



# TRAINING WITHIN REACH

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## IMPORTATION GUIDELINES

### COURSE OUTLINE

#### I. Accreditation of Importer

- BIR
- VASP
- BOC

#### II. First and Last Importation (Once a Year Importer)

#### III. Familiarization of Documents

#### IV. Owner of Imported Articles

#### V. Liability of Importer for Duties

#### VI. Classification of Import

#### VII. Rules and Regulations on Imported Articles

#### VIII. Accreditation of Importer

#### IX. Familiarization of Documents

#### X. Owner of Imported Articles

#### XI. Liability of Importer for Duties

#### XII. Classification of Imports

#### XIII. International Commerce Terms

#### XIV. Process in the Releasing of Cargoes

#### XV. Letter of Credit

#### XVI. General Rules in the Interpretation of the Harmonized System

#### XVII. Computation of Duties and Taxes (Consumption)

#### XVIII. Sample Computation

**SEMINAR FEE:** Pay in full 5 days before the seminar and avail our early bird rate of **Php 2,700 per head (Regular rate: Php 3,000 per head)** which will comprise meals during the training, handouts and all necessary materials. We are also offering in-house training and seminars depending on the need of the companies.

#### **TERMS ON PAYMENT:**

- Pay in full 5 days before the seminar and avail our early bird rate of Php 2,700.00 only.
- Payments on the day of the seminar must be on cash basis only.
- Payments made through Checks can only be made through company checks. Personal checks can be accepted provided that it is an advance payment.
- Walk in participants shall pay the regular rate either through cash or check provided that the check is under a BDO account and payable to iLearn professional Solutions Inc. and that the same was declared good.
- Senior /students and/or person with disability, is given a special privilege of 20% discount provided that payment be made any time before 5 days of the scheduled seminar. On site payment of the students and seniors shall be entitled of 10% discount.
- Upon payment, proof must be forwarded through email or fax to 4842342.
- Proof of payments (original deposit slip) shall be required for presentation on the day of the schedule.

#### **CANCELLATIONS**

- Cancellation 5 days before the scheduled seminar: FULL AMOUNT
- Cancellation 3 days before the scheduled seminar: 70% REFUND
- Cancellation at the scheduled seminar: ALL PAYMENTS SHALL BE FORFEITED

For further information, you may visit our website at [www.ilearnph.com](http://www.ilearnph.com). You may also directly call us at 09395581888 or 09156406325 or through our office landline number 02-2557593 / 02-4841904 / 3704792. You may also visit our company office at #2563 LemeryStreet, Malate Manila. Or send us an email through [admin@ilearnph.com](mailto:admin@ilearnph.com)

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Improve, excel and succeed through **i-LEARN PROFESSIONAL SOLUTIONS INC.!!!**