

## I. PADC CITIZEN'S CHARTER ON ISSUANCE OF IMPORT CLEARANCE

			Contact Nos.
1. Letter request submitted by clients addressed to PADC President for the issuance of Import Clearance.	1 day	Office of the President	853-7756
<p>Documents required together with the Letter Request:</p> <p>a. Pro-Forma Invoice indicating the following data:</p> <p>a.1. Type of Aircraft</p> <p>a.2. Quantity</p> <p>a.3. Amount</p> <p>a.4. Registration Number</p> <p>a.5. Serial Number</p> <p>a.6. Manufacturer/Importer</p>			
2. Marketing Department prepares the Import Clearance.	5 mins	M. Dimaano	852-3471
3. Import Clearance forwarded to the Office of the President for signature.	1 day	Office of the President	853-7756
4. Payment to cashier and release of Import Clearance to client.	30 mins	M. Dimaano	852-3471
<p><b>PADC Customer Care Center:</b></p> <p><b>Contact Persons:</b></p> <p>Antonio M. Suba - Director, Treasury Dept/ OIC, M &amp; E</p> <p>Annie N. Bersamira - OIC, Marketing Department</p>		<p><b>Contact Numbers</b></p> <p>851-9204</p> <p>852-3471</p>	

## **Import Clearance Fee Computed as follows:**

- ✓ **Based on Maximum Take-off Weight (MTOW)**
- ✓ **First 3,000kgs. - PhP 5,000.00**
- ✓ **Rate in excess of 3,000kgs. @ PhP 0.25/kg**

**Note: Above rate is subject to 12% Value Added Tax (VAT)**