending of PROHIBITED or RESTRICTED GOODS; 2. Sending of REGULATED GOODS in excess of the allowable limits without the necessary import permit; 3. Making of any false or misleading statements to a Customs Officer

B. PHILIPPINE-BASED RECIPIENT

Family Name*	Given Name*	Middle Name*	Suffix*
Contact Number/s*	Email Address, if any*:		
Complete Philippine Address:			

Relationship to Sender (by affinity or consanguinity): (Check one (1) box only)

Spouse Child Parent Sibling Sibling of Parent 1st Cousin Niece/Nephew Grand Parent
 Sibling of Grandparent Grand Niece/Nephew Grandchild Great Grandchild Great Grandparent Self

C. ITEMIZED DESCRIPTION OF GOODS* (Please declare separately new and old goods. Use additional sheets if necessary and each additional sheet should also be signed by the Sender)

Quantity	Unit of Measure	Goods Description	Please Mark <input checked="" type="checkbox"/>		Box of	Actual or Estimated Value (Philippine Peso)
			New	Used		
TOTAL VALUE					Php	

Declaration
 I declare, under the penalties of falsification, that this Information Sheet has been made in good faith and to the best of my knowledge and belief, is true and correct pursuant to the provisions of the Customs Modernization and Tariff Act of the Philippines and its implementing rules and regulations.
 These commodities exported from Origin in accordance with the Export Administration Regulations. Diversion contrary to Origin law is prohibited. I certify and declare; that the list is true and correct description of my shipment; that there are no undeclared, restricted, illegal or banned items, including but not limited to firearms and components, ammunition, illegal drugs, hazardous materials, jewelry or precious metals, included in this shipment; and that Manila Forwarder or its agent is authorized to clear this shipment from customs and under contractual obligation to ensure duties, tax, charges, penalties and other expenses due on the shipment and/ or incurred for its release are paid. The Shipper or Consignee is liable to reimburse Manila Forwarder for any deficiency or duties and taxes required. I also understand that Manila Forwarder's liability is limited to \$200 per package as indicated in the PAYMENT and INSURANCE section below, and that I have the option to purchase higher insurance coverage as manifested. I am tendering this shipment will full understanding that there is no insurance protection against breakage and there is no implied transit time as shipments may be subjected to delays.

PAYMENT AND INSURANCE

Number of Package(s): _____

Package Measurement: _____

Shipping: _____

Tax, Duties, VAT: _____

Insurance Coverage: (_____) _____

Insurance Premium: _____

Total: _____

Tip: _____

MODE OF PAYMENT

CASH CREDIT CARD _____ CODE _____ EXPIRATION _____

CHECK PAYABLE TO MANILA FORWARDER NO _____ TRANSACTION _____

Sender's Signature over Printed Name
 Date Accomplished ____/____/____
 mm dd yyyy

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