



To be filled out by the Consolidator

MBL/MAWB Number: _____
Tracking Number: _____

<p>INSTRUCTIONS:</p> <ol style="list-style-type: none"> To avoid delays in the processing and release of your Balikbayan Box, fill out ALL fields below. Write legibly in CAPITAL LETTERS and check only the appropriate boxes. Prepare three (3) sets of this Information Sheet per balikbayan box. The 1st copy is placed at the top-most portion inside the box; the 2nd is your copy as the Sender; and the 3rd copy is given to the Consolidator. Attach a photocopy of any document to show proof of your Filipino citizenship as you indicated in the box for Sender Information. Sign the Data Privacy Consent. Your shipment may not be processed without your consent to the processing of your personal information. 	<p>TYPE OF AVAILMENT ¹⁴</p> <p><input type="checkbox"/> Balikbayan Box privilege</p> <p><input type="checkbox"/> 1st Time <input type="checkbox"/> 2nd Time <input type="checkbox"/> 3rd Time</p> <p><input type="checkbox"/> De Minimis <input type="checkbox"/> None</p>	<p>TYPE OF SENDER</p> <p><input type="checkbox"/> Qualified Filipinos While Abroad (QFWA) <input type="checkbox"/> OFW <input type="checkbox"/> Resident Filipino <input type="checkbox"/> Non-Resident Filipino <input type="checkbox"/> Others _____</p> <p><input type="checkbox"/> Non-Qualified Filipinos While Abroad (NQFWA)</p>
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A. SENDER INFORMATION			
Business Name (Only for Sole Prop., Partnership, Corporation)/Pangalan ng Negosyo (Nag-iisang pagmamay-ari, Magkasosyo, Korporasyon):			
Family Name/Apelyido:*	Given Name/Pangalan:*	Middle Name/Panggitnang Apelyido:*	Suffix/Jr./Sr./atbp.:*
Contact Number/Numerong Tawagan:*		E-mail Address, if any/E-mail Address, kung mayroon man:	
Valid IDs Presented (Indicate the document showing Filipino citizenship, full name, date of birth and place of birth)/ Wastong pagkakakilanlan (Isulat ang uri ng dokumento na nagpapatunay ng pagiging Pilipino at nakasulat ang buong pangalan, araw ng kapanganakan at lugar ng kapanganakan): (For QFWAs Only)*		Date Issued/Petsa ng Pagkaloob (mm/dd/yyyy): (For QFWAs Only)*	
Passport No. _____	Overseas Employment Certificate (OEC)/ OWWA Card No. _____	Expiry Date/ Petsa ng Pagkawalang Bisa (mm/dd/yyyy): (For QFWAs Only)*	
Foreign Passport No. _____	Unified Government ID No. _____	Place Issued or Issuing Authority/ Lugar ng Pagkaloob o Maykapangyarihang magkaloob: (For QFWAs Only)*	
Permanent Resident No. or Equivalent Document _____	Work Permit No. _____		
Driver's License No. _____	Others (except Birth Certificate) _____		
Complete Current Address Abroad/Kasalukuyang Address sa Ibang Bansa:*		Complete Address in the Philippines/ Kumpletong Address sa Pilipinas:*	
Total Value of all contents of each Balikbayan Box (in Philippine Peso)/ Kabuung halaga ng lahat ng nilalaman ng bawat Balikbayan Box (Peso ng Pilipinas):*			

B. PHILIPPINE-BASED RECIPIENT			
Family Name/Apelyido:*	Given Name/Pangalan:*	Middle Name/Panggitnang Apelyido:*	Suffix/Jr./Sr./atbp.:*
Contact Number/Numerong Tawagan:*		E-mail Address, if any/E-mail Address, kung mayroon man:	
Complete Address in the Philippines/ Kumpletong Address sa Pilipinas:*			
Relationship to Sender (by affinity or consanguinity)/Relasyon sa Nagpadala (kamag-anak sa kasal o sa dugo):			
<input type="checkbox"/> Spouse/Asawa <input type="checkbox"/> Child/Anak <input type="checkbox"/> Parent/Magulang <input type="checkbox"/> Sibling/Kapatid <input type="checkbox"/> Sibling of Parent/Kapatid ng Magulang <input type="checkbox"/> 1 st Cousin/Pinsan <input type="checkbox"/> Niece/Nephew/Pamangkin <input type="checkbox"/> Grandparent/Lolo o Lola <input type="checkbox"/> Grandchild/Apo <input type="checkbox"/> Sibling of Grandparent/Kapatid ng Lolo o Lola <input type="checkbox"/> Grand Niece/Nephew/Anak ng Pamangkin <input type="checkbox"/> Great Grandchild/Apo sa Tuhod <input type="checkbox"/> Great-Grandparent/Nuno sa Tuhod			

DATA PRIVACY CONSENT (Pahintulot sa Pagproseso ng Personal at Sensitibong Impormasyon)

I hereby agree, consent and authorize _____ (Name of Consolidator), _____ (Name of Deconsolidator), the Bureau of Customs, Philippines and its Accredited Information Processor to collect, use, disclose and process my personal or sensitive personal information set out in this form and/or otherwise provided by me or possessed by them which includes but is not limited to the following: (Ibinibigay ko ang aking kakahintulutan ang _____ (Pangalan ng Consolidator), _____ ((Pangalan ng Consolidator), the Bureau of Customs, at kanyang Accredited Information Processor na kumuha, ipaalam at gamitin ang aking personal o sensitibong impormasyon na ipinahayag ko sa papel na ito o hawak nila, kasama subalit hindi nalilimitahan sa mga sumusunod):

- To use the personal or sensitive personal information that I declared in the Information Sheet for customs purposes, such as during clearance of goods or investigation conducted by the Bureau for possible violation of customs laws, rules and regulations; (Gamitin ang personal at sensitibong impormasyon na aking inilahad sa Information Sheet para sa pagproseso ng aking kargamento sa Bureau of Customs o imbestigasyon na iniatas ng Customs dahil sa posibleng paglabag ng batas at ng mga regulasyon ng Customs;)
- To retain the hard copy of the Information Sheet, or electronic copy of personal and sensitive personal information obtained therefrom in the database of the Bureau within a period as prescribed under existing rules and regulations issued by the Bureau or the Commission on Audit. I agree that my information will be destroyed/deleted after this period; (Magtabi ng kopya ng Information Sheet o electronic na kopya ng personal at sensitibong impormasyon sa database ng Customs sa loob ng panahon ayon sa regulasyon ng Bureau of Customs o ng Commission on Audit. Pumapayag ako na ang nasabing impormasyon ay sisirain o tatangalin pagkatapos ng itinakdang panahon;)
- To share my information to necessary third parties such as Accredited Information Processor, and other government agencies authorized by law to have access thereon for customs purposes or to carry out the constitutionally and statutorily mandated functions of public authority. I am assured that security systems are employed to protect my information; (Magbahagi ng aking personal o sensitibong impormasyon sa kinakailangang third parties katulad ng Accredited Information Processor o ibang ahensya ng pamahalaan na pinayagan ng batas na magproseso nito, o upang maisagawa ang kanilang mandato ayon sa batas. Ako ay sinigurado na may sapat na pangangalaga sa aking personal o sensitibong impormasyon); and
- To inform me of any other processing of my personal and sensitive information that I shared with the Bureau other than those enumerated in paragraph 1 and 3 herein. (Ipabatid sa akin kung mayroong ibang pagproseso ng aking personal o sensitibong impormasyon na aking ibinahagi sa Bureau of Customs bukod sa inilahad sa una at pangatlong talata dito.)

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

ADDITIONAL INFORMATION:

WHO CAN SEND BALIKBAYAN BOXES TO THE PHILIPPINES? Anyone can send balikbayan boxes to the Philippines, even corporations, partnerships and sole proprietors. But only a Qualified Filipino While Abroad (QFWA) can avail of the tax and duty-free privilege of balikbayan boxes under Section 800 (g) of the Customs Modernization and Tariff Act (CMTA).

WHO ARE QUALIFIED FILIPINO CITIZENS WHILE ABROAD (QFWA)? They are Resident Filipinos¹, Non-Resident Filipinos² and Overseas Filipino Workers (OFWs)³

WHAT IS THE PRIVILEGE UNDER SECTION 800 (G) OF THE CMTA OR THE BALIKBAYAN BOX PRIVILEGE? This is the privilege given to a Qualified Filipino Citizen While Abroad to send Balikbayan Boxes to a Family Member or Relative, tax and duty free, subject to conditions.

HOW MANY TIMES CAN I SEND BALIKBAYAN BOXES? There is no limit unless you will avail of the Balikbayan Box Privilege.

HOW MANY TIMES CAN I AVAIL OF THE BALIKBAYAN BOX PRIVILEGE? A Qualified Filipino Citizen While Abroad can avail of the balikbayan box privilege up to 3 times or up to 3 shipments in a calendar year. The total value of all the shipments should not be more than Php150,000.00 in a calendar year.

HOW MANY BALIKBAYAN BOXES CAN I SEND IN 1 SHIPMENT IF I WILL AVAIL OF THE BALIKBAYAN BOX PRIVILEGE? There is no limit to the number of Balikbayan Boxes that you can send per shipment but the size of the boxes must be not bigger than .20 cbm (about the size of an XL box) and the total value should not be more than Php150,000.00 in a calendar year.

WHAT CAN I PUT IN MY BALIKBAYAN BOX IF I WANT TO AVAIL OF THE BALIKBAYAN BOX PRIVILEGE? You can only send household effects and personal effects⁴. You cannot send items which are in commercial quantities⁵, or send items which are for sale, barter or hire, or those which are prohibited or restricted⁶. Importations of up to 1.5 liters (1500 ml) of wines and liquor, 2 reams of cigarettes and 50 sticks of cigars shall be subject to payment of excise tax only. Any excess is subject to duty, VAT and excise tax.

WHAT HAPPENS IF UPON AVAILMENT OF THE BALIKBAYAN BOX PRIVILEGE, I EXCEED THE ALLOWED QUANTITIES AND VALUES? Anything in excess of the allowable quantity, amount or frequency shall be subject to payment of duties and taxes.

WHAT IF THE VALUE OF MY SHIPMENT IS LESS THAN PHP10,000.00? You can avail of the De Minimis privilege and you **do not** need to be a Qualified Filipino While Abroad but you must have only 1 consignee or recipient. Even if you are a Qualified Filipino While Abroad, a De Minimis Value shipment shall not be counted as an availment under the Balikbayan Box privilege.

IMPORTANT THINGS YOU SHOULD KNOW:

- Balikbayan Box** – refers to a corrugated box or other container or receptacle up to a maximum volume of two hundred thousand (200,000) gross cubic centimeters without regard as to the shape of the container or receptacle.
For purposes of duty and tax exemption, the Balikbayan Box should contain only personal and household effects that shall neither be in commercial quantities nor intended for barter, sale or for hire sent by Qualified Filipinos While Abroad often shipped by freight forwarders specializing in Balikbayan Boxes by sea or air.
- Qualified Filipinos While Abroad** – refers to a collective term used to refer to Resident Filipinos, OFWs and Non-Resident Filipinos entitled to send or bring-in balikbayan boxes entitled to duty and tax exemption pursuant to Section 800 (g) of the CMTA.
- Resident Filipinos** – refers to Resident Filipino citizens who temporarily stay abroad which may include holders of student visa, holders of investors' visa, holders of tourist visa and similar visas which allow them to establish temporary stay abroad.
- Non-Resident Filipinos** – refers to those Filipinos who have established permanent residency abroad but have retained Filipino citizenship, whether or not they have availed of the benefits under Republic Act No. 9225 or the Citizenship Retention and Re-acquisition Act of 2003.
- Overseas Filipino Worker (OFW)** – refers to a holder of a valid passport issued by the Department of Foreign Affairs (DFA) and certified by Department of Labor and Employment (DOLE) or Philippine Overseas Employment Administration (POEA) for overseas employment purposes. This covers all Filipinos working in a foreign country under employment contracts, regardless of their professions, skills or employment status in a foreign country. For purposes of this CAO, the term OFW includes Filipinos working abroad under job contracts who do not require a certification from the DOLE or the POEA.
- Family and Relatives** – refers to relatives up to the fourth (4th) civil degree of consanguinity or affinity (first cousin).
- Calendar Year** – refers to the period from January 1 to December 31 of the same year.
- Household Effects** – refers to furniture, dishes, linens, libraries, and similar household furnishing for personal or family use.
- Personal Effects** – refers to commodities whether new or used, for personal use or consumption and not for commercial purposes, such as wearing apparel, personal adornments, electronic gadgets, toiletries, or similar items.
- Commercial Quantity** – refers to the quantity for a given kind or class of articles which are in excess of what is compatible with and commensurate to the person's normal requirements for personal use. For a single sender with multiple ultimate consignees, commercial quantity of a given class shall be determined based on the total quantity thereof sent by the sender to all the consignees.
- Prohibited Importation** — the importation of the following goods are prohibited:
 - Written or printed goods in any form containing any matter advocating or inciting treason, rebellion, insurrection, sedition against the government of the Philippines, or forcible resistance to any law of the Philippines, or written or printed goods containing any threat to take the life of, or inflict bodily harm upon any person in the Philippines;
 - Goods, instruments, drugs and substances designed, intended or adapted for producing unlawful abortion, or any printed matter which advertises, describes or gives direct or indirect information where, how or by whom unlawful abortion is committed;
 - Written or printed goods, negatives or cinematographic films, photographs, engravings, lithographs, objects, paintings, drawings or other representation of an obscene or immoral character;
 - Any goods manufactured in whole or in part of gold, silver or other precious metals or alloys and the stamp, brand or mark does not indicate the actual fineness of quality of the metals or alloy;
 - Any adulterated or misbranded food or goods for human consumption or any adulterated or misbranded drug in violation of relevant laws and regulations;
 - Infringing goods as defined under the Intellectual Property Code and related laws; and
 - All other goods or parts thereof which importation are explicitly prohibited by law or rules and regulations issued by the competent authority.
- Restricted Importation** - except when authorized by law or regulation, the importation of the following restricted goods are prohibited:
 - Dynamite, gunpowder, ammunitions and other explosives, firearms and weapons of war, or parts thereof;
 - Roulette wheels, gambling outfits, loaded dice, marked cards, machines, apparatus or mechanical devices used in gambling or the distribution of money, cigars, cigarettes or other goods when such distribution is dependent on chance, including jackpot and pinball machines or similar contrivances, or parts thereof;
 - Lottery and sweepstakes tickets, except advertisements thereof and lists of drawings therein;
 - Marijuana, opium, poppies, coca leaves, heroin or other narcotics or synthetic drugs which are or may hereafter be declared habit forming by the President of the Philippines, or any compound, manufactured salt, derivative, or preparation thereof, except when imported by the government of the Philippines or any person duly authorized by the Dangerous Drugs Board, for medicinal purposes;
 - Opium pipes or parts thereof, of whatever material;
 - Any other goods whose importation are restricted;
 - Weapons of mass destruction and goods included in the National Strategic Goods List (NSGL) as provided under Republic Act No. 10697 or the Strategic Trade Management Act (STMA); and
 - Toxic and Hazardous goods under Republic Act No. 6969 or the "Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990."The restriction to import the above stated goods shall include the restriction on their transit.
- De Minimis Value** – FCA or FOB Value of Php10,000.00 or less for which no duty or tax is collected.
- Availment** – refers to the determination by the Bureau or by the qualified senders that the Balikbayan Boxes brought in or sent are counted as first, second or third within a calendar year and thus entitled to duty and tax exemption pursuant to Section 800 (g), Chapter 1, Title VIII, CMTA. Any amount in excess of the allowable non-dutiable and non-taxable value shall be subject to the applicable duties and taxes. Shipment that is above the de minimis threshold shall be automatically considered as one availment. De minimis importation shall not be included in the counting of availment; provided that the Qualified Filipinos While Abroad can only send to one ultimate consignee in one consolidated shipment.
- Regulated Importation** – goods which are subject to regulation and may be imported or released only after securing the necessary clearances, permits, licenses, and any other requirements.
- Unit of Measure** – e.g. pieces, dozens, pairs, boxes, bundles, bars, cans, packs, bottles, tubes, units, rolls etc.
- Ultimate Recipient or Consignee** – refers to the Family Member or Relative of the Sender of the Balikbayan Box who will be the ultimate beneficiary of the same.

D. SHIPMENT & TRANSPORT INFORMATION*(To be filled out by the Consolidator)*
 MBL/MAWB Number: _____
 Tracking Number: _____

Mode of Shipment: <input type="checkbox"/> Air <input type="checkbox"/> Sea	Name of Deconsolidator/Agent:	Name of Consolidator:	
Shipment Reference or Load No.:	Complete Address of Deconsolidator/Agent:	Complete Address of Consolidator:	
Total No. of Boxes per Tracking No.:			
Total Measurement of Box/es (CBM):	Contact Details of Deconsolidator/Agent Mobile/Landline Number:	Contact Details of Consolidator Mobile/Landline Number:	
Date of Departure (mm/dd/yyyy):	E-mail Address of Deconsolidator:	E-mail Address of Consolidator:	
Total Gross Weight per Tracking No.:	Name of Sender:	Name of Vessel or Aircraft:	
Total Net Weight Per Tracking No.:	Original Port and Country of Loading:	Container Number:	
MBL/MAWB Number:	Tracking Number:	Total Insurance per Tracking No.:	Total Freight per Tracking No.:

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.

Consolidator or Authorized Representative

Signature over Printed Name

Date Accomplished: ____/____/____
mm dd yyyy**E. ARRIVAL DETAILS***(To be filled out by the Deconsolidator)*

Name of Vessel or Aircraft:		Registry Number of the Vessel/Aircraft:	Voyage or Flight Number:
Port of Last Call:	Date of Departure (mm/dd/yyyy):	Container Number:	MBL/MAWB Number:
Port of Discharge:	Date of Arrival (mm/dd/yyyy):	HBL/HAWB No./Tracking No.:	Other Information:

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.

Deconsolidator or Authorized Representative

Signature over Printed Name

Date Accomplished: ____/____/____
mm dd yyyy

