

**Republic of the Philippines**

**Department of Finance**

**Bureau of Customs**

**1099 Manila**

ANNEX B

*CMO-28-2003*

|  |
| --- |
| BOC USE ONLY  Date Rec’d / / Time:  By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Update No.\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **Bureau of Customs**  **Super Green Lane Application**  **Change Form** |

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The Bureau of Customs**

**SGL Committee**

**Gentlemen:**

**We would like to file this application for change/s to our SGL date in the area(s)**

**Specified below:**

1.1. CHANGE IN CORPORATE NAME OF IMPORTER TO

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.2. CHANGE IN ADDRESS/CONTACT DETAILS:

Office

Plant

Tel. No. \_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email add.\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.3. CHANGE IN NATURE OF BUSINESS**:**

Manufacturer Service Provider

Trader Public Utility

Others (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.4. CHANGE IN TYPE OF BUSINESS ENTITY**:**

Single Proprietorship

Partnership

Corporation

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1.5.CHANGE IN CAPITAL STRUCTURE

A. Major Stakeholders

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME OF STOCKHOLDER | CITIZEN  SHIP | NO. SHARES  SUBSCRIBED | NO. SHARES  PAID-UP | VALUE SHARES  PAID-UP (Php) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please use additional sheets as necessary. For Additional sheets, please mark it as

‘ANNEX 1.A – MAJOR STOCKHOLDERS’.

B. Change in Principal Officers

|  |  |
| --- | --- |
| NAME OF OFFICER | POSITION |
|  |  |
|  |  |
|  |  |
|  |  |

Please use additional sheets as necessary. For Additional sheets, please mark it as

‘ANNEX 1.B – PRINCIPAL OFFICERS’

1.6. Changes in names and addresses of any foreign and/or domestic related companies, such as

company’s parent, sister, subsidiaries, joint ventures, etc:

|  |  |
| --- | --- |
| COMPANY NAME | ADDRESS |
|  |  |
|  |  |
|  |  |
|  |  |

Please use additional sheets as necessary. For Additional sheets, please mark it as

‘ANNEX 1. – RELATED COMPANIES’.

*CMO-28-2003*

**Changes In Customs Broker Information (Supercedes previous submitted list):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| BROKERAGE NAME | ADDRESS & PHONE NO. | CONTACT PERSON | PORTS OF ENTRY | NO. OF YEARS AS YOUR BROKER |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please use additional sheets as necessary. For Additional sheets, please mark it as

‘ANNEX 3 – CUSTOMS BROKER INFORMATION’.

**Changes in List of Suppliers and Imported Commodities: (Supercedes previous**

**submitted list**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | SUPPLIER NAME | ADDRESS / PHONE | CONTACT PERSON | COMMODITIES SUPPLIED |
| 1 | Please see attached List of Supplier and Imported Commodities | | | |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

Please use additional sheets as necessary. For Additional sheets, please mark it as

‘ANNEX 4 – SUPPLIERS’

**Changes in List of Commodities Imported (List only the additions/changes and/or**

**Deletions**

Note to SGL Member Use the format of ‘ANNEX 5 – LIST OF COMMODITIES

IMPORTED. INDICATE ADDITIONAL ITEM FIRST FOLLOWED BY ITEMS FOR DELETION.

**CERTIFICATION**

This is to certify that the undersigned has read Executive Order No. 230, customs

Administrative Order No. 2 – 2000, Customs Administration Order 5 – 2001, Customs Memorandum Order No. 2 – 2000, Customs Memorandum Order 2 – 2002, and other related rules and regulations implementing them.

It is further certified that the applicant company is willing to undergo voluntary compliance audit pursuant to Customs Administrative Order 5 – 2001 and that all information contained in this **Change Form** are true and correct.

Done in this city/municipality of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_this\_\_\_\_\_\_ day of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over name of President/Proprietor

Name of Company :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_

In the City/Municipality of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Affiant exhibited to me his/her Community Tax Certificate No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issued in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Notary Public

Doc. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Page No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Book No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Series of. \_\_\_\_\_\_\_\_\_\_\_\_\_