

## [ GTEB MEMORANDUM NO. 93-06, June 24, 1993 ]

### **SIMPLIFIED TEC APPLICATION/AMENDMENT FORM**

We have come up with a revised simplified TEC Application Form and Amendment Form to incorporate suggestions from various sectors in order to facilitate processing of papers. These revisions include the following:

1. The documents to be applied for or amended have to be identified by checking the appropriate box. Note that the application for TEC duly processed by GTEB will be the same application that will be subsequently submitted in applying for a VISA/EL/SEL/CO with checks on the appropriate box.
2. Other data such as firm's address, description of goods, date of shipment, and date of quota award were added back to facilitate processing and spot-checking.
3. Application for TEC will have to be submitted to GTEB in 3 copies for shipment by air and 4 copies for shipment by boat. This is to provide a copy to our field inspectors for spot-checking.

Effective July 1, 1993 only applications using the revised form (as shown in the attached form)\* and accomplished in accordance with the guidelines shall be accepted for processing.

This supersedes our Memorandum No. 93-04 dated June 11, 1993.

For strict compliance.

Adopted: 24 June 1993

(Sgd.) THELMA K. JOVER  
*Chief Operating Officer*

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\* Text available upon request at the Office of the National Administrative Register (ONAR), U.P. Law Center, Diliman, Quezon City.

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