



**HANDBOOK ON
ENTITLEMENTS AND CEREMONIES**

**DEPARTMENT OF FOREIGN AFFAIRS
OFFICE OF PROTOCOL
April 2023 Edition**

FOREWORD

The Office of Protocol (OP) presents this updated 2023 Protocol Handbook that will serve as a guide to all diplomatic and consular missions, resident UN agencies, other international organizations, and honorary consular missions accredited to the Philippines, including their personnel.

The 2023 edition updates the 2016 edition in response to the ever-changing conditions prevailing in our post-pandemic times.

In this updated Handbook, foreign missions shall be referred to as Diplomatic Missions (DMs) while UN agencies and other international organizations shall be referred to as International Organizations (IOs). The Office of Protocol (OP) referred to in the handbook is that of the Department of Foreign Affairs (DFA). Whenever "Department" is used in the Handbook, reference is made to the Department of Foreign Affairs (DFA).

OP is the principal office of the DFA that is mandated to implement and regulate the privileges and immunities of foreign diplomatic and consular missions, resident UN agencies, other international organizations, and honorary consular missions in the Philippines in accordance with the law.

It is our hope that the updates on this Handbook will serve in good stead the DMs, IOs, and honorary consular missions and their accredited members, providing them the favorable conditions to properly conduct their functions and duties in the Philippines.

All inquiries related to this Handbook from the concerned DMs, IOs, and honorary consular missions and their members must be conveyed to the Office of Protocol, Department of Foreign Affairs.



FRANCISCO NOEL R. FERNANDEZ III
Chief of Protocol

Manila, 25 April 2023

OFFICE OF PROTOCOL

Francisco Noel R. Fernandez III
Assistant Secretary and Chief of Protocol

Mary Jennifer D. Dingal
Deputy Assistant Secretary

Ruel U. Gunabe **Siegfred T. Masangkay**
Director, Immunities & Privileges Acting Director, Socials

Jules Patrick A. Aguila **Vanessa R. Orbigo**
Acting Director, Ceremonials Assistant Director, Immunities & Privileges

Ireneo Fidel Z. Cornista
Assistant Director, Ceremonials

Socials Division

John Danilo G. Jiao Charisse F. Malabanan

Ceremonials Division

Laurel B. Dela Cruz Franz Jedd Aliander D. Ramos
Allan G. Oseo, Jr. Einstein A. Quiaouit
Paolo Miguel M. Festejo Jaimes Reymark Salinel
Trisha Erin L. Estaris Faisal Richard Amer Tamano

Immunities & Privileges Division

Jeddalyn V. Luis-Villapando Cielo L. Gamayon
Eleanor F. Balanquit Maria Patricia A. De Vries
Julie Anne D. Marcos Paolo Miguel M. Festejo
Danielle Clarisse V. Amante Richelle S. Toledo
Aleksey Diane S. Galvez Francis R. Villamin

Administrative Services

Rustico S. Velando Jefferson B. Talam
Jeddalyn V. Luis-Villapando Paulo S. Enriquez
Jasmine I. De Guzman Julie Ann D. Marcos
Ryan Laurence G. Flores

**BOOK I : GENERAL GUIDELINES FOR THE ARRIVAL OF
AMBASSADORS-DESIGNATE TO THE PHILIPPINES**

TABLE OF CONTENTS

I. Arrival in the Philippines

Notification of Arrival of the Ambassador-designate	1
Provision of Port Courtesies	1
Courtesy Calls on DFA Officials	1
Courtesy Call on the DFA Chief of Protocol	2
Courtesy Call on the Secretary for Foreign Affairs	2

II. Presentation of Credentials

Materials for the Presentation of Credentials	3
Members of the Entourage of the Ambassador-designate	4
Attire	4
Departure from the Point-of-Origin	4
Arrival Honors at Malacañan Palace	5
Signing of Guest Book	5
Presentation of Credentials Ceremony	6
Audience with the President	7
End of Ceremonies at Malacañan	7

III. Wreath Laying Ceremony

Ceremony at Rizal Park	8
Visual Layout of the Ceremony	10

IV. Guidance to Ambassador-designate

Privileges of An Ambassador-Designate11

Authorized Functions of An Ambassador-designate.....11

BOOK II : IMMUNITIES AND PRIVILEGES

TABLE OF CONTENTS

I. Establishment of Missions

Establishment of a Diplomatic Mission.....	12
Establishment of a Career Consular Mission	12
Initial Coordination	12
Location of the Mission	13
Acquisition of Real Property as Premises of the Mission	13
Updating of DFA's Real Property List	13
Other Representation(s) in and Outside the Capital	14
Closure of a Diplomatic Mission	14

II. Persons Entitled to Privileges

Diplomatic Mission and Staff	14
Consular Mission and Staff	15
Changes in Personnel Complement	15
International Organizations and Staff	15
Members of the Family	16
Other Recognized Members of the Household	16
Locally Engaged Staff	17
Employment of Private Domestic Staff	17

III. Accreditation Procedures

Accreditation of International Organizations.....	17
Accreditation of Agencies Attached to Diplomatic Missions	18

Types of Diplomatic/Official Identification Card	18
Procedure for Securing a Diplomatic/Official ID Card	19
Validity of an ID Card	22
End of Tour of Duty of Accredited Individuals	22
Diplomatic and Consular List	22
Size of Mission	23

IV. Importations

Importation Privileges	23
Diplomatic Bags	23
Consignment of Goods	24
Personal Effects	24
Customs Duty on Goods	24
Exemption from Examination of Personal Baggage	25
Exit Clearance of Personal Effects	25
Prohibited Importations	26
Films and Liquor.....	26

V. Taxes

Value-Added Tax (VAT)	27
VAT Exemption at Point-of-Sale (POS)	28
VAT Refund	28
Income Tax	28
Tax on Petroleum Products	29

VI. Motor Vehicles

Classification of Motor Vehicles.....	29
Luxury Motor Vehicles	30
Acquisition of Motor Vehicles	30
Registration of Motor Vehicles	31
Replacement of Motor Vehicles	32
Disposal of Motor Vehicles	32
Transfer of Ownership of Motor Vehicles	32
Sale of Tax-exempt/Tax-paid Motor Vehicles	33
Donation of Tax-exempt Motor Vehicle	34
Unserviceable Motor Vehicle	34
Right-Hand Drive Motor Vehicle	34

VII. Licenses

Motor Vehicle License Plates	35
License to Own and Carry Firearms	35
License to Operate Radio Transmitters	35
Driver's License	35

VIII. Employment of Dependent Family Members

Authorized Employment	36
Conditions for Employment	36

IX. Immunities

General Principles.....	37
Certificate of Identity and Immunity	37

Traffic Violations	38
Parking	38
Highway Toll Fees	38
X. Other Facilities	
Airport Assistance.....	38
End of Tour and Departure from the Philippines	40
Diplomatic Security	40
Conduct of Election	41
XI. International Organizations	
Establishment and Closure of International Organizations	41
Immunities and Privileges	41

**BOOK III : HONORARY CONSULAR OFFICERS
OF FOREIGN GOVERNMENTS IN THE PHILIPPINES**

TABLE OF CONTENTS

I.	Introduction	
	Interpretation	42
	Scope	42
II.	Opening of Consular Posts Headed by Honorary Consular Officers	
	Opening of Consular Posts of Honorary Consular Officers.....	43
	Nomination and Appointment of Honorary Consular Officers	44
	Qualifications and Disqualifications	44
III.	Specific Privileges and Immunities	
	Additional Privileges	45
	Cancellation of Privileges	46
	Premises of the Consular Mission	46
IV.	Responsibilities of Honorary Consular Officers and Renewal of Accreditation	
	Responsibilities of Honorary Consular Officers.....	48
	Renewal of Accreditation	48
	Consultation	48

BOOK I
GENERAL GUIDELINES FOR THE ARRIVAL OF
AMBASSADORS-DESIGNATE TO THE PHILIPPINES

SECTION I

A. Notification of Arrival of the Ambassador-designate

1. The concerned Embassy shall communicate to DFA Protocol, through a *Note Verbale*, the arrival details and the accompanying entourage of the Ambassador-designate at least two weeks before the date of the arrival. The *Note Verbale* should be sent to op@dfa.gov.ph, copy furnished op.div2@dfa.gov.ph
2. The Ambassador-designate shall ensure that the original copies of the Letter of Credence and the Letter of Recall of predecessor are ready for the Presentation of Credentials ceremony to the President.
3. The Ambassador-designate must first present the Open Copies of the Credentials to COP before engaging or requesting courtesy calls on the Undersecretaries/ Assistant Secretaries of the DFA or another government agency.

B. Provision of Port Courtesies

1. Upon receipt of the arrival details of the Ambassador-designate, DFA Protocol shall organize appropriate port courtesies, including Customs, Immigration, and Quarantine (CIQ) accommodations, for the benefit of the arriving Ambassador-designate.
2. An Officer and a Protocol Staff from the Office of Protocol shall welcome the Ambassador-designate upon arrival in Manila.
3. The Embassy's *Chargé d'Affaires, a.i.*, together with a reasonable number of Embassy staff, may welcome the Ambassador-designate at the airport. However, this is subject to modification in order to comply with public health or security measures required by the Philippine Government at the time of arrival.
4. The entry of persons and vehicles into the restricted areas of the airport is strictly regulated by Manila International Airport Authority (MIAA) and is, therefore, subject to its standard security checks and procedures.

C. Courtesy Calls on DFA Officials¹

1. The Ambassador-designate is reminded to observe health and safety protocols inside the Department's premises.

¹ The Embassy is requested to send a NV, officially requesting for courtesy calls on the Secretary for Foreign Affairs (SFA), the Chief of Protocol (COP), and the Assistant Secretary of the concerned Geographic Office.

2. Formal handshake among participants to the courtesy calls shall be optional and based on the consent of participants.

D. Courtesy Call on the DFA Chief of Protocol

1. Upon prior written request conveyed to the Department through a *Note Verbale* from the Embassy, the Ambassador-designate shall call on the COP to present the open copies of Letters of Credence (LOC) and Recall (LOR), with English translation when applicable. The presentation of the open copies of Credentials and Recall shall only be made when the Ambassador-designate is in possession of the original of these documents.
2. The Ambassador-designate shall be invited to sign the *Guestbook for Ambassadors and Distinguished Visitors*, followed by the meeting with the DFA COP for a briefing on the procedure and other relevant matters for the ceremony of the Presentation of Credentials.
3. The Ambassador-designate may be accompanied by 1 official during the courtesy call. The Embassy must provide DFA Protocol with the details of the vehicle to be used by the Ambassador-designate.
4. The Embassy shall be informed of the schedule of the courtesy call on the COP by the Office of Protocol.

E. Courtesy Call on the Secretary for Foreign Affairs²

1. The Ambassador-designate may call on the Assistant Secretary of the Department responsible for the geographical region of their sending State after presenting the copies of the LOC and LOR to COP.
2. A call on the Secretary for Foreign Affairs (SFA) may be done after the Ambassador-designate has called on the Assistant Secretary of the geographic office responsible for the sending State.
3. A call on other officials of the Department may be requested by the Ambassador-designate from the geographic office responsible for their sending State after calling on the Assistant Secretary of such geographic office.

² The Embassy is requested to send a NV, officially requesting for courtesy calls on the Secretary for Foreign Affairs (SFA), the Chief of Protocol (COP), and the Assistant Secretary of the concerned Geographic Office.

SECTION II

Presentation of Credentials

A. Materials for the Presentation of Credentials

1. Arrangements for the Presentation of Credentials may change depending on the instructions of the Office of the President.
2. The following materials should be provided to OP immediately upon request made to the Embassy:
 - a) Two standard-size flag for indoor use (3 ft. x 5 ft.).
 - b) Car Flag.
 - c) Original and open copies of the Letters of Credence and Recall, with English translations when necessary.
 - d) Soft copy each of the following sent to op.div2@dfa.gov.ph:
 - i. Audio file of the National Anthem
 - ii. Musical Score of the National Anthem
 - iii. Audio file of voice recording of proper pronunciation of the Ambassador-designate's name
 - e) Advance copy of the speech which the Ambassador-designate will deliver when presenting the original Letters of Credence and Recall to the President. The speech must not exceed 1 minute.
 - f) Electronic copies of 2"x2" photographs of the Ambassador-designate and spouse, if applicable.
 - g) Completed Information Sheet³ for the Presentation of Credentials. The Information Sheet shall be sent to the Embassy by email and immediately returned in a similar manner to DFA Protocol.

³ The document to be completed will be provided through email, the template of which is found in the Annex to this Handbook.

- h) Depending on the venue, the Ambassador-designate and the accompanying official may be asked to submit a completed health declaration form.

B. Members of the Entourage of the Ambassador-designate

1. The Ambassador-designate may be accompanied by 3⁴ Embassy officials, including the spouse, if applicable, to the event.
2. The Ambassador-designate and accompanying officials may be required to undergo an RT-PCR test administered within 48 hours⁵ of the ceremony. The Embassy is requested to prepare advance copies and hard copies of the result. DFA Protocol will advise the Embassy if there are changes in this requirement.

C. Attire

The Ambassador-designate and members of the entourage may wear their national dress, business suit, or military attire. A rosette or miniatures of decorations, if any, may be worn on the occasion.

D. Departure from the Point-of-Origin

1. A DFA Close-in Official and a Philippine Military Aide-de-Camp (ADC) shall meet the Ambassador-designate at the agreed point (official residence, chancery, or hotel) and time. They are introduced to the Ambassador-designate, spouse, family members, and diplomatic personnel present.
2. The Ambassador-designate hands over to the Philippine Military ADC the original Letters of Credence and Recall, together with the original text of the presentation speech.
3. The Ambassador-designate and the entourage shall proceed to Malacañan Palace in the following manner:
 - a) The Ambassador-designate, assisted by the Military ADC, boards the ceremonial car on the rear right seat while the spouse (if accompanying the Ambassador-designate) takes the rear left seat. The Philippine Military ADC takes the front seat to the right of the chauffeur. The ceremonial car shall be provided by the Office of the President.

The car flag of the Ambassador-designate's country is not yet displayed on the ceremonial car at this time.

⁴ Number of officials is subject to change depending on the instructions of the Office of the President.

⁵ Requirement may be subject to change, depending on the current health situation in the Philippines.

- b) The rest of the entourage board their respective vehicles. The vehicles of the accompanying officials shall be provided by the concerned Embassy.
- c) At a given signal, the Ambassador-designate's convoy, led by police escorts in motorcycles and cars, proceeds to Malacañan Palace.

E. Arrival Honors at Malacañan Palace⁶

1. Upon arrival at Malacañan Palace, the COP welcomes the Ambassador-designate and introduces the Head of the Honor Guards. Together, they walk towards the honor dais with DFA COP to the right of the Ambassador-designate and the Head of the Honor Guards to the left. The Ambassador-designate is led to the honor dais. Members of the entourage are led to their designated places behind the Ambassador-designate.
2. As soon as the Ambassador-designate is in position, the Commander of the Honor Guards presents arms and the band plays the National Anthem of the Ambassador-designate's country, followed by the Philippine National Anthem. During the playing of the anthems, all participants stand at attention and render the appropriate gesture of respect.
3. After the rendition of the National Anthems, the Head of the Honor Guards invites the Ambassador-designate to review the Honor Guards. The Ambassador-designate is jointly escorted by the Head and Commander of the Honor Guards. They proceed leftward to the front line of the assembled band and troops. Upon reaching the center where the national flags are displayed, the Ambassador-designate renders an appropriate gesture of respect in accordance with their customs (e.g. a salute, head bow, or placing of the right hand on the chest).
4. At the end of the line, they turn right and return to their original places at the honor dais. The ceremony concludes when the Commander of the Honor Guards offers a handshake and executes a salute to the Ambassador-designate.
5. The Ambassador-designate is led to the main entrance of Malacanan Palace by the DFA COP to the right and by the Military ADC to the left. The DFA COP introduces the Ambassador-designate to the Chief of Presidential Protocol (COPP) or his representative at the entrance lobby.

F. Signing of Guest Book

1. COPP and the Ambassador-designate walk up the grand staircase of the Palace, where the Presidential Guestbook is set-up at the top of the staircase.
2. COPP invites the Ambassador-designate to sign the Presidential Guestbook.

⁶ In case of inclement weather, foyer honors will be rendered instead.

3. The Ambassador-designate's entourage are invited to witness the signing of the guestbook.
4. After the Guest Book signing, the Ambassador-designate and entourage are led by protocol officers to the designated holding room.
5. A member of Malacañan personnel shall assist the Ambassador-designate in attaching a lapel microphone, should the same be required by the Office of the President.

G. Presentation of Credentials Ceremony

1. At a given signal, DFA COP, the Ambassador-designate, the accompanying entourage, and the Military ADC are invited to proceed to the Reception Hall for the Presentation of Credentials.
2. Once the Ambassador-designate and entourage arrive at their designated positions (foot markers are in place), the DFA COP introduces the Ambassador-designate to the President:

*"Mr. President, I have the honor to present His/Her Excellency _____,
Ambassador Extraordinary and Plenipotentiary-Designate of _____ to the
Republic of the Philippines."*

3. The Military ADC hands over the speech to the Ambassador-designate.
4. The Ambassador-designate delivers the 1-minute speech.

Suggested opening message:

*"Your Excellency, I have the honor to present my Letter of Credence as
Ambassador Extraordinary and Plenipotentiary of _____ to the
Republic of the Philippines and the Letter of Recall of my predecessor."*

5. The Military ADC hands over the Letter of Credence / Recall to the Ambassador-designate.
6. The Ambassador-designate takes a step forward and hands over the Letters of Credence/Recall to the President.
7. The President receives the Letters and hands them over to the COPP.
8. The President gives his acceptance message.

9. The Ambassador shall be invited by the DFA COP to introduce to the President the members of the accompanying entourage.
 - a. The Ambassador and the entourage are invited to join the President for a souvenir photograph.
 - b. After the photograph is taken, the Ambassador and the entourage are invited to the Music Room for an audience with the President.

H. Audience with the President

1. The President receives the Ambassador in a brief *tete-a-tete*. The Ambassador's entourage shall join in this audience with the President.
2. At the end of restricted call, a Presidential Protocol Officer shall invite the Ambassador and entourage out of the Music Room for the egress.

I. End of Ceremonies at Malacañan

1. A Presidential Protocol Officer shall usher the Ambassador and entourage down to the Main Lobby.
2. A Presidential Protocol Officer awaits at the Main Lobby and prompts the Ambassador to walk past the Palace Guards then exit the Main Palace door.
3. The Palace Guard Door Tender opens the vehicle door for the Ambassador while boarding the designated vehicle. At this point, the car flag is displayed on the vehicle.
4. The convoy exits the Malacañan Grounds and proceeds to the Rizal Park.

SECTION III

Wreath Laying Ceremony

A. Ceremony at Rizal Park⁷

1. The Ambassador's vehicle and the accompanying convoy shall stop in front of the monument of Dr. Jose Rizal, the Philippine National Hero.
2. Upon disembarking from the car, the Ambassador shall be greeted by the Civilian Host from the DFA Office of Protocol (OP) and the Military Host from the Philippine Navy (PN).
3. The Civilian and Military Hosts shall escort the Ambassador to the place of honor (center dais), facing the monument. The Ambassador is flanked, to the right, by the Civilian Host and, to the left, by the Military Host.
4. The Ambassador's entourage shall be directed to their respective positions by DFA Protocol Officers.
5. The Commander orders the Ceremonial Guards to Present Arms. The military band plays the National Anthem of the Ambassador's country followed by the Philippine National Anthem.
6. All civilian and military participants stand at attention and render appropriate respect while the National Anthems are being played one after the other.
7. After the last note of the Philippine National Anthem, the guards are commanded to Present Arms.
8. Military personnel bearing the wreath march in position. At a given signal from the Civilian Host, the Ambassador steps down the center dais and walks toward the Monument accompanied by the Civilian and Military Hosts. The members of the entourage remain at their designated places.
9. The Civilian and Military Hosts stop at the steps leading to the base of the Rizal Monument. The Ambassador walks on and goes up to the base of the Monument. The Ambassador pauses to place the wreath offering, assisted by military wreath bearers, at the center of the monument.

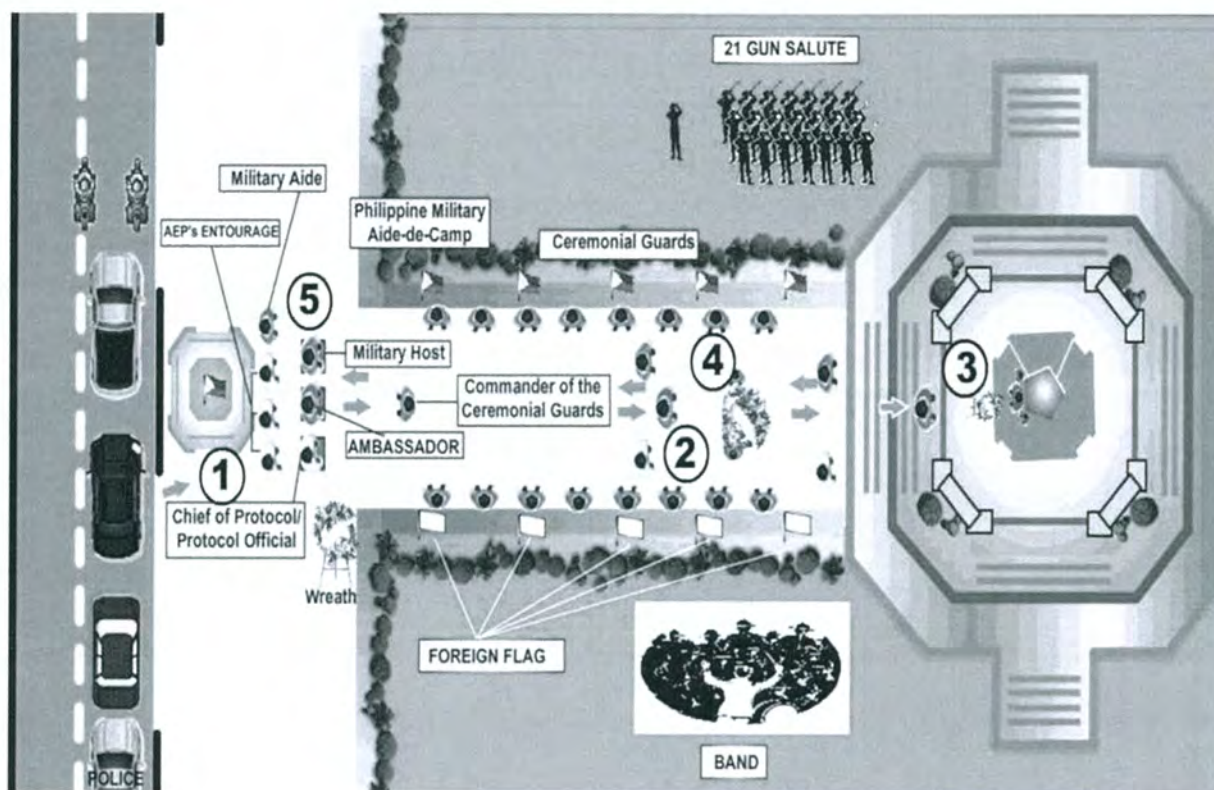
⁷ a. Wreath will be ordered by Protocol and payment to be settled by the Embassy with the providing florist.

b. Depending on the schedule of the President, the wreath-laying ceremony may be done before or after the Presentation of Credentials Ceremony.

c. In case of inclement weather, there will only be a drive-by at the Rizal Park with the wreath already positioned at the bottom of the monument.

10. When the wreath is in place, the Ambassador takes two steps backward and stands at attention, still facing the Monument. At this point, the Ceremonial Guards are commanded to Present Arms, followed by three volleys of rifle fire and the playing of "Taps" by the military band. At the last note of the Taps, the Ceremonial Guards are commanded to Order Arms.
11. A Protocol Officer at the right side of the monument's base gives the signal for the Ambassador to turn around and walk back towards the original position between the Civilian Host and the Military Host.
12. As soon as the Ambassador is positioned between them, the Civilian Host and the Military Host exchange places. Thus, the Ambassador is once again flanked by the Civilian Host to the right and by the Military Host to the left. They walk back to the Ambassador's original place of honor at the start of the ceremony.
13. They turn around to face the monument. At the conclusion of the ceremony, the Ambassador shakes hands with the Commander of the Ceremonial Guards, the Civilian host, and the Military Host.
14. The Ambassador is led to the vehicle by the Civilian and Military Hosts.
15. The rest of the entourage shall board their respective vehicles for the convoy to the designated drop-off point.

B. Visual Layout of the Ceremony



LEGEND

1. The Ambassador takes position at the honor dais flanked by the DFA Civilian Host to the right and the Military Host to the left.
2. The Ambassador walks towards the Monument accompanied by the DFA Civilian Host on the right and the Military Host on the left, following the wreath bearers.
3. The Ambassador stands at attention at the base of the Monument.
4. The Ambassador rejoins the DFA Civilian Host and the Military Host and marches back to the honor dais.
5. At the end of the ceremony, the Ambassador shakes hand with the DFA Civilian Host and the Military Host.

SECTION IV

Guidance to Ambassador-designate

A. Privileges of An Ambassador-Designate

The Office of Protocol provides the following privileges to an Ambassador-designate:

1. The Ambassador-designate may apply for a temporary Diplomatic ID card via opdiv3.accreditation@dfa.gov.ph to facilitate the duty-free entry of their personal goods/shipment.
2. A day after the presentation of credentials, a permanent Diplomatic ID shall be issued to the Ambassador.
3. Prior to the issuance of a NAIA ID, the Embassy may request for the Ambassador-designate's airport access through a Note Verbale, which may be sent to op.div2@dfa.gov.ph.

B. Authorized Functions of An Ambassador-designate

1. While awaiting their presentation of credentials to the President, an Ambassador-designate may conduct the normal functions of a head of mission but not the following, namely:
 - a. Call on the President or the Vice President of the Philippines.
 - b. Call on the Senate President and the elected members of the Senate of the Philippines.
 - c. Call on the Speaker of the House of Representatives and the elected members of the House of Representatives of the Philippines.
 - d. Accept an invitation as speaker in any public event where the President, Vice President, or elected Members of the Senate or the House of Representatives of the Philippines are present.
 - e. Join a delegation, whether foreign or domestic, which will call on the President, Vice President, or elected members of the Senate or the House of Representatives of the Philippines.
2. An Ambassador-designate may call on Cabinet Secretaries and other government officials in coordination with the concerned DFA geographic office.
3. The Ambassador-designate is officially addressed as such until the credentials are presented to the President.
4. The car flag may be flown on official vehicles only after the Ambassador-designate has presented the credentials to the President.

BOOK II
IMMUNITIES AND PRIVILEGES

SECTION I Establishment of Missions

A. Establishment of Resident Diplomatic and Career Consular Missions

1. Establishment of a Diplomatic Mission (DM)

- a) The sending State seeking to establish a DM in the Philippines must formally send a *Note Verbale* to the Department, through its Ministry of Foreign Affairs (MFA), for its evaluation and approval.
- b) The *Note Verbale* may either be coursed through the Philippine Embassy exercising jurisdiction over the sending State or through the sending State's Embassy exercising jurisdiction over the Philippines. These may be done simultaneously.
- c) Once approval by the Philippine Government is obtained, the sending State may initiate initial steps in opening its Resident Diplomatic Mission in Manila.

2. Establishment of a Career Consular Mission

- a) The sending State seeking to establish a Career Consular Mission in the Philippines must send a *Note Verbale* to the Department either directly (Ministry to Ministry), or through its DM holding jurisdiction over the Philippines in accordance with the provisions of Article 4 of the 1963 VCCR.
- b) The sending State shall indicate in its *Note Verbale* the category of its proposed consular mission, i.e., consulate general, consulate, or vice consulate.
- c) Once approval by the Philippine Government is obtained, the sending State may initiate steps in opening its Resident Career Consular Mission in Manila.

3. Initial Coordination

Initial coordination may be done with DFA Protocol. Should the sending State decide to send a diplomat/s to Manila for the initial groundwork, prior official communication must be sent to the Department so that assistance may be rendered.

4. Choosing the Location of the Premises of the Diplomatic Mission and/or Career Consular Mission

- a) Most DMs in the Philippines are located within the National Capital Region. The Department must be informed of the selected choice/s so that proper coordination with the following entities may be made, as applicable:
 - i. Concerned Local Government Unit
 - ii. Building Administrator or Property Owner
 - iii. Homeowners Association
- b) Temporary offices may be set up at this time, the location and contact numbers of which must be officially communicated to the Department.
- c) The Mission must formally notify the Department of any intention to transfer the premises of the Mission.

5. Acquisition of Real Property as Premises of the Mission

- a) Regardless whether by purchase or lease, the Department's prior approval must be obtained before any legal documents are finalized and signed.
 - i. By Purchase. Acquisition of land by foreign entities is generally prohibited by the Philippine Constitution. However, the sending State may be granted permission to proceed with the purchase of real property on the basis of reciprocity.
 - ii. By Lease. The sending State may opt to lease a property to serve as the official premises of the Mission. The sending State may freely negotiate the terms and conditions of the lease contract with the parties concerned, and is expected to abide by the agreed terms of their lease contract.
 - iii. Applicable Dues and Taxes. The sending State shall be exempt from all direct national, regional, or municipal dues and taxes (Article 23, VCDR). Indirect taxes, such as the Value Added Tax (VAT), shall apply unless waived by an agreement guaranteeing reciprocity and in accordance with applicable Philippine tax laws.

6. Updating of the DFA's Real Property List

Diplomatic and Career Consular Missions in the Philippines must submit to the Department, every first quarter of the year, an updated list of real properties owned or leased by the Mission and its Head of Mission, using the template found in the Annex to this Handbook.

7. Other Representation/s In and Outside the Capital

Any intention to set up additional office/s in or outside Metro Manila, apart from the officially established location of the DM, must be officially communicated to the Department and its prior consent be obtained (Article 12, VCDR).

B. Closure of a Diplomatic Mission

Closure of a DM may occur for a number of reasons and does not necessarily denote the termination of diplomatic relations between States (Article 45, VCDR).

1. Formal Notice

Notice regarding cessation of operations must be officially communicated by the DM to the Department as soon as practicable.

2. Duties of the Closing Mission

The DM is expected to settle all its obligations prior to its closure.

SECTION II **Persons Entitled to Privileges**

A. Diplomatic Mission and Staff

The following are recognized members of Diplomatic Missions, namely:

1. Ambassador Extraordinary and Plenipotentiary or its equivalent (e.g. Apostolic Nuncio, Secretary of the People's Bureau, etc.), accredited to the Head of State
2. *Chargé d'Affaires, en pied*, formally accredited to the Secretary of Foreign Affairs
3. Deputy Chief of Mission
4. Minister Plenipotentiary
5. Minister
6. Minister-Counsellor
7. Counsellor (of different grades and functions)
8. First, Second, and Third Secretaries
9. Attachés
10. Administrative and Technical Staff
11. Service Staff

B. Consular Mission and Staff

1. The following are recognized members of a Consular Mission:
 - a) Consul General
 - b) Deputy Consul General
 - c) Consul
 - d) Vice Consul
 - e) Administrative and Technical Staff
 - f) Service Staff
2. Consular officers are of two types, namely:
 - a) Career Consular Officers are professional members of a country's career consular corps, are citizens of the sending State, and are principally engaged in consular work, besides diplomatic functions, if any.
 - b) Honorary Consular Officers are non-career consuls general, consuls, and vice consuls who are either citizens of the Philippines or of the state they represent and devote only part of their time to consular functions. The privileges and immunities of the honorary consular officers are limited to those enumerated in relevant provisions of the 1963 VCCR.
3. Consular Employees are persons employed in the administrative and technical service of a career consular mission.

C. Changes in Personnel Complement

Diplomatic and consular missions must provide Protocol, through their respective embassies, with the name and designation of their officers and staff as soon as a change in composition occurs (e.g. recall of an officer, appointment of a new officer or personnel, transfer, resignation), preferably within the month it occurs.

D. International Organizations and Staff

1. Personnel of International Organizations
 - a) Officials of IOs are those classified as such under the Headquarters/Host Agreement or bilateral agreement with the Philippine Government and who enjoy privileges and immunities as specified in the agreement.
 - b) Members of Administrative and Technical Staff are staff members of an IO, whose privileges/immunities solely depend on agreements with the Philippine Government.

- c) Officials and Staff of Agencies of the United Nations. These are officials and members of the staff whose privileges and immunities are governed by the 1947 Convention on the Immunities and Privileges of the Specialized Agencies of the UN, the 1946 Convention on the Privileges and Immunities of the UN, and relevant Agreements with the Philippine Government.
2. The UN, its specialized agencies, and IOs must provide Protocol with the name and designation of its officers and staff as soon as a change in composition occurs (e.g. recall of an officer, appointment of a new officer or personnel, transfer, resignation), preferably within the month it occurs.

E. Members of the Family

1. Appropriate accreditation is applicable to members of the families of a diplomatic or consular agent (principal) provided they are neither citizens nor permanent residents of the Philippines.
2. Qualified dependents of the principal, who may be accredited, include the following:
 - a) Spouse (as defined under Philippine laws and regulations).
 - b) Children below 21 years of age, unmarried, and are financially dependent on or physically residing with the principal.
 - c) Any unmarried offspring of any age who is physically or mentally disabled, and is financially dependent on or physically residing with the principal.
3. Missions are required to advise the Department in writing if any person who has been officially accepted as a family member ceases to hold such status as defined in this Handbook.

F. Other Recognized Members of the Household

1. Appropriate accreditation is applicable to members of the household of a diplomatic or consular agent provided they are not citizens or permanent residents of the Philippines.
2. Members of the household are those other dependents not mentioned above who are physically residing with the diplomatic agent or consular agent and have been issued a 9(e) visa, subject to the approval of the Department.
3. A DM/IO is required to advise the Department in writing if any person who has been officially accepted as a household member ceases to live in the principal's household.

G. Locally Engaged Staff

1. A DM/IO is allowed to have the appropriate number of locally engaged staff (LES) as may be deemed necessary for its efficient functioning.
2. LES who are citizens or permanent residents of the Philippines are not issued a Diplomatic ID card.
3. LES employed by a DM/IO are not granted tax exemptions.
4. The engagement of an LES is discretionary on the part of a DM/IO. Such engagement must adhere to existing labor regulations and standards of the Philippines. The consequential contract of employment may be the subject of a legal proceeding before a judicial or quasi-judicial agency of the Philippine government.

H. Employment of Private Domestic Staff

1. A Head of Mission is allowed to employ two foreign citizens as private domestic staff, while other diplomatic or consular agents, including *Chargé d’Affaires, a.i.*, are allowed to employ one. A private domestic staff must be at least 24 years old.
2. All private domestic staff are not issued Diplomatic ID Cards by the Department.
3. The engagement of a private domestic staff is discretionary on the part of a diplomatic or consular agent. Such engagement must adhere to existing labor regulations and standards of the Philippines. The consequential contract of employment may be the subject of a legal proceeding before a judicial or quasi-judicial agency of the Philippine government.

SECTION III Accreditation Procedures

A. Accreditation of International Organizations (IO)

1. An IO seeking accreditation must submit such a request to the Department.
2. Formal accreditation of resident IOs to the Department is required before the appropriate privileges and immunities can be recognized.
3. The privileges and immunities granted to IOs and its personnel shall be in accordance with the IO’s headquarters or host country agreement with the Philippine Government or other applicable agreements or conventions.

B. Accreditation of Agencies Attached to Diplomatic Missions

1. The personnel of diplomatic or consular missions may include those from other government agencies of the sending State who may be accredited by the Department upon prior consent of the latter. Requests for accreditation of personnel of other government agencies of the sending State must be submitted to the appropriate geographic office of the Department.
2. The privileges of personnel of such other government agencies shall be limited to those agreed upon between the Philippine Government and the sending State. Such agreements may be in the form of treaty or exchange of notes, among others.
3. The consent of the Department must be obtained before other accredited government agencies locate their offices outside the recognized official premises of the diplomatic or consular mission.

C. Types of Diplomatic/Official Identification (ID) Card

1. The types of Diplomatic ID reflect the different positions/designations of the holder based on the 1961 VCDR, the 1963 VCCR, and other relevant international conventions and agreements.
2. The Department issues the following ID cards, namely:
 - a) Diplomatic IDs. Diplomatic Identification cards are issued to:
 - i. Embassy personnel with diplomatic rank and their qualified family members who are holders of diplomatic passports and 9(e) visas.
 - ii. Other qualified diplomatic officials under existing Headquarters Agreement (e.g., Section 44 of ADB).
 - b) Consular IDs. Consular Identification cards are issued to:
 - i. Career consular personnel of a consular mission and qualified members of their families.
 - ii. Honorary consular officers.
 - c) Official IDs. Official Identification cards are issued to:
 - i. Members of the administrative and technical staff of diplomatic or consular missions and qualified members of their families.

- ii. Qualified personnel of International Organizations, including their spouses and qualified dependents, subject to the provisions of agreements by the Philippine Government with each IO.
- iii. Qualified members of the household of personnel of diplomatic or consular missions who are holders of official passports and valid 9(e) visas.

D. Procedure for Securing a Diplomatic/Official ID Card

1. Initial Issuance

a) Personnel of Resident Diplomatic and Consular Missions and International Organizations

The DM or IO concerned must send a *Note Verbale* to the Department requesting for an ID to be issued in favor of its personnel taking up their assignment in the Philippines, together with the following documents:

- i. Completed ID application form.
- ii. Colored 2x2" sized photo on plain white background, in full-face view directly facing the camera, taken within the last 12 months and showing the applicant in business attire (preferably dark-colored; shirts and sleeveless clothes are not allowed).
- iii. Clear copy of valid 9(e) or 47(a-2) visa, except for citizens of countries with a visa waiver agreement with the Philippines.
- iv. Copy of biodata page of the applicant's valid national passport.
- v. Copy of the applicant's latest Philippine arrival stamp.
- vi. Copy of the applicant's updated curriculum vitae (for principals only).
- vii. For dependent spouses, a copy of the marriage certificate or any document showing proof of marriage such as a family book.
- viii. For dependent children, a copy of the dependent's birth certificate or other authenticated proof of adoption or legal guardianship.

If documents submitted are in a language other than English, an official translation is required.

b) Accredited Non-Resident Ambassadors Extraordinary and Plenipotentiary

Accredited NRAs may submit their ID applications to the nearest Philippine diplomatic mission, accredited to the sending State or situated in the same city where the diplomatic mission of the NRA is located, through a *Note Verbale* enclosing the following documents:

- i. Completed ID application form.
- ii. Colored 2x2" sized photo on plain white background, in full-face view directly facing the camera, taken within the last 12 months and showing the

- applicant in business attire (preferably dark-colored; shirts and sleeveless clothes are not allowed).
- iii. Copy of biodata page of the applicant's valid diplomatic passport.
- iv. Copy of the applicant's latest Philippine arrival stamp, if any, and diplomatic arrival stamp at the country of residence.
- v. Copy of the applicant's updated curriculum vitae.

The processed IDs shall be released through the Philippine diplomatic mission which received the application.

c) Honorary Consular Officers

For honorary consular officers, the following documents must be submitted:

- i. Letter request signed by applicant.
- ii. Completed ID application form.
- iii. Colored 2x2" sized photo on plain white background, in full-face view directly facing the camera, taken within the last 12 months and showing the applicant in business attire (preferably dark-colored; shirts and sleeveless clothes are not allowed).
- iv. Copy of biodata page of the applicant's valid national passport.
- v. Copy of the applicant's updated curriculum vitae.
- vi. Copy of applicant's valid appointment papers.
- vii. Copy of applicant's valid NBI clearance.
- viii. Copy of applicant's valid Philippine visa or ACR-I Card (Alien Certificate of Registration Identification Card) if a citizen of the sending State. A citizen of a Third State shall not be accredited as an honorary consular officer in the Philippines.

2. Renewal of ID

- a) For the renewal of IDs, DM/IO/Honorary Consular Missions must send a *Note Verbale*/ Letter to the Department on behalf of the applicant with the following documentary requirements:
 - i. Completed ID application form.
 - ii. Colored 2x2" sized photo on plain white background, in full-face view directly facing the camera, taken within the last 12 months and showing the applicant in business attire (preferably dark-colored; shirts and sleeveless clothes are not allowed);
 - iii. Clear copy of valid 9(e) or 47(a-2) visa, as applicable.
 - iv. Copy of biodata page of the applicant's valid national passport.
 - v. Copy of the applicant's previous diplomatic, consular, or official ID.
 - vi. For Honorary Consular Officers, a valid NBI Clearance and proof of continuing appointment issued by the sending State or its supervising DM.

- b) The expired ID must be surrendered to the Department upon submission of the request for renewal of IDs.

3. Lost/Damaged ID

a) Requirements for the Replacement of Lost/Damaged ID

A DM/IO/Honorary Consular Mission must immediately inform the Department of the loss/damage through a *Note Verbale*/ Letter with the following attachments:

- i. Completed ID application form.
 - ii. Colored 2x2" sized photo on plain white background, in full-face view directly facing the camera, taken within the last 12 months and showing the applicant in business attire (preferably dark-colored; shirts and sleeveless clothes are not allowed).
 - iii. Clear copy of valid 9(e) or 47(a-2) visa, as applicable.
 - iv. Copy of biodata page of the applicant's valid national passport.
 - v. Copy of the applicant's previous ID.
 - vi. Original Notarized Affidavit of Loss/Damage of ID.
 - vii. Original Police Report for the Loss/Damage of ID.
- b) The validity period of the replacement ID shall follow the validity period of the lost/damaged ID card.
 - c) In the event that the lost ID is subsequently found, its immediate return to the Department is enjoined

4. Additional Documents

The Department may require additional documents in support of the application for ID and reserves the right to withhold the processing of any application deemed incomplete.

5. Submission of Requests

Except for requests from accredited NRAs who will submit to their nearest Philippine diplomatic missions, all requests for IDs, together with the requirements, shall be submitted directly to Protocol electronically at opdiv3.accreditation@dfa.gov.ph.

E. Validity of an ID Card

1. The initial period of validity of an ID shall be 3 years, subject to the validity of the applicant's national passport.
2. IDs shall only be issued to accredited personnel with official duties in the Philippines of more than 3 months.
3. Applications for renewal of an ID may be submitted one month prior to the date of expiry.
4. On renewal, the validity of an ID shall correspond to the remaining period of the tour of duty of the applicant, but in no case exceeding 3 years.

F. End of Tour of Duty of Accredited Individuals

1. The Department must be notified immediately through a *Note Verbale* or Letter upon the conclusion of the tour of duty of any of the accredited personnel and/or their respective dependents of DMs/IOs for cancellation of their IDs.

Non-compliance shall result in the delay of the accreditation of their successor.

2. For accredited resident Honorary Consular Officers, the sending State must notify the Department, through official channels, of the termination of the appointment of its honorary consular officer.
3. The paraphernalia issued to the accredited individual during their tour of duty in the Philippines, such as airport and diplomatic IDs, special license plates and/or VAT Certificates, must be surrendered to Protocol for cancellation.

G. Diplomatic and Consular List

1. The Department shall maintain a Diplomatic and Consular List containing the names and designation of the members of the diplomatic and consular corps in the Philippines including the Mission's address, contact details, e-mail addresses, and other relevant contact information.
2. Resident Missions must submit a list of their respective personnel and notify the Department of their arrival/departure.
3. The Diplomatic and Consular List shall be published on the Department's official website.

H. Size of Diplomatic and Consular Missions, International Organizations

1. In the absence of a specific agreement as to the size of the diplomatic or consular mission, or IO, the Department requires that their size be kept within reasonable limits, having regard to circumstances and conditions in the Philippines and to the needs of the particular mission, or IO, and the principle of reciprocity.
2. Unless earlier agreed upon, the prior consent of the Department must be obtained prior to the deployment of additional personnel in a diplomatic or consular mission and IO.

SECTION IV Importations

A. Importation Privileges

1. Written authorization from the Department is required before a DM/IO or their accredited and qualified personnel may import goods free from duties and taxes.
2. A written request to import from the Head of Mission or any other official signatory of the DM/IO, bearing their official seal, shall be sent to the Department.
3. Goods imported under this privilege must be clearly identified at the time of entry into the Philippines and accompanied by a certificate stating that they are privileged goods for official or personal use.
4. A DM/IO may refer to the attached annexes for the complete list of documentary requirements for each specific request.

B. Diplomatic Bags

1. The packages constituting the diplomatic bag must bear visible external marks of their character and may contain only diplomatic documents or articles intended for official use.
2. When relevant authorities have serious reason to believe that the bag contains something other than the official correspondence, documents, or articles, they may request that the bag be opened in the presence of an authorized representative of the DM/IO concerned. If this request is refused, the bag shall be returned to its origin.

C. Consignment of Goods

1. Shipments must be consigned to a DM/IO and must be explicitly stated in the relevant shipping documents, e.g. air waybill, packing list, commercial invoice, among others. Shipments shall be endorsed to appropriate agencies only if it is clearly stated that the consignee of the goods is the DM/IO.
2. Shipping documents, when written in a foreign language other than English, must be accompanied by an English translation issued by the shipping company.
3. Description of the consigned materials must be consistent in all of the abovementioned documents. In case of discrepancies and incomplete requests, such requests will be returned.
4. Goods consigned to a DM/IO must be for its official use.
5. Goods intended for donation by a DM/IO to a third party must be directly coursed through the appropriate government agencies.

D. Personal Effects

1. Requests for free entry of personal effects must be in reasonable quantities and shall be subject to evaluation and approval of the Department.
2. Requests for exemption from duties and taxes of imported personal effects must be submitted only after the privileged personnel has been accredited to the Department.
3. Shipments of personal effects must be consigned to the principal.
4. Failure to comply with the provisions above may result in the delay of the processing of the personnel's request.

E. Customs Duty on Goods

1. Diplomatic Missions and Staff. No customs duty is payable on imported goods intended for the official use of the mission or for personal use of a diplomatic agent.
2. Consular Posts and Staff. No customs duty is payable on imported goods intended for the official use of a career consular mission or for the personal use of its accredited consular agent.
3. Administrative and Technical Staff. First-installation privileges of administrative and technical staff members of a diplomatic or consular mission cover the importation of a reasonable quantity of personal and household effects, including

consumer goods (e.g. liquors) imported together with the personal and household effects, within 6 months from arrival in the Philippines.

4. Honorary Consular Officers and the members of their staff do not have importation privileges, e.g., tax exemptions or customs exemption. However, no customs duty, or excise tax, is payable on the following items: Provided, that, they are intended for the official use of their consular mission and are supplied by or purchased by the sending State, namely: coats of arms, flags, signboards, seals and stamps, official printed matter, office furniture, office equipment, and similar articles.
5. Officials and Staff of International Organizations. The duty-free entry privilege is extended only to certain categories of IO officials and staff entitled to it by virtue of the IO's headquarters or host country agreement or other relevant agreements or conventions.
6. Only those goods which are consigned to the accredited privileged personnel are regarded as personal or household effects and eligible for tax and duty exemption.

F. Exemption from Examination of Personal Baggage

1. The privilege of exemption from examination of baggage and other effects, and of their admission free of customs duties and taxes, is granted to qualified accredited privileged personnel.
2. In accordance with Article 36, paragraph 2 of the 1961 VCDR and Article 50, paragraph 3 of the 1963 VCCR, authorities have the right to inspect baggage when there is a reason to believe that it contains dutiable goods or goods whose importation is prohibited, restricted, or controlled by law. Such inspection, however, shall be conducted only in the presence of the diplomatic agent or their authorized representative, or the consular officer.
3. Refusal by the owner of the baggage or the authorized representative to subject the baggage to inspection, when such inspection is necessary, shall authorize the relevant authorities to send the baggage back to its country of origin at the expense of the owner.
4. This privilege is accorded to members of IOs when provided for in the headquarters or host country agreements or other relevant agreements or conventions.

G. Exit Clearance of Personal Effects

Diplomatic, consular, and other privileged personnel who have ended their tours of duty shall first secure an exit clearance from the Department to enable them to ship out their personal effects.

H. Prohibited Importations

Prohibited items of importation under Philippine law include, but are not limited to, the following items:

1. Dynamite, gunpowder, ammunition and other explosives, firearms and weapons of war, and parts thereof, except when authorized by law.
2. Prohibited drugs.
3. Written or printed articles in any form containing any matter advocating or inciting treason or rebellion, insurrection, sedition or subversion against the Philippine Government, or containing any threat to life and safety of any person in the Philippines.
4. Written or printed articles, negatives or cinematographic film, photographs, engravings, lithographs, objects, paintings, drawings other representations of an obscene or immoral character.
5. Other prohibited items of importation under Section 101 of the Tariff and Customs Code of the Philippines, as amended.

I. Films and Liquor

1. Imported Films, Tapes, Slides
 - a) Films, tapes, and slides related to official correspondence or other official matters may be imported free of customs duties upon certification by the mission concerned that such items are to be shown only for official purposes.
 - b) Films, tapes, and slides not related to official matters may be shown to the general public only after clearance from the Movie and Television Review and Classification Board (MTRCB) is obtained.
2. Wines, Spirits, Beverages, Tobacco, and Cigarettes
 - a) Alcoholic beverages, cigarettes, and cigars may be imported duty free in reasonable amounts by the DM/IO. The Department may deny the duty-free importation of alcohol, wines, spirits, tobacco, cigarettes, and other consumable items, if the quantity is found to be unreasonable.
 - b) The Department shall be informed in advance whenever voluminous quantities of the above items are to be imported for national day celebrations, state visits, and other receptions, subject to the Department's approval.

- c) Accredited diplomatic and consular agents may similarly import reasonable quantities of these items for personal consumption, as endorsed by the Head of Mission.

3. Purchase at Duty-Free Shops.

Diplomatic, consular, and other privileged entities and individuals may purchase wines, liquors, cigarettes, and other household and personal articles from authorized duty-free outlets. The privilege under this item is granted on a reciprocal basis.

4. Live Animals

- a) Live animals may be allowed to enter the country subject to the rules and regulations of the Bureau of Animal Industry (BAI).
- b) The Philippines, as a signatory to the Convention on International Trade of Endangered Species (CITES), enjoins the cooperation of entities in ensuring that prohibited species are not imported into or exported from the country.

SECTION V Taxes

A. Value-Added Tax (VAT)

1. A VAT is a tax on consumption levied on the sale, barter, exchange, or lease of goods or properties and services in the Philippines and on importation of goods into the Philippines. The current standard rate is twelve percent (12%) of the gross selling price.
2. In Bureau of Internal Revenue (BIR) Revenue Memorandum No. 10-2019, “[t]he grant of VAT exemption to foreign missions, its qualified personnel, and dependent/s of the latter is based on the international law principles of reciprocity and comity, which were adopted as part of the law of our jurisdiction, pursuant to Article II, Section 2 of the 1987 Philippine Constitution.”
3. VAT is an indirect tax. No DM, IO, or UN agency is exempted from the payment of VAT unless otherwise covered by a treaty, convention, or headquarters or host country agreement, or domestic legislation.
4. VAT exemption privileges are subject to applicable rules and regulations issued by the BIR.

B. VAT Exemption at Point-of-Sale (POS)

1. VAT exemptions at POS shall be granted in accordance with Item A.2 of this Section.
2. Eligible entities shall be issued VAT Certificates (VCs) by the BIR upon the endorsement of the Department. The original VC must be presented together with the holder's valid Diplomatic ID when availing of VAT exemption privileges.

C. VAT Refund

1. Entities entitled to VAT exemption through reimbursement may request a refund from the BIR relative to their purchases of goods and services. Filing of refund is subject to a two-year prescriptive period from the date of official receipt.
2. Entities availing themselves of VAT exemption should file a request for VAT refund addressed to the Department. The said request should be accompanied by the following:
 - a) BIR Form 1914.
 - b) Clear and legible certified true copies of the original receipts stamped with the Mission's official seal, and arranged in chronological order;
 - c) Statement of accounts (if applicable).
 - d) Summary of all their purchases.
 - e) Sworn certification attesting to the completeness and veracity of the documents submitted.
 - f) Copy of the latest BIR Ruling and/or the claimant's valid VC.
 - g) Valid Diplomatic ID (for personnel).

The request is evaluated and endorsed by the DFA to the BIR for the latter's further evaluation.

3. In claims for refund, the BIR requires proof that the claimant is the grantee of the tax exemption privilege. The VAT invoice or receipt must, therefore, bear the name of the privileged person or the DM/IO.
4. Applications for refund of tax on all purchases of goods and services must be submitted on a quarterly basis.

D. Income Tax

1. Diplomatic and consular agents and privileged entities are exempt from Philippine income tax, as qualified by Philippine and international laws and conventions.

2. A DM/IO is not required to deduct withholding tax from the salaries of its LES. LES are obliged to file and pay their respective income tax returns in accordance with relevant BIR circulars and regulations.
3. DM/IOs shall submit, at the first quarter of every year, a list of their LES. Such list must reflect the following details:
 - a) Name
 - b) Designation
 - c) Date of Entry
 - d) Tax Identification Number (TIN)
 - e) Basic monthly salary, cash bonuses, and allowances.

E. Tax on Petroleum Products

1. Petroleum products, such as gasoline, diesel, and other fuels for motor vehicles and other means of transportation, including planes, yachts, and motorized boats, are sold in the Philippines at a controlled retail price. The price includes VAT, which is reimbursable to eligible persons and entities.
2. Entities entitled to tax refund shall comply with the requirements set forth under Paragraph C of this Section.
3. In requests for tax refund for purchase of petroleum products, the BIR requires proof that the claimant is the grantee of the tax exemption privilege. The invoices or receipts must, therefore, bear the name of the claimant.

SECTION VI **Motor Vehicles**

A. Classification of Motor Vehicles

1. Official Motor Vehicle
 - a) Each mission is allowed one official motor vehicle for the exclusive use of the Chief of Mission (CM), which must be registered under the name of the mission. The CM motor vehicle shall be excluded from the count under the succeeding provision.
 - b) Unless otherwise agreed upon between the concerned mission and the Department, each diplomatic or consular mission may import duty-free or locally purchase tax-free not more than 5 motor vehicle for its official use. The vehicles must be registered in the name of the mission.

- c) Entitlement of IOs for official motor vehicles is subject to their respective host country or headquarters agreements with the Philippines, and other applicable treaty, convention, or international agreement.

2. Personally-Owned Motor Vehicles

- a) Each accredited diplomatic and consular agent may import duty-free or locally purchase tax-free one motor vehicle during their respective tours of duty if they are single, or up to two motor vehicles if their spouse or partner is accredited and has physically joined their principal in their diplomatic assignment. The vehicle(s) must be registered under the name of the principal.
- b) Entitlement of accredited personnel of IOs for official motor vehicles is subject to their respective host country or headquarters agreements with the Philippines and other applicable treaty, convention, or international agreement.

B. Luxury Motor Vehicles

Requests for the acquisition of luxury motor vehicles shall be evaluated by the Department in accordance with Philippine rules and regulations, taking into account the representational needs of the requesting Mission or diplomatic official and the necessity for such motor vehicles in the performance of the functions of a mission or diplomatic official.

C. Acquisition of Motor Vehicles

The provisions on the acquisition of motor vehicles apply to new and used motor vehicles imported to the Philippines, as well as to new and used motor vehicles purchased locally.

1. Direct Importation. An authority to import a motor vehicle must first be secured from the Department by the DM/IO, either for its use or for the use of its qualified personnel. Once an authority has been issued, the DM/IO must request for duty-free entry of the said motor vehicle.
2. For used motor vehicles, once the authority has been secured, the DM/IO must request for a Certificate of Authority to Import (CAI) from the Department of Trade and Industry (DTI) before requesting for duty-free entry of the subject motor vehicle.
3. The importation of used motor vehicle shall be governed by relevant Philippine laws and regulations.
4. Local Purchase. An authority to locally purchase a tax-exempt motor vehicle must first be secured from the Department by the DM/IO, either for its use or for the use of its qualified personnel.

Once authority is obtained, the DM/IO or personnel entitled to VAT exemption shall secure a BIR Ruling, through the Department, confirming their eligibility for exemption from the payment of VAT before commencing with the purchase of the motor vehicle.

5. The exemption from the payment of VAT for vehicle acquisitions of IOs, UN agencies, and their qualified personnel may only be endorsed by the Department in accordance with a treaty, convention, or host country agreement which explicitly exempts the DM/IO or the privileged personnel from the payment of such taxes.
6. Second-Hand/Previously Imported, Tax-Exempt Motor Vehicle. An authority to purchase a previously imported tax-exempt motor vehicle by a privileged buyer must be secured from the Department prior to its endorsement to the Department of Finance (DOF) for amendment of the BOC-Certificate of Payment.
7. Second-Hand/Locally Purchased, VAT-Exempt Motor Vehicle. In order to purchase a motor vehicle in the local market, the DM/IO, either for its use or for the use of its qualified personnel, must secure an authority to purchase from the Department.
8. Motor Vehicle Importations by IOs. Entitlement to duty-free motor vehicle importation of IOs and their qualified personnel is subject to the provisions of their respective treaty, convention, or headquarters or host country agreement.
9. For tax-paid motor vehicles, the DM/IO, either for its use or for the use of its qualified personnel, must file a request for initial registration and assignment of the appropriate license plates with the Department.

D. Registration of Motor Vehicles

1. All motor vehicles must be duly registered with the Land Transportation Office (LTO) before they can be used on Philippine roads, pursuant to Chapter II, Article I, Section 5 (a) of the Land Transportation and Traffic Code (Republic Act No. 4136).
2. Annual renewal of the registration of a motor vehicle should be done not later than the last day of the month corresponding to the last digit of its license plate number.
3. Diplomatic and other special license plates are considered government property and must be surrendered to the Department prior to the motor vehicle's exportation or disposal through sale, donation, or junking. Diplomatic and other special license plates may not be transferred from the motor vehicle to which they were issued to another motor vehicle.
4. Requests for initial or renewal of registration of motor vehicles must be coursed through the Department, accompanied by required application forms. The motor

vehicle for registration must be presented to the LTO for inspection and clearance. The copy of BOC-Certificate of Payment, ownership papers, and other pertinent documents must be presented during the inspection and registration.

5. DMs/IOs must submit to the Department every first quarter of the year the lists of their official and personal motor vehicles with Diplomatic and special license plates, using the template found in the Annex to this Handbook. The Department shall put on hold the processing of requests in case of failure by the requesting DM/IO to update the list.
6. DMs/IOs must ensure that only privileged persons to whom a diplomatic and other special license plate has been issued, and any of his/her qualified dependents who are part of the privileged person's household and who has been accredited as such by the Philippine Government, shall use the privileged person's motor vehicle(s) carrying such plates.

E. Replacement of Motor Vehicles

1. The replacement of motor vehicles, whether official or personal, requires prior approval of the Department.
2. Motor vehicles registered in the name of DM/IO or its privileged personnel may be replaced only after three years from the date of registration for locally purchased, tax-exempt motor vehicles, or from the date of the issuance of BOC-Certificate of Payment for imported, tax-exempt motor vehicles, or as provided for in their respective headquarters or country agreements.

F. Disposal of Motor Vehicles

1. DMs/IOs must request and file for an authority to dispose with the Department before they may dispose (through sale, donation, junking, or re-exportation) any tax exempt motor vehicle, either official or personal.
2. The license plates assigned to the motor vehicle to be disposed must be returned to the Department prior to the submission of the report of disposal.
3. Submission of all requirements, including the report of disposal of personally-owned motor vehicles of privileged individuals, must be complied with prior to the conclusion of their tours of duty in the Philippines. Noncompliance with this provision will put the successor's requests concerning motor vehicles (e.g. acquisition, registration, etc.) on hold.

G. Transfer of Ownership of Motor Vehicles

1. Tax-exempt motor vehicles may only be transferred to a privileged or non-privileged entity after the lapse of three years from the date of initial registration.

2. Transfer of ownership of tax-exempt vehicles registered under privileged personnel for less than three years may be effected if said privileged personnel shall be due for immediate transfer or end their tour of duty.
3. Tax-exempt motor vehicles, imported used, may be sold, donated, or otherwise disposed domestically only after 3 years from its importation.
4. The transfer of a tax-exempt imported motor vehicle to a non-privileged entity is governed by Section 107(B) of the National Internal Revenue Code, which states that:

***“Transfer of Goods by Tax-exempt Persons.** – In case of tax-free importation of goods into the Philippines by persons, entities or agencies exempt from tax where such goods are subsequently sold, transferred or exchanged in the Philippines to non-exempt persons or entities, the purchasers, transferees or recipients shall be considered the importers thereof, who shall be liable for any internal revenue tax on such importation. The tax due on such importation shall constitute a lien on the goods superior to all charges or liens on the goods, irrespective of the possessor thereof.”*

H. Sale of Tax-exempt/Tax-paid Motor Vehicles Not Covered by Book II, Section VI, Item G.3

1. A tax-exempt and duty-free motor vehicle cannot be sold by its privileged owner to a non-privileged entity before the lapse of three years, unless otherwise provided for in an agreement with the Philippine Government. An authorization to sell must be secured from the Department. Thereafter, the report of sale must be submitted.
2. The sale of a tax-exempt motor vehicle to a privileged entity must be reported to the Department by submitting the required application forms. Otherwise, the motor vehicle must be exported and an authorization to export and exit clearance must first be secured from the Department to enable a privileged entity to export the motor vehicle.
3. Sale to a non-privileged entity under this Section may only be allowed under justifiable circumstances, subject to payment of taxes and other charges, and submission of report of sale.
4. The sale of a tax-paid motor vehicle duly registered with diplomatic and special license plates must be reported to the Department by submitting the required application form.

I. Donation of Tax-exempt Motor Vehicle

1. A tax-exempt and duty-free motor vehicle cannot be donated by its privileged owner before the lapse of three years.
2. An authorization to donate must be secured from the Department. The donation of a motor vehicle to a qualified donee must be reported to the Department by submitting the required application form. Applicable taxes must be paid by the donee.
3. A tax-exempt and duty-free motor vehicle may be transferred only to the following qualified donee:
 - a) Any Philippine National Government agency or any of its instrumentalities, except government owned and controlled corporations.
 - b) Educational and/or charitable, religious, cultural or social welfare corporation, institution, foundation, trust or philanthropic organization, or research institution or organization.

J. Unserviceable Motor Vehicle

1. If a duty-free imported motor vehicle is rendered unserviceable (i.e. by reason of accident, damage, or factory defect), the DMs/IOs may request the Department to allow them to dispose of the motor vehicle through destruction. Alternatively, the DMs/IOs may turn over the vehicle to the Bureau of Customs (BOC) by submitting the required forms, in lieu of payment of duties or taxes.
2. If a locally purchased, tax-exempt motor vehicle rendered unserviceable (i.e. by reason of accident, damage, factory defect) is to be replaced before the lapse of three years from the date of registration, an authority to dispose of it must be secured from the Department.
3. Armored vehicles acquired by DM/IOs may only be disposed of by means of destruction or re-exportation.

K. Right-Hand Drive Motor Vehicle

Pursuant to Republic Act No. 8506, "Banning the Registration and Operation of Vehicles with Right-Hand Steering Wheel", the importation or operation of right-hand drive motor vehicles in any private or public street, road, or highway is prohibited.

SECTION VII Licenses

A. Motor Vehicle License Plates

1. The Mission's official motor vehicle for Head of Mission is issued one set of CM license plates (XXX 1000).
2. Official motor vehicles registered under the name of the accredited DM/IO may be issued seven-digit license plates by the LTO upon endorsement of the Department.
3. The personally-owned motor vehicles of eligible officials of the aforementioned DM/IO shall also be entitled to diplomatic license plates.
4. Official motor vehicles under the name of a consular mission headed by a career consular officer may be issued diplomatic license plates.
5. The personally-owned motor vehicles of career consular officers shall also be entitled diplomatic license plates.
6. Honorary consular officers may be issued official license plates.

B. License to Own and License to Carry Firearms

Applications for licenses to own and license to carry firearms must be coursed through the Department for endorsement to the proper local authorities.

C. License to Operate Radio Transmitters and Similar Facilities

DMs/IOs and consular missions that desire to install and operate radio transmitters and similar communication facilities shall first secure a permit before installing and operating the same. All requests should be coursed through the Department for endorsement to the National Telecommunications Commission (NTC) and the Department of Information and Communication Technology (DICT).

D. Driver's License

1. No person shall operate any motor vehicle in the Philippines without a valid driver's license. This license must be carried by the driver every time they drive a motor vehicle.

2. Accredited members of diplomatic and consular missions and IOs and their qualified dependents, who are holders of valid driver's licenses issued by a foreign government and who wish to secure a Philippine driver's license shall send a request to the Department, together with the photocopy of the applicants' foreign license clearly showing both sides of the license and Diplomatic ID.
3. All licenses not printed in English are required to have an official translation alongside the photocopied pages.
4. The DFA's assistance may also be requested for the following:
 - a) Authentication of the driver's license issued by LTO.
 - b) Issuance of student driver's license for non-holder of valid driver's license. A request for such assistance should be sent to the Department for endorsement to LTO.

SECTION VIII

Employment of Dependent Family Members

A. Authorized Employment

1. The employment of dependents of members of DMs in the Philippines must be covered by a bilateral employment agreement between the Philippines and the sending State.
2. In the absence of a bilateral agreement, the employment of qualified dependents may be allowed through exchange of notes, subject to the principle of reciprocity.

B. Conditions for Employment

The employment of dependent family members shall be subject to the following:

1. Statement from the Department that it interposes no objection to such employment.
2. Waiver of civil, administrative, and criminal immunities related to the dependent's employment.
3. Return of the Diplomatic ID card issued to the family member seeking employment, unless indicated otherwise in the concerned bilateral agreement or note.

4. Compliance with the relevant regulations of the Professional Regulation Commission, Bureau of Immigration, and the Department of Labor and Employment (DOLE).
5. Appropriate salary deductions for Philippine income tax, insurance contributions, and other compulsory deductions as may be required under Philippine law.

SECTION IX

Immunities

A. General Principles

1. As a general rule, immunities shall be extended to diplomatic and consular missions, IOs, and their officials who are duly accredited to the Philippine government, subject to the 1961 VCDR and its protocol for diplomatic personnel, the 1963 VCCR and its protocol for consular personnel, the pertinent Headquarters Agreement or Host Country Agreement for personnel of IOs, the 1947 Convention on the Specialized Agencies of the UN, the 1946 Convention on the Privileges and Immunities of the UN, and other international agreements to which the Philippines is signatory.
2. Diplomatic and consular agents who are citizens or permanent residents of the Philippines shall enjoy immunity from jurisdiction and inviolability only with respect to official acts performed in the exercise of their official duties and functions.
3. Notwithstanding the entitlement of privileged parties to immunities under relevant conventions and agreements, it is the duty of all persons to respect the laws and regulations of the Philippines.
4. The beginning and end of immunities and privileges are governed by Article 39 of the VCDR in relation to Article 10 thereof, and Article 53 of the VCCR in relation to Article 24 thereof.

B. Certification of Identity and Immunity

1. When warranted, the DMs/IOs concerned may invoke its immunity or that of its personnel and may communicate a request to the Department, through a *Note Verbale*, for the issuance of a certificate confirming its status.
2. The Department shall, upon receipt and evaluation of the request, issue a certificate of identity and/or immunity of an officer or personnel after proper verification of its records.

C. Traffic Violations

1. Diplomatic motor vehicles bearing diplomatic plates determined to be in violation of traffic rules are subject to traffic fines.
2. The Department does not intervene with police or local authorities for reimbursement of traffic fines paid nor the cancellation of traffic reports.

D. Parking

DMs/IOs must at all instances observe parking regulations and pay the parking charges.

E. Highway Toll Fees

No exemption from payment of highway toll fees shall be allowed as these are considered service charges.

SECTION X Other Facilities

A. Airport Assistance

1. Terminal Access
 - a) The access and use of Airport Lounges of the NAIA are governed by the rules and regulations of the Manila International Airport Authority (MIAA). These are reserved on a "first come, first served" basis for the arrivals and departure of official guests whose travels have been officially conveyed to the Department and are allowed access by MIAA. Service fees may be imposed to non-qualified individuals.
 - b) The Department will endorse to MIAA the request for lounge access, *gratis*, by visiting Heads of State/Government; visiting foreign counterparts of the Vice President, Senate President, Speaker of the House of Representatives, Chief Justice of the Supreme Court; former Heads of State/Government; visiting foreign counterparts of Cabinet Secretaries and Undersecretaries (Ministers and Vice Ministers) with whom they have scheduled engagements; travelling resident Ambassadors and their respective entourages; travelling resident heads of international organizations and their respective entourages; and heads of foreign government delegations and their respective entourages travelling to the Philippines for scheduled bilateral meetings with pertinent Philippine Government agencies, e.g., Meetings of Joint Commission on Bilateral Cooperation, Annual High-Level Meetings, Joint Ministerial Meetings,

Foreign Ministry Consultations, and similar bilateral mechanisms for government-to-government dialogues.

- c) A request for terminal and/or lounge access must be sent to the Department not less than 3 business days before the scheduled arrival or departure, with the following information:
 - i. Name and designation of person/s arriving or leaving.
 - ii. Name and designation of person/s from the diplomatic or consular mission welcoming or sending off (including requests for additional airport passes).
 - iii. Date of arrival or departure.
 - iv. Flight details.
 - v. Details of driver and plate number of cars.
- d) Requests made less than 3 business days before the scheduled arrival or departure shall be endorsed to MIAA on a best effort basis.
- e) Requests for terminal or lounge access for travelers not covered in paragraph A.1.b above shall be sent by the diplomatic or consular mission or IO directly to MIAA for their consideration following the procedure outlined in the Department's Note No. 23-1129 dated 17 April 2023.
- f) Access Airport Terminal Pass
 - i. The Department shall endorse to MIAA the issuance of a Green Access Airport Terminal Pass for each accredited Ambassador and Head of International Organization.
 - ii. Except for current arrangements among ASEAN Member States, a maximum of 2 Red Access Airport Terminal Pass shall be endorsed by the Department to MIAA for issuance to two other diplomatic agents of each resident diplomatic mission.
 - iii. Requests for additional airport passes for personnel of diplomatic or career consular mission and IOs shall be endorsed by the Department to MIAA in relation to the arrival and departure of government officials of their sending State.

2. Vehicle Access

- a) The Department shall endorse to MIAA the request for access to VIP parking zones in each of the NAIA terminals for official vehicles of resident diplomatic and career consular missions, IOs, and honorary consular missions.
- b) The Department does not endorse access of vehicles to the airport tarmac but leaves it to the discretion of MIAA whether it will accommodate vehicle

movements on the airport tarmac upon request conveyed directly to the latter by DMs, IOs, and UN agencies.

- c) Tarmac vehicle access and parking for arrival/departure of chartered/government aircraft of foreign Heads of State/Government shall be endorsed by the Department to MIAA upon referral by the Office of Presidential Protocol (OPP).

B. End of Tour and Departure from the Philippines

1. The Department must be informed, through a *Note Verbale*/ Letter, of the conclusion of the tour of duty of diplomatic and consular agents and accredited personnel of IOs and UN attached agencies.
2. At the conclusion of the tour of duty of the Ambassador, the name and designation of the officer who is designated to take charge of the mission pending the arrival of the new Ambassador should be included in the *Note Verbale* conveying the notice of departure from the Philippines.
3. The Department must be informed of the temporary absence of a Head of Mission, including the dates of their departure and return. The name of the officer who is designated to take charge of the mission during that period should be included in the *Note Verbale*.
4. When a *Chargé d'Affaires, ad interim*, concludes their tour of duty, the name and designation of the successor must be communicated to the Department by the MFA of the sending State.
5. Prior to the final departure of an Ambassador, the Department, if so requested, shall arrange farewell calls on the President and the Secretary of Foreign Affairs, as may be recommended by the concerned geographic office and subject to their availability.

C. Diplomatic Security

1. Security concerns of DMs, UN agencies, and other IOs may be referred to the Department. These concerns include threats, assemblies, demonstrations, and other matters of security concerning the mission and/or its personnel.
2. Requests for port, flight, firearm, and overflight clearances must be sent to the Department. Requests for overflight clearances must be submitted 20 days prior to the flight.
3. Security is provided to DMs, IOs, and UN agencies only upon request. The request may pertain to a security detail for visiting VIPs and a provision for traffic control

and security during important national events done inside or outside the Chancery building of the mission or its official residence.

D. Conduct of Election

1. The conduct of overseas voting by diplomatic or consular missions for its citizens in the Philippines requires the prior consent of the Department. A request in this regard may be sent to the Department, including information whether the premises of the mission are to be used as polling stations for the casting of ballots.
2. The Department does not allow the conduct of election campaigns in the Philippines by foreign governments.

SECTION XI International Organizations

A. Establishment and Closure of International Organizations

1. The establishment of an International Organization or an office in the Philippines of an International Organization shall take place upon consent given by the Government of the Philippines through the Department. A *Note Verbale* shall be conveyed by the International Organization concerned to the Department requesting the latter's consent.
2. The duties, immunities, and privileges of an International Organization and its personnel shall be stipulated either in an Headquarters/Host Country Agreement to be negotiated by it with the Department or in an international agreement to which the Philippines is a Member State.
3. The closure of an International Organization shall take effect in accordance with either its Headquarters/Host Country Agreement or the pertinent international agreement to which the Philippines is a Member State.

B. Immunities and Privileges

Unless otherwise stipulated in either the Headquarters/Host Country Agreement, the pertinent international agreement to which the Philippines is a Member State, or this Handbook, the provisions applied to DMs shall apply *mutatis mutandis* to International Organizations accredited to the Republic of the Philippines, including the following:

1. Section II, paragraphs E, F, and H.
2. Section III, paragraph G.
3. Section IV, paragraphs G, J, and I.
4. Sections VI, VII, VIII, IX, and X.

BOOK III
HONORARY CONSULAR OFFICERS
OF FOREIGN GOVERNMENTS IN THE PHILIPPINES

SECTION I

Introduction

A. Interpretation

1. This Handbook institutionalizes the appointment, accreditation, and the privileges granted by the Department to honorary consular officers appointed by foreign governments to the Philippines. The criteria for their appointment and accreditation are likewise established to ensure that persons who are appointed as honorary consular officers are qualified and of good moral character.
2. The privileges granted by the Department to honorary consular officers are not for their personal benefit but are meant to assist and facilitate their functions in the performance of their official duties.
3. The sending State, in the exercise of its sovereign act, may freely designate individuals it deems qualified to the position of honorary consular officials. The receiving State, in a similar exercise of a sovereign act, may accept or deny such designations without need to offer explanations.

B. Scope

1. This Handbook covers honorary consular officers in the Philippines duly appointed by foreign governments, in accordance with the laws and standards set by their respective sending States, and duly accredited and recognized in accordance with the regulations imposed by the Department.
2. The Department's approval for the appointment of honorary consular officers, transmitted to the MFA of the sending State, allows them to exercise the functions, powers, and privileges allowed by the VCCR and the laws of the Republic of the Philippines.

SECTION II

Opening and Accreditation of Honorary Consular Officers

A. Opening of Consular Posts Headed by Honorary Consular Officers

A government of another State having diplomatic relations with the Philippines may propose the opening of a consular mission to be headed by honorary consular officers by adhering to the following procedure:

1. The Ministry of Foreign Affairs (MFA) of the sending State conveys a *Note Verbale* to the Office of Protocol of the Department proposing the opening of a consular post to be headed by an honorary consular officer.
2. The *Note Verbale* may be sent either directly to the Department at op@dfa.gov.ph or through the sending State's accredited diplomatic mission exercising jurisdiction over the Philippines.
3. The *Note Verbale* shall include the following information:
 - a) The territorial jurisdiction of the proposed consular mission which must be clearly defined and not overlap with any existing consular district already served by an honorary consular officer from the same sending State.
 - b) The purpose and functions to be undertaken by the proposed consular mission.
 - c) A commitment by the sending State to allow the opening in its territory of a consular mission by the Government of the Philippines to be headed by an honorary consular officer.
 - d) The proposed consular mission cannot be situated in Metropolitan Manila if the sending State has a resident diplomatic mission therein.
4. The Department shall review the proposal and shall give its approval when warranted by the situation. This approval shall be transmitted to the MFA in a reply *Note Verbale*.
5. A foreign government which has no diplomatic relations with the Philippines may propose the establishment of a consular mission headed by an honorary consular officer in the Philippines. The Department shall evaluate such proposal on the basis of criteria set by relevant offices therein.

B. Nomination and Appointment of Honorary Consular Officers

The nomination and appointment of an honorary consular officer shall be as follows:

1. Upon receipt of the approval granted by the Department for the opening of the consular post, the MFA of the sending State conveys to the Office of Protocol of the Department a *Note Verbale* nominating a candidate to head the consular mission as an honorary consular officer.
2. The sending State is expected to nominate only individuals without any derogatory record.
3. The *Note Verbale* may be sent either directly to the Department at op@dfa.gov.ph or through the sending State's accredited diplomatic mission exercising jurisdiction over the Philippines and shall contain the documents stated in Section IV, paragraph 1 below.
4. Should the Philippines accept the nomination, a reply *Note Verbale* shall be transmitted to the sending State requesting submission of the candidate's consular commission certifying capacity, consular jurisdiction/s, and the seat of the consular mission. The details on the consular commission must be consistent with the nomination documents previously provided by the sending State.
5. The Department is not bound to provide an explanation should approval of the nomination not be granted.

C. Qualifications and Disqualifications

1. An individual nominated to be an honorary consular officer must submit the following:
 - a) Completed Information Sheet.
 - b) Detailed *curriculum vitae*.
 - c) Full contact details (home and the proposed consulate's addresses, telephone, cellular phone and fax numbers, and official email address/es).
 - d) Photocopy of the passport data page of the nominee.
 - e) Certificate of Residency issued by the Barangay in the proposed consular district. A nominee who primarily resides outside the proposed consular district shall not be qualified to be nominated.
 - f) Clearance from the National Bureau of Investigation (NBI).
 - g) Statement that the candidate is either a citizen of the Philippines or of the sending State. A citizen of a Third State is not qualified to be nominated.
 - h) Statement that the candidate is not a current honorary consul of a Third State.

- i) Statement that the candidate is not a member of a political party nor occupying any government position.
2. A nominee who carries any of the following occupations or activities at the time of nomination shall not be considered for appointment, particularly:
 - a) Any elective government position(s).
 - b) Any position under the Philippine Civil Service Commission.
 - c) Active official position in any political party in the Philippines.
 - d) Active membership in the Armed Forces of the Philippines (AFP) or the Philippine National Police (PNP).
 - e) Any other occupations/activities which would be inimical to the relations of the sending State with the Philippines as may be further defined by the Department.
 3. A nominee charged with a criminal or administrative case at the time of nomination, convicted in a criminal case, or found guilty in an administrative proceeding shall not be considered for appointment.

SECTION III

Specific Privileges and Immunities

A. Additional Privileges

1. Apart from the privileges enumerated in Article 58 of VCCR, the Philippine Government may accord, through the Department, the following privileges to accredited honorary consular officers appointed by foreign governments and situated in the Philippines, subject to submission of relevant documentary requirements:
 - a) One Identification Card from the Office of Protocol for identification purposes only. Spouses and other dependents are not entitled to issuance of Protocol ID cards.
 - b) One Red Access Airport Terminal ID Pass, issued by the Manila International Airport Authority (MIAA), renewable annually.
 - i. The issuance and use of MIAA IDs are subject to the endorsement by the Office of Protocol and prevailing MIAA rules and regulations, and are to be used only for official purposes.
 - ii. Upon request of the honorary consular officer, the Office of Protocol may endorse to MIAA a request for access by additional employees of the

consular mission and vehicle(s) when assisting arriving or departing officials of the sending State.

- ii. One set of consular car plates for each honorary consular officer: Provided, that, the vehicle is registered in his/her name. A second set of consular car plates shall be issued for the administrative vehicle of the consular mission, upon request by the honorary consular officer heading the consular mission: Provided, that, the vehicle is registered in the name of the consular mission or the honorary consular officer.
2. The Secretary of Foreign Affairs, or his/her designated representative, may modify or alter these privileges at any time, in whole or in part, consistent with the national interest and the principle of reciprocity.

B. Cancellation of Privileges

The grounds for cancellation of the privileges stipulated in the preceding Section shall include the following:

1. Official revocation by the sending State of the consular commission in a written notice to the Department sent through diplomatic channels.
2. Demise, incapacity, or resignation of the honorary consular officer conveyed through the Department by the MFA of the sending State or its diplomatic mission exercising jurisdiction over the Philippines.

Upon receipt of verified information regarding the demise/incapacity of an honorary consular officer, their designation, authority and privileges are automatically terminated, and all paraphernalia issued by the Philippine Government must be surrendered to the Department. No individual shall assume the vacated designation without formal and official nomination by the sending State and official acceptance thereof by the Philippines.

3. The unilateral cancellation of the consular commission by the Department, with or without explanation.

C. Premises of the Consular Mission

1. The location of the consular mission headed by an honorary consular officer is established only after approval is granted by the Department.
2. The *Note Verbale* from the MFA of the sending State nominating an individual to be recognized as its honorary consular officer shall likewise include the lease contract or certificate of title of the premises proposed to be used as the consular mission.

3. The Department may inspect the proposed premises to ensure that its area is clearly defined and identifiable. The proposed premises must be separate and distinct from the other areas where the nominee practices their profession or conducts non-consular businesses.
4. If found acceptable, the Department shall give its approval to recognize the proposed premises as the official location of the proposed honorary consulate. The privileges and immunities accorded to the consular mission shall apply only to its premises recognized as such by the Department.

SECTION IV

Responsibilities of Honorary Consular Officers and Renewal of Accreditation

A. Responsibilities of Honorary Consular Officers

1. An honorary consular officer is under the supervision of the MFA and/or the diplomatic mission of the sending State and may communicate with the Department directly or through these channels.
2. Any change in address, contact numbers, and other vital information regarding the operations of the consular mission must be officially communicated to the Department.
3. Honorary consular officers are not entitled to precedence except among themselves.
4. The sending State shall officially inform the Philippine Government of any proposed changes in the jurisdiction of consular districts and obtain the Department's approval for the same.
5. Promotion of the honorary consular officer to the next higher rank and/or the upgrading of a consulate to consulate general shall be officially communicated by the sending State to DFA Protocol.
6. Inquiries and other concerns regarding the accreditation process for honorary consular officials must be coursed through DFA Protocol's official email address at op@dfa.gov.ph

B. Renewal of Accreditation

1. The accreditation of honorary consular officers shall be renewed prior to the expiration of the Identification Card issued by the Department, but shall not be less than once every 3 years.
2. The application for renewal of accreditation shall be accompanied by a *Note Verbale* from the Sending State, either directly from its MFA or the supervising non-resident diplomatic mission, confirming the continuing status of the applicant as its honorary consular officer and a new NBI clearance.
3. Upon renewal of accreditation, a new Identification Card shall be issued by the Department.
4. The renewal of the accreditation of a citizen of a Third State as an honorary consular officer of a sending State shall be declined by the Department.

C. Consultation

1. An honorary consular officer shall consult directly with DFA Protocol on the interpretation or implementation of privileges accorded by the Department.
2. An honorary consular officer may consult the DFA geographic office covering the sending State on matters pertaining to the latter's bilateral relationship with the Philippines.

ANNEXES

Form Number	Form Details	Remarks
CEREMONIALS DIVISION		
DFA-PROT-D2-01A	Presentation of Credentials Information Sheet	
MIAA Form S-IPC-F-004 rev. 1	NAIA ID Application Form	
DFA-PROT-D2-06	Information Sheet for Resident Honorary Consuls	
IMMUNITIES AND PRIVILEGES DIVISION		
DFA-PROT-D3-01A	Application for Identity Card of Members of Diplomatic Missions/Consular Missions/UN Agencies/International Organizations	Form A Transmitted to Diplomatic Missions and International Organizations through Note No. 20-4618
DFA-PROT-D3-01B	Application for Identity Card of Qualified Dependents/Member of the Household/Private Staff of Members of Diplomatic Missions/Consular Missions/UN Agencies/International Organizations	Form A-1 Transmitted to Diplomatic Missions and International Organizations through Note No. 20-4618
DFA-PROT-D3-02	Request for Free Entry of Official Shipment	Form B
DFA-PROT-D3-03	Request for Free Entry of Used Household Goods and Personal Effects	Form C
DFA-PROT-D3-04	Request for Exit Clearance of Household Goods and Personal Effects	Form D
DFA-PROT-D3-04A	Request for Exit Clearance of Official Shipment	
DFA-PROT-D3-05	Request for Permission to Import a Duty-Free Motor Vehicle	Form E
DFA-PROT-D3-05A	Request for Pre-Clearance to Import Auto Parts	
DFA-PROT-D3-06	Request for Free Entry of Motor Vehicle	Form F
DFA-PROT-D3-06A	Request for Free Entry of Spare parts Shipment by Air	
DFA-PROT-D3-07	Request for Permission to Locally Purchase a Tax-Exempt Motor Vehicle	Form G
DFA-PROT-D3-08	Request for Indorsement to DOF and BIR for Exemption from Payment of VAT and Ad Valorem Tax on Locally Purchased Motor Vehicle	Form H
DFA-PROT-D3-09	License Plate/s Acknowledgement Receipt	Form I
DFA-PROT-D3-10	Request for Initial Registration and Assignment of License Plate	Form J
DFA-PROT-D3-11	Request for Renewal of Registration	Form K
DFA-PROT-D3-11A	Request for Re-Registration (Subject to Payment of Fees) and Assignment of License Plate for Motor Vehicle	
DFA-PROT-D3-12	Request for Permission to Sell a Locally Purchased / Imported Motor Vehicle	Form L

DFA-PROT-D3-12A	Request for Permission to Sell Imported Tax-Exempt Motor Vehicle (PTS-VTP)	
DFA-PROT-D3-13A	Report of Sale of a Tax-Exempt, Locally Purchased Motor Vehicle to a Privileged Buyer - LTO	Form M
DFA-PROT-D3-13B	Report of Sale of a Tax-Exempt, Locally Purchased Motor Vehicle to a Privileged Buyer - DOF-BIR	Form M-1
DFA-PROT-D3-14A	Report of Sale of a Tax-Exempt, Imported Motor Vehicle to a Privileged Buyer – LTO	Form N
DFA-PROT-D3-14B	Report of Sale of a Tax-Exempt, Imported Motor Vehicle to a Privileged Buyer – DOF-BOC	Form N-1
DFA-PROT-D3-15	Request for Permission to Re-Export a Motor Vehicle	Form O
DFA-PROT-D3-16	Request for Exit Clearance of Motor Vehicle	Form P
DFA-PROT-D3-17	Report of Shipment/Re-exportation of Motor Vehicle	Form P-1
DFA-PROT-D3-18A	Report of Sale of a Tax-Exempt, Locally Purchased Motor Vehicle to a Non-Privileged Buyer – LTO	Form Q
DFA-PROT-D3-18B	Report of Sale of a Tax-Exempt, Locally Purchased Motor Vehicle to a Non-Privileged Buyer – DOF	Form Q-1
DFA-PROT-D3-19A	Report of Sale of a Tax-Exempt, Imported Motor Vehicle to a Non-Privileged Buyer – LTO	Form R
DFA-PROT-D3-19B	Report of Sale of a Tax-Exempt, Imported Motor Vehicle to a Non-Privileged Buyer – DOF	Form R-1
DFA-PROT-D3-20A	Report of Sale of a Tax-Paid, Locally Purchased Motor Vehicle to a Privileged Buyer – LTO	Form S
DFA-PROT-D3-20B	Report of Sale of a Tax-Paid, Locally Purchased Motor Vehicle to a Non-Privileged Buyer – LTO	Form S-1
DFA-PROT-D3-21	Request for Permission to Donate a Tax-Exempt, Locally Purchased/Imported Motor Vehicle	Form T
DFA-PROT-D3-22A	Report of Donation of Tax-Exempt, Locally Purchased Motor Vehicle – LTO	Form U
DFA-PROT-D3-22B	Report of Donation of Tax-Exempt, Locally Purchased Motor Vehicle – DOF	Form U-1
DFA-PROT-D3-23A	Report of Donation of Tax-Exempt, Imported Motor Vehicle – LTO	Form V
DFA-PROT-D3-23B	Report of Donation of Tax-Exempt, Imported Motor Vehicle – DOF-BOC	Form V-1
DFA-PROT-D3-24A	Request for Permission to Turnover as Junk an Imported, Tax-Exempt Motor Vehicle to DOF-BOC	Form W
DFA-PROT-D3-24B	Report of Turnover of an Imported, Tax-Exempt Motor Vehicle to the DOF-BOC	Form W-1
DFA-PROT-D3-25A	Request for Permission to Turnover as Junk a Tax-Exempt, Locally Purchased Motor Vehicle	Form X
DFA-PROT-D3-25B	Report of Turnover of a Tax-Exempt, Locally Purchased Motor Vehicle – LTO	Form X-1

DFA-PROT-D3-26	Request for Issuance of Philippine Driver's License	Form Y
DFA-PROT-D3-27	Request for Renewal of Philippine Driver's License	Form Z
DFA-PROT-D3-28A	Report of Payment of Taxes due on a Motor Vehicle - DOF	
DFA-PROT-D3-28B	Report of Payment of Taxes due on a Motor Vehicle - LTO	
DFA-PROT-D3-29	Retention of Tax-Exempt Motor Vehicle and Assignment of Pilipinas License Plate for Retired ADB personnel	
DFA-PROT-D3-30A	Report of Sale of a Tax-Paid, Imported Motor Vehicle to a Privileged Buyer – LTO	
DFA-PROT-D3-30B	Report of Sale of a Tax-Paid, Imported Motor Vehicle to a Non-Privileged Buyer – LTO	
DFA-PROT-D3-31	Request For Pre-Clearance to Purchase Household Goods and Appliances through Duty Free Philippines	
DFA-PROT-D3-32	Annual Diplomatic and Consular Missions, and International Organizations List	Added as of 01 June 2022, attachment to Department Note No. 22-2284
	Template for List of Real Properties	
	Template for List of Motor Vehicles with Diplomatic/Official Plates	

INFORMATION SHEET PRESENTATION OF CREDENTIALS

Reference number:

DFA-PROT-D2-01A-

OFFICIAL NAME OF THE COUNTRY (LONG NAME)		Please insert photo of the Ambassador-designate	Please insert image of the country flag
NAME OF THE AMBASSADOR-DESIGNATE			
Surname			
First Name			
Middle Name			

PREFERRED WRITING FORMAT OF THE NAME TO APPEAR IN THE PRESIDENTIAL GUEST BOOK	
PHONETIC TRANSCRIPTION OF THE NAME OF THE AMBASSADOR-DESIGNATE	
An audio guide on the pronunciation must also be submitted to op.dly2@dfa.gov.ph	

FLIGHT DETAILS	
Arrival in the Philippines (eg. 01 January 2021)	Departure from the Philippines (for non-resident Ambassadors-designate only)

PERSONAL INFORMATION			
Blood Type		Dietary Restrictions (if any):	
Name of Spouse (if applicable)			

PRESENTATION OF CREDENTIALS	
Entourage/Accompanying Official (Spouse or Embassy Official)	
Kindly note that the invitation to bring the spouse to the Presentation of Credentials Ceremony is subject to approval of the Office of the President	
Name (Last name, First name, Middle Name)	Designation

VEHICLE DETAILS			
Vehicle 1		Vehicle 2	
Make & Model:		Make & Model:	
Color:		Color:	
Plate Number:		Plate Number:	
Name of Passenger/s:		Name of Passenger/s:	
Name of Driver:		Name of Driver:	
Contact no of Driver:		Contact no of Driver:	

COMPLETE ADDRESS OF THE PICK-UP POINT (OFFICIAL RESIDENCE, CHANCERY OR HOTEL)	
COMPLETE ADDRESS OF THE DROP-OFF POINT (OFFICIAL RESIDENCE, CHANCERY OR HOTEL)	

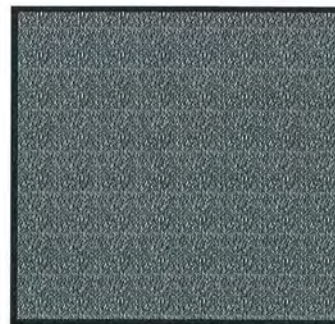
EMBASSY CONTACT PERSON	
Name and Designation:	
Mobile and Office Number:	
Email Address:	



APPLICATION FOR ID / ACCESS PASS

NEW ☐RENEWAL ☐

Year issued _____ ID# _____

**PROFESSIONAL DATA** (ALL INFORMATION MUST BE TYPED OR PRINTED. MARK "✓" WHERE APPLICABLE. DO NOT LEAVE BLANKS)

1. NAME (Last, First, Middle)			
2. COMPANY/AGENCY			
3. SECTION/DEPARTMENT			
4. POSITION/DESIGNATION			
5. EMPLOYMENT STATUS	☐ Regular/Permanent	☐ Contractual/Casual/Prob.	Others (specify) _____
6. EMPLOYER ADDRESS			
7. OFFICE PHONE / FAX			

EMPLOYMENT HISTORY for LAST FIVE YEARS (IF NONE, SO STATE. LIST MOST RECENT EMPLOYMENT FIRST)

8. FROM	TO	COMPANY NAME	POSITION	REASON FOR LEAVING

PERSONAL DATA

9. HOME ADDRESS				
10. CONTACT NUMBER		11. EMAIL ADDRESS		
12. CITIZENSHIP		13. CIVIL STATUS		14. SEX M ☐ F ☐
15. PROVINCIAL ADDRESS				
16. DATE OF BIRTH (MM-DD-YYYY)		17. PLACE OF BIRTH		

18. CHARACTER REFERENCES (PERSONS NOT RELATED BY CONSANGUINITY OR AFFINITY TO ID APPLICANT)

NAME	RELATIONSHIP	CONTACT DETAILS

I hereby certify to my knowledge that the foregoing information supplied hereon is true and accurate to the best of my knowledge and belief. I am fully aware that the issuance of the NAIA ID is a privilege granted by the MIAA. Any violation committed against its rules and regulations pertaining to the proper use of the ID & Access Pass is ground for revocation of this privilege.

We hereby certify that the applicant is a bona fide employee of our company. We confirm that we have conducted a background investigation, to wit: a) Checked on character references indicated on the ID card application and, b) Checked the employment history of the applicant covering at least five years preceding this application.

IMPORTANT: PLEASE READ CONDITIONS AT THE BACK BEFORE SIGNING THIS APPLICATION

19. SIGNATURE OF APPLICANT (must be within box lines only)	20. ENDORSING AUTHORITY (signature above printed name & position)	FOR ID & PCD USE ONLY

Form S-IPC-F-004 rev. 2

21. GENERAL TERMS AND CONDITIONS

Processing of ID/Access Pass applications

1. Only signed ID/Access Pass applications that have been completed and where all required documents have been attached will be processed.
2. The payment obligation arises on application. If the ID card is not collected within three months of notification, the data will be deleted and the ID card destroyed (the payment obligation remains).
3. By signing, you (applicant) agree to the following:
 - a. That I consent to the processing of my personal and sensitive personal information for the purpose of your application as defined under R.A. 10173 otherwise known as "Data Privacy Act of 2012";
 - b. That I recognize and understand the rules governing the use of the NAIA ID/Access Pass;
 - c. That I will undergo a background check based on the National Civil Aviation Security Program (NCASP) and such other relevant issuance by competent authorities;
 - d. That my data will be processed, evaluated and shared (disclosed) by the Manila International Airport Authority, for confirmation and verification, to such other third party affiliate, may it be other government agency or any private party, duly authorized by MIAA;
 - e. That my data will be retained for 5 years from the time of the cessation of any need for the retention of the necessary information or from the notice of cancellation of my ID/Access Pass whichever is later. That I agree that my information will be deleted/destroyed after this period.

✓ _____ (Applicant shall print his/her name and sign the space provided if he agrees with the terms)

4. The employer of the applicant warrants the following:
 - a. That the applicant's information is correct and complies with the personnel document specified;
 - b. That the ID/Access Pass shall be required at all times, which shall be reflected in the company written policy;
 - c. That the application shall only pertain to the areas needed to be accessed for work purposes;
 - d. That the ID/Access Pass will be returned correctly upon termination of employment or assignment at NAIA;
 - e. That I shall adhere at all times to the duly promulgated rules and regulations by MIAA and such other competent authorities as the case maybe.

✓ _____ Employer shall print his/her name and sign in the space provided if he agrees with the terms)

5. The employer of the applicant confirms the following and promises to fulfil the following obligations below:
 - a. Any required work visa for the applicant is present and will be submitted to ID & Pass Control Division;
 - b. That I would bear the costs arising in accordance with the table of fees for processing the application, issuing the ID/Access Pass and payment for ID/Access Pass which are lost or not returned on time;
 - c. That the ID & Pass Control Division has a current and valid specimen signature of the company's authorized signatory/ies;
 - d. That I will notify the ID & Pass Control Division immediately if the employment relationship ends, there is no further employment at the Airport or other prerequisites for holding an ID card no longer apply.

✓ _____ (Employer shall print his/her name and sign in the space provided if he agrees with the terms)

Information on data protection

Personal and Sensitive Personal Information shall be processed for the purpose of issuing or changing an ID/Access Pass which will be stored and evaluated by the ID & Pass Control Division as part of the evaluation of applications. Series of verifications and background check shall be applied on the collected information, in which case, such information may be sent to the appropriate aviation security authority, stored to such facility for evaluation and processing. Persons aggrieved by this policy may contact the National Privacy Commission if he or she believes that his/her rights have been violated as part of the collection, processing and use of his/her personal data by non-public agencies as stipulated under the Data Privacy Act of 2012. Personal Information and Sensitive Personal Information collected may be processed by third party affiliates, for purposes stated in relevant regulations.



**DEPARTMENT OF FOREIGN AFFAIRS
OFFICE OF PROTOCOL, CEREMONIALS DIVISION**

**INFORMATION SHEET
RESIDENT HONORARY CONSULS IN THE PHILIPPINES**

DFA-PROT-D2-06

A. PERSONAL INFORMATION			
NAME AND JURISDICTION OF CONSULAR POST	(2x2 photo)		
TITLE OF POSITION APPLIED FOR			
SUPERVISING EMBASSY			
Surname	First Name	Middle Name	Name Extension (JR, SR)
NAME:			
CIVIL STATUS: ☐ SINGLE ☐ MARRIED ☐ SEPARATED ☐ WIDOWED ☐ OTHERS: _____		SEX: ☐ MALE ☐ FEMALE ☐ OTHERS	CITIZENSHIP (if holder of multiple citizenship, please enumerate all):
DATE OF BIRTH:		PLACE OF BIRTH:	
NAME OF SPOUSE (IF APPLICABLE):			CITIZENSHIP (if holder of multiple citizenship, please enumerate all):
RESIDENTIAL ADDRESS (CURRENT)			
PERSONAL EMAIL:		CONTACT NUMBER/S:	
ADDRESS OF PROPOSED CONSULAR POST			
OFFICIAL EMAIL OF CONSULAR POST:		CONTACT NUMBER/S:	

B. EMPLOYMENT HISTORY			
INCULSIVE DATES	POSITIONS HELD	COMPANY	ADDRESS



DEPARTMENT OF FOREIGN AFFAIRS
OFFICE OF PROTOCOL, CEREMONIALS DIVISION

INFORMATION SHEET
RESIDENT HONORARY CONSULS IN THE PHILIPPINES

C. EDUCATIONAL BACKGROUND

EDUCATION	SCHOOLS ATTENDED	DATE OF ATTENDANCE	DEGREE EARNED
POST GRAD			
GRADUATE DEGREE			
COLLEGE			
VOCATIONAL			
SECONDARY			
ELEMENTARY			

D. CHARACTER REFERENCES

NAME	CONTACT NUMBER	ADDRESS

***I hereby certify that the answers given above are true and correct and/or based on authentic records.*

DATE

SIGNATURE OVER PRINTED NAME

E. REQUIREMENTS

Attach the following documents when submitting this form:

- NBI Clearance
- Curriculum Vitae
- Photocopy of Passport Biodata Page
- Lease Agreement / Certificate of Title of the proposed Consular Office
- Certificate of Residency issued by the Barangay within the proposed consular district



DEPARTMENT OF FOREIGN AFFAIRS
OFFICE OF PROTOCOL
IMMUNITIES AND PRIVILEGES DIVISION

IMPORTANT:

• This form must be filled out completely.

APPLICATION FOR IDENTIFICATION CARD
FOR MEMBERS OF DIPLOMATIC MISSIONS/ CONSULAR POSTS/
INTERNATIONAL ORGANIZATIONS

☐ First Application

☐ *Replacement Staff

☐ **Additional Staff

☐ Renewal

☐ Lost / Damaged

1. Name of Mission/Consular Post /International Organization:

2. Name of the Applicant:

LAST NAME	FIRST NAME	MIDDLE NAME

3. Official Designation:

4. Nationality:

5. Functional Designation:

6. Duration of Tour: DD/MMM/YYYY

7. Date of Birth: DD/MMM/YYYY

8. Date of Arrival in the Philippines:

9. Sex:

☐ Female

☐ Male

10. Civil Status:

☐ Single

☐ Separated

☐ Married

☐ Divorced

☐ Domestic Partner/ Common Law Spouse

☐ Widowed/ Widower

11. Current Residential Address

12. Residence Telephone/ Mobile Number

13. Email Address

14. Office Telephone Number

15. Office Address

16. Passport Details:

a. Type of Passport:

☐ Diplomatic

☐ Regular

☐ Official/Service

☐ Others, please specify:

b. Passport Number:

c. Date of Expiry: DD/MMM/YYYY

d. Place of Issue:

17. Visa Information:

a. Type of Visa:

☐ Diplomatic (9e1)

☐ Official/Service (9e2)

☐ Member of the Household/
Private Staff (9e3)

☐ Special Non-Immigrant (47a2)

☐ Waived (with visa-waiver
agreement with the PH)

b. Control Number:

c. Expiry Date: DD/MMM/YYYY

d. Place of Issue:

LAST NAME	FIRST NAME	MIDDLE NAME

(Leave this section blank if Applicant is ****Additional Staff**)
***If Replacement Staff:**

19. Name of Person Replaced:

20. Designation:

21. Date of Departure from the Philippines: DD/MMM/YYYY

22. ID Card Number:

23. ID Card Expiry Date:

24. Details of Embassy Note/ Letter with which the identification card of the predecessor was returned to the Department:

a. Embassy Note / Letter No.:

b. Date: DD/MMM/YYYY

**** If Additional Staff:**

CERTIFICATION

I hereby certify that the applicant is not a numerical replacement but an additional staff of the **(MISSION/ ORGANIZATION)**. As such, he/she shall be included in the updated list of diplomatic/official personnel of this Office which will be submitted subsequently to the Office of Protocol, Department of Foreign Affairs, for information and reference.

Name & Signature of Authorized Person

Designation

The undersigned solemnly swears under the penalty of law that the statements made on this application form are true and the attached documents are authentic. Further, the applicant acknowledges that the Department has the right to hold the release of the applicant's Protocol ID card until the undersigned has satisfied all requirements.

Signature of Applicant

Affix signature inside box

2 inches by 2 inches size
photo

Taken within the last 12
mos.

Requirements: Embassy Note/ Letter Request, Completely filled-out application form, One piece of 2"x2" size photos on plain white background (taken within the last 12 months and showing the applicant in business attire), Photocopy of pertinent pages of the applicant's passport, Clear photocopy of valid visa, Photocopy of arrival stamp, Curriculum Vitae (for principals only), Photocopy of Marriage Certificate or any document showing proof of marriage such as family book (for dependent spouses), Notarized Affidavit of Loss and Police Report (for lost ID cards), Notarized Affidavit of Mutilation (for damaged ID cards).

Form No. DFA-PROT-D3-01B (Application form as of 05 October 2020)



DEPARTMENT OF FOREIGN AFFAIRS

IMPORTANT:

- This form must be filled out completely.

**OFFICE OF PROTOCOL
IMMUNITIES AND PRIVILEGES DIVISION**

**APPLICATION FOR IDENTIFICATION CARD FOR QUALIFIED DEPENDENT/
MEMBER OF THE HOUSEHOLD/ PRIVATE STAFF**

☐ **First Application**

☐ **Renewal**

☐ **Lost / Damaged**

1. Name of Mission/ Consular Post/ International Organization:

2. Name of the Applicant:

LAST NAME	FIRST NAME	MIDDLE NAME
-----------	------------	-------------

3. Name of the Principal:

LAST NAME	FIRST NAME	MIDDLE NAME
-----------	------------	-------------

4. Designation of the Principal

5. Relationship to the Principal (e.g.: Spouse, Daughter, Son, etc.)

6. Sex:

☐ **Female**

☐ **Male**

7. Date of Birth: DD/MMM/YYYY

8. Place of Birth:

9. Date of Arrival in the Philippines:

DD/MMM/YYYY

10. Nationality:

11. Current Residential Address

12. Passport Details:

a. Type of Passport: ☐ Diplomatic ☐ Official/Service
☐ Regular ☐ Others, please specify:

b. Passport Number:

c. Date of Expiry: DD/MMM/YYYY

d. Place of Issue:

13. Visa Information: a. Type of Visa: ☐ Diplomatic (9e1)

☐ Official/Service (9e2)

☐ Member of the Household/
Private Staff (9e3)

☐ Special Non-Immigrant (47a2)

☐ Waived (with visa waiver
agreement with the PH)

b. Control Number:

c. Date of Expiry: DD/MMM/YYYY

d. Place of Issue:

The undersigned solemnly swears under the penalty of law that the statements made on this application form are true and the attached documents are authentic. Further, the applicant acknowledges that the Department has the right to hold the release of the applicant's Protocol ID card until the undersigned has satisfied all requirements.

Signature of Applicant

Affix signature inside box

**2 inches by 2 inches size
photo**

**Taken within the last 12
mos.**

To be submitted in four (4) copies

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-02
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REQUEST FOR FREE ENTRY OF OFFICIAL SHIPMENT

MISSION/ORGANIZATION :
DESCRIPTION OF SHIPMENT :
NUMBER OF PACKAGES/CONTAINER :
GROSS/NET WEIGHT :
ESTIMATED VALUE :
REASON/INTENDED USE OF GOODS :

AIRWAY BILL/BILL OF LADING NO. :
NAME OF VESSEL :
PORT OF LOADING :
PORT OF DISCHARGE :
DATE OF ARRIVAL :
NAME OF CONSIGNEE :

Attached supporting documents:

- () Copy of Airway Bill/ Bill of Lading
- () Copy of Official Packing List
- () Copy of Commercial Invoice

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully forwarded, through the Secretary
of Finance, to the Commissioner of Customs,
Manila, recommending FREE ENTRY.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

To be submitted in four (4) copies

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-03
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REQUEST FOR FREE ENTRY OF USED HOUSEHOLD GOODS AND PERSONAL EFFECTS

NAME OF OWNER/IMPORTER :
RANK/DESIGNATION :
MISSION/ORGANIZATION :
PROTOCOL ID NUMBER & :
ISSUANCE DATE :

GROSS/NET WEIGHT :
ESTIMATED VALUE :
AIRWAY BILL/ :
BILL OF LADING NUMBER :

NAME OF VESSEL :
PORT OF LOADING :
PORT OF DISCHARGE :
DATE OF ARRIVAL :
NAME OF CONSIGNEE :

Attached supporting documents:

- ☐ Copy of Airway bill/ Bill of Lading
- ☐ Copy of official Packing List
- ☐ Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully forwarded, through the Secretary
of Finance, to the Commissioner of Customs,
Manila, recommending FREE ENTRY.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

To be submitted in four (4) copies

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-04
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

EXIT CLEARANCE OF USED HOUSEHOLD GOODS AND PERSONAL EFFECTS

NAME OF OWNER :
RANK/DESIGNATION :
MISSION/ORGANIZATION :
PROTOCOL ID NUMBER & :
ISSUANCE DATE :

NUMBER OF PACKAGES/CONTAINER :
REASON FOR RE-EXPORTATION :
GROSS/NET WEIGHT :
ESTIMATED VALUE :

NAME OF VESSEL : (if available)
PORT OF LOADING :
PORT OF DISCHARGE :
ESTIMATED DATE OF DEPARTURE :

Attached supporting documents:

- () Copy of official Packing List
- () Copy of Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS

1st Indorsement
Pasay City,

Respectfully forwarded, through the
Secretary of Finance, to the Commissioner of
Customs, Manila, recommending EXIT
CLEARANCE.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

To be submitted in four (4) copies

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-04A
(as of 03 May 2021)

(Mission/Organization Reference Number)

Date

EXIT CLEARANCE OF OFFICIAL SHIPMENT

MISSION/ORGANIZATION :
DESCRIPTION OF SHIPMENT :

NUMBER OF PACKAGES/CONTAINER :
REASON FOR RE-EXPORTATION :
GROSS/NET WEIGHT :
ESTIMATED VALUE :

NAME OF VESSEL : (if available)
PORT OF LOADING :
PORT OF DISCHARGE :
ESTIMATED DATE OF DEPARTURE :

Attached supporting documents:
☐ Copy of official Packing List
☐ Copy of official invoice

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS

1st Indorsement
Pasay City,

Respectfully forwarded, through the
Secretary of Finance, to the Commissioner of
Customs, Manila, recommending EXIT
CLEARANCE.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

To be submitted in four (4) copies

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-05
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REQUEST FOR PERMISSION TO IMPORT A DUTY-FREE MOTOR VEHICLE

TYPE OF USE : (indicate if official or personal)

NAME OF OWNER :

RANK/DESIGNATION :

MISSION/ORGANIZATION :

OWNER'S RESIDENCE :

MOTOR VEHICLE MAKE AND MODEL :

MODEL YEAR :

(if available, also indicate following)

CHASSIS NUMBER/VIN :

MOTOR/ENGINE NUMBER :

Attached supporting documents:

() Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)

To be submitted in four (4) copies

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-05A
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REQUEST FOR PRE-CLEARANCE TO IMPORT AUTO PARTS

TYPE OF USE :
CONSIGNEE NAME :
RANK/DESIGNATION :
MISSION/ORGANIZATION :
OWNER'S RESIDENCE :

PROTOCOL ID NUMBER AND
ISSUANCE DATE :

DESCRIPTION :

REASON FOR IMPORTATION :

MOTOR VEHICLE MAKE AND MODEL :
MODEL YEAR :

Attached supporting documents:

- ☐ Certification from the supplier that the said parts are not locally available
- ☐ Copy of registration papers
- ☐ Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)

To be submitted in four (4) copies

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-06
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REQUEST FOR FREE ENTRY OF MOTOR VEHICLE

TYPE OF USE	:	(indicate if official or personal)
NAME OF OWNER/IMPORTER	:	
RANK/ DESIGNATION	:	
MISSION/ORGANIZATION	:	
PROTOCOL ID NUMBER & ISSUANCE DATE	:	
MOTOR VEHICLE MAKE AND MODEL	:	
MODEL YEAR	:	
CHASSIS NUMBER/VIN	:	
MOTOR/ ENGINE NUMBER	:	
BILL OF LADING NUMBER	:	
NAME OF VESSEL	:	
PORT OF LOADING	:	
PORT OF DISCHARGE	:	
DATE OF ARRIVAL	:	
NAME OF CONSIGNEE	:	

Attached supporting documents:

- ☐ Copy of DFA Authorization to Import
- ☐ Copy of Bill of Lading
- ☐ Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully forwarded, through the Secretary of
Finance, to the Commissioner of Customs, Manila,
recommending FREE ENTRY.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

To be submitted in four (4) copies

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-06A
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REQUEST FOR FREE ENTRY OF SPAREPARTS SHIPMENT BY AIR

TYPE OF USE	: (indicate if official or personal)
CONSIGNEE (SECTION 45)	:
RANK/ DESIGNATION	:
MISSION/ORGANIZATION	:
PROTOCOL ID NUMBER &	:
ISSUANCE DATE	:
OWNER'S RESIDENCE	:
DESCRIPTION	:
AIRWAY BILL NUMBER	:
INVOICE NUMBER	:
PACKING LIST	:
FLIGHT NUMBER	:
AIRPORT OF LOADING	:
AIRPORT OF DISCHARGE	:
ACTUAL DATE OF ARRIVAL	:
SHIPMENT VALUE	:
REMARKS	:

Attached supporting documents:

- ☐ Copy of DFA Authorization to Import
- ☐ Copy of Airway Bill
- ☐ Copy of Commercial Invoice
- ☐ Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully forwarded, through the Secretary of
Finance, to the Commissioner of Customs, Manila,
recommending FREE ENTRY.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

To be submitted in four (4) copies

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-07
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REQUEST FOR PERMISSION TO LOCALLY PURCHASE A TAX-EXEMPT MOTOR VEHICLE

TYPE OF USE : (indicate if official or personal)

NAME OF OWNER :

RANK/DESIGNATION :

MISSION/ORGANIZATION :

PROTOCOL ID NUMBER &

ISSUANCE DATE :

MOTOR VEHICLE MAKE AND MODEL :

MODEL YEAR :

CHASSIS NUMBER/VIN :

MOTOR/ENGINE NUMBER :

Attached supporting documents:

() Copy of Pro-forma Invoice

() Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)

To be submitted in four (4) copies

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-08
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

**REQUEST FOR INDORSEMENT TO DOF AND BIR FOR EXEMPTION FROM PAYMENT OF
VAT AND AD VALOREM TAX ON LOCALLY PURCHASED MOTOR VEHICLE**

TYPE OF USE : (indicate if official or personal)
NAME OF OWNER :
RANK/DESIGNATION :
MISSION/ORGANIZATION :
PROTOCOL ID NUMBER & :
ISSUANCE DATE :

MOTOR VEHICLE MAKE AND MODEL :
MODEL YEAR :
CHASSIS NUMBER/VIN :
MOTOR/ENGINE NUMBER :

Attached supporting documents:

- () Copy of DFA Authorization to Locally Purchase
- () Copy of quotation or Pro-Forma Invoice from car dealer
- () Copy of valid Protocol ID

(EMBASSY WET SEAL
& PRINTED NAME
WITH SIGNATURE OF
AUTHORIZED
SIGNATORY)

DFA-OP FORM NO.
DFA-PROT-D3-09
(as of 08 October 2020)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully forwarded, through the Secretary of
Finance, to the Commissioner of Internal Revenue,
Quezon City, recommending TAX-FREE LOCAL
PURCHASE OF MOTOR VEHICLE.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

Department of Foreign Affairs
OFFICE OF PROTOCOL

LICENSE PLATE/S ACKNOWLEDGEMENT RECEIPT

DATE: _____

MISSION/ORGANIZATION: _____

NAME OF REGISTERED OWNER	LICENSE PLATE NUMBER	VEHICLE DESCRIPTION YEAR/MAKE/MODEL	REASON

ATTACHMENT:

PHOTOCOPY OF THE LICENSE PLATES TO BE RETURNED

DELIVERED BY: _____
SIGNATURE OVER PRINTED NAME

RECEIVED BY: _____
SIGNATURE OVER PRINTED NAME

IMPORTANT NOTE: TO BE RECEIVED ONLY BY THE OFFICE OF PROTOCOL



Department of Foreign Affairs
OFFICE OF PROTOCOL

DFA-OP FORM NO.
DFA-PROT-D3-09
(as of 08 October 2020)

LICENSE PLATE/S ACKNOWLEDGEMENT RECEIPT

DATE: _____

MISSION/ORGANIZATION: _____

NAME OF REGISTERED OWNER	LICENSE PLATE NUMBER	VEHICLE DESCRIPTION YEAR/MAKE/MODEL	REASON

ATTACHMENT:

PHOTOCOPY OF THE LICENSE PLATES TO BE RETURNED

DELIVERED BY: _____
SIGNATURE OVER PRINTED NAME

RECEIVED BY: _____
SIGNATURE OVER PRINTED NAME

IMPORTANT NOTE: TO BE RECEIVED ONLY BY THE OFFICE OF PROTOCOL

To be submitted in four (4) copies

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-10
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REQUEST FOR INITIAL REGISTRATION AND ASSIGNMENT OF LICENSE PLATE

TYPE OF USE	:	(indicate if official or personal)
NAME OF OWNER	:	
RANK/DESIGNATION	:	
MISSION/ORGANIZATION	:	
PROTOCOL ID NUMBER &	:	
ISSUANCE DATE	:	
MOTOR VEHICLE MAKE AND MODEL	:	
MODEL YEAR	:	
CHASSIS NUMBER/VIN	:	
MOTOR/ENGINE NUMBER	:	
LICENSE PLATE NUMBER	:	

Attached supporting documents:

- () Copy of DFA Authorization to Import/ Locally Purchase
- () Copy of BOC Certificate of Payment or Tax-Exempt Certificate/BIR Ruling
- () Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully forwarded to the Assistant Secretary,
Land Transportation Office, Quezon City, recommending
FREE REGISTRATION AND ASSIGNMENT OF
APPROPRIATE LICENSE PLATE, subject to ACTF
clearance and payment of appropriate license fees.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

To be submitted in four (4) copies

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-11
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REQUEST FOR RENEWAL OF REGISTRATION

NAME OF OWNER :
RANK/DESIGNATION :
MISSION/ORGANIZATION :
PROTOCOL ID NUMBER &
ISSUANCE DATE :

MOTOR VEHICLE MAKE AND MODEL :
MODEL YEAR :
CHASSIS NUMBER/VIN :
MOTOR/ENGINE NUMBER :
LICENSE PLATE NUMBER :

Attached supporting documents:

- () Copy of previous registration papers
- () Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully forwarded to the Assistant
Secretary, Land Transportation Office, Quezon
City, recommending RENEWAL OF
REGISTRATION.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

To be submitted in four (4) copies

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-11A
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

**REQUEST FOR RE-REGISTRATION (SUBJECT TO PAYMENT OF FEES) AND
ASSIGNMENT OF LICENSE PLATE FOR LOCAL TAX-PAID MOTOR VEHICLE**

TYPE OF USE :
NAME OF OWNER :
RANK/DESIGNATION :
MISSION/ORGANIZATION :
PROTOCOL ID NUMBER & :
ISSUANCE DATE :

MOTOR VEHICLE MAKE AND MODEL :
MODEL YEAR :
CHASSIS NUMBER/VIN :
MOTOR/ENGINE NUMBER :
LICENSE PLATE NUMBER :

Attached supporting documents:

- () Copy of registration papers
- () Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully forwarded to the Assistant
Secretary, Land Transportation Office, Quezon
City, recommending **RE-REGISTRATION AND
ASSIGNMENT OF OEV LICENSE PLATE, SUBJECT TO
ACTF CLEARANCE AND PAYMENT OF APPROPRIATE
LICENSE FEES.**

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

To be submitted in four (4) copies

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-12
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REQUEST FOR PERMISSION TO SELL A LOCALLY PURCHASED/IMPORTED MOTOR VEHICLE

TYPE OF USE	:	(indicate if official or personal)
NAME OF OWNER	:	
RANK/DESIGNATION	:	
MISSION/ORGANIZATION	:	
PROTOCOL ID NUMBER &	:	
ISSUANCE DATE	:	
MOTOR VEHICLE MAKE AND MODEL	:	
MODEL YEAR	:	
CHASSIS NUMBER/VIN	:	
MOTOR/ENGINE NUMBER	:	
LICENSE PLATE NUMBER	:	
DATE OF INITIAL REGISTRATION	:	
REASON FOR DISPOSAL	:	

The Mission/Organization ensures that the motor vehicle will not be turned over to the buyer until the sale has been documented through a notarized Deed of Sale, and that applicable taxes and duties have been paid. Copies of the deed of sale and evidence of payment of applicable taxes and duties will be submitted by the Mission/Organization to the Department within ninety (90) days from the date of DFA authorization to sell.

Attached supporting documents:

- () Copy of registration papers
- () Copy of DFA authorization to locally purchase/import
- () Copy of Tax-Exempt Certificate or BIR Ruling/ BOC Certificate of Payment
- () Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)

To be submitted in four (4) copies

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-12A
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REQUEST FOR PERMISSION TO SELL IMPORTED TAX-EXEMPT MOTOR VEHICLE

TYPE OF USE	:	(indicate if official or personal)
NAME OF OWNER	:	
RANK/DESIGNATION	:	
MISSION/ORGANIZATION	:	
PROTOCOL ID NUMBER & ISSUANCE DATE	:	
MOTOR VEHICLE MAKE AND MODEL	:	
MODEL YEAR	:	
CHASSIS NUMBER/VIN	:	
MOTOR/ENGINE NUMBER	:	
LICENSE PLATE NUMBER	:	
DATE OF INITIAL REGISTRATION	:	
REASON FOR DISPOSAL	:	

In view of Mr./Ms. -----'s retirement, he would like to avail both permissions to sell and voluntary tax payment options. In the event he has found a buyer, the Bank ensures the motor vehicle will not be turned over to the buyer until the sale has been documented through a notarized deed of sale, and that applicable taxes and duties have been paid. Copies of the deed of sale and evidence of payment of applicable taxes and duties will be submitted by the Bank to the Department within ninety (90) days from the date of DFA authorization to sell.

Attached supporting documents:

- () Copy of registration papers
- () Copy of DFA authorization to purchase/import
- () Copy of BOC Certificate of Payment
- () Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-13A
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

**REPORT OF SALE OF A TAX-EXEMPT, LOCALLY PURCHASED MOTOR VEHICLE TO A
PRIVILEGED BUYER**

The Mission/Organization requests the indorsement of the Department to the Land Transportation Office to reflect the consummated sale of the following and cancel the registration of the motor vehicle from the previous owner:

TYPE OF USE	: (indicate if official or personal)
NAME OF SELLER	:
RANK/DESIGNATION	:
MISSION/ORGANIZATION	:
PROTOCOL ID NUMBER & ISSUANCE DATE	:
NAME OF PRIVILEGED BUYER	:
RANK/DESIGNATION	:
MISSION/ORGANIZATION	:
PROTOCOL ID NUMBER & ISSUANCE DATE	:
MOTOR VEHICLE MAKE AND MODEL	:
MODEL YEAR	:
CHASSIS NUMBER/VIN	:
MOTOR/ENGINE NUMBER	:
LICENSE PLATE NUMBER	:

Attached supporting documents:

- () Copy of notarized deed of sale, duly executed by seller and buyer
- () Copy of DFA authorization to sell (from seller)
- () Copy of DFA authorization to purchase (from buyer)
- () Copy of BIR Ruling
- () Copy of registration papers
- () Copy of License Plate/s Acknowledgement Receipt
- () Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully forwarded to the Assistant Secretary,
Land Transportation Office, Quezon City, recommending
CANCELLATION OF THE REGISTRATION of a personally-
owned, tax-exempt motor vehicle from the previous
owner.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-13B
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REPORT OF SALE OF A TAX-EXEMPT, LOCALLY PURCHASED MOTOR VEHICLE TO A PRIVILEGED BUYER

The Mission/Organization requests the indorsement of the Department to the Department of Finance to reflect the consummated sale of the following:

TYPE OF USE	: (indicate if official or personal)
NAME OF SELLER	:
RANK/DESIGNATION	:
MISSION/ORGANIZATION	:
PROTOCOL ID NUMBER & ISSUANCE DATE	:
NAME OF PRIVILEGED BUYER	:
RANK/DESIGNATION	:
MISSION/ORGANIZATION	:
PROTOCOL ID NUMBER & ISSUANCE DATE	:
MOTOR VEHICLE MAKE AND MODEL	:
MODEL YEAR	:
CHASSIS NUMBER/VIN	:
MOTOR/ENGINE NUMBER	:
LICENSE PLATE NUMBER	:

Attached supporting documents:

- () Copy of notarized deed of sale, duly executed by seller and buyer
- () Copy of DFA authorization to sell (from seller)
- () Copy of DFA authorization to purchase (from buyer)
- () Copy of BIR Ruling
- () Copy of registration papers
- () Copy of License Plate/s Acknowledgement Receipt
- () Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully forwarded to the Secretary of Finance,
(Attention: The Director, Revenue Office) the REPORT OF
SALE of a personally-owned, tax-exempt motor vehicle.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-14A
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

**REPORT OF SALE OF A TAX-EXEMPT, IMPORTED MOTOR VEHICLE
TO A PRIVILEGED BUYER**

The Mission/Organization requests the indorsement of the Department to the Land Transportation Office to reflect the consummated sale of the following and cancel the registration of the motor vehicle from the previous owner:

TYPE OF USE	:	(indicate if official or personal)
NAME OF SELLER	:	
RANK/DESIGNATION	:	
MISSION/ORGANIZATION	:	
PROTOCOL ID NUMBER & ISSUANCE DATE	:	
NAME OF PRIVILEGED BUYER	:	
RANK/DESIGNATION	:	
MISSION/ORGANIZATION	:	
PROTOCOL ID NUMBER & ISSUANCE DATE	:	
MOTOR VEHICLE MAKE AND MODEL	:	
MODEL YEAR	:	
CHASSIS NUMBER/VIN	:	
MOTOR/ENGINE NUMBER	:	
LICENSE PLATE NUMBER	:	

Attached supporting documents:

- () Copy of notarized deed of sale, duly executed by seller and buyer
- () Copy of DFA authorization to sell (from seller)
- () Copy of DFA authorization to purchase (from buyer)
- () Copy of registration papers
- () Copy of License Plate/s Acknowledgement Receipt
- () Copy of BOC Certificate of Payment
- () Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS

1st Indorsement
Pasay City,

Respectfully forwarded to the Assistant Secretary,
Land Transportation Office, Quezon City, recommending
CANCELLATION OF THE REGISTRATION of a personally-
owned motor vehicle from the previous owner.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-14B
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

**REPORT OF SALE OF A TAX-EXEMPT, IMPORTED MOTOR VEHICLE
TO A PRIVILEGED BUYER**

The Mission/Organization requests the indorsement of the Department to the Department of Finance to reflect the consummated sale of the following:

TYPE OF USE	: (indicate if official or personal)
NAME OF SELLER	:
RANK/DESIGNATION	:
MISSION/ORGANIZATION	:
PROTOCOL ID NUMBER & ISSUANCE DATE	:
NAME OF PRIVILEGED BUYER	:
RANK/DESIGNATION	:
MISSION/ORGANIZATION	:
PROTOCOL ID NUMBER & ISSUANCE DATE	:
MOTOR VEHICLE MAKE AND MODEL	:
MODEL YEAR	:
CHASSIS NUMBER/VIN	:
MOTOR/ENGINE NUMBER	:
LICENSE PLATE NUMBER	:

Attached supporting documents:

- ☐ Copy of notarized deed of sale, duly executed by seller and buyer
- ☐ Copy of DFA authorization to sell (from seller)
- ☐ Copy of DFA authorization to purchase (from buyer)
- ☐ Copy of BOC Certificate of Payment
- ☐ Copy of registration papers
- ☐ Copy of License Plate/s Acknowledgement Receipt
- ☐ Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS

1st Indorsement
Pasay City,

Respectfully forwarded, through the Secretary of Finance, to the Commissioner of Customs, Manila, recommending AMENDMENT OF THE CERTIFICATE OF PAYMENT in favor of the privileged buyer.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

To be submitted in four (4) copies

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-15
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REQUEST FOR PERMISSION TO RE-EXPORT A MOTOR VEHICLE

TYPE OF USE	: (indicate if official or personal)
NAME OF OWNER	:
RANK/DESIGNATION	:
MISSION/ ORGANIZATION	:
PROTOCOL ID NUMBER &	:
ISSUANCE DATE	:
MOTOR VEHICLE MAKE AND MODEL	:
MODEL YEAR	:
CHASSIS NUMBER/VIN	:
MOTOR/ENGINE NUMBER	:
LICENSE PLATE NUMBER	:
ESTIMATED DATE OF DEPARTURE	:
REASON FOR RE-EXPORTATION	:

Attached supporting documents:

- ☐ Copy of DFA authorization to import
- ☐ Copy of BOC Certificate of Payment
- ☐ Copy of Registration papers
- ☐ Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)

To be submitted in four (4) copies

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-16
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REQUEST FOR EXIT CLEARANCE OF MOTOR VEHICLE

TYPE OF USE : (indicate if official or personal)
NAME OF OWNER :
RANK/DESIGNATION :
MISSION/ORGANIZATION :
PROTOCOL ID NUMBER &
ISSUANCE DATE :

MOTOR VEHICLE MAKE AND MODEL :
MODEL YEAR :
CHASSIS NUMBER/VIN :
MOTOR/ENGINE NUMBER :
LICENSE PLATE NUMBER :

Attached supporting documents:

- () Copy of DFA authorization to import
- () Copy of DFA authorization to re-export
- () Copy of registration papers
- () Copy of License Plate/s Acknowledgment Receipt
- () Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully forwarded through the Secretary of
Finance, to the Commissioner of Customs, Manila,
recommending EXIT CLEARANCE of the motor vehicle.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

To be submitted in four (4) copies

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-17
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REPORT OF SHIPMENT/RE-EXPORTATION OF MOTOR VEHICLE

TYPE OF USE : (indicate if official or personal)

NAME OF OWNER :

RANK/DESIGNATION :

MISSION/ORGANIZATION :

MOTOR VEHICLE MAKE AND MODEL :

MODEL YEAR :

CHASSIS NUMBER/VIN :

MOTOR/ENGINE NUMBER :

LICENSE PLATE NUMBER :

BILL OF LADING NUMBER :

NAME OF VESSEL :

PORT OF LOADING :

PORT OF DISCHARGE :

Attached supporting documents:

- ☐ Copy of DFA authorization to re-export
- ☐ Copy of registration papers
- ☐ Copy of Bill of Lading
- ☐ Copy of Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully forwarded to the Assistant Secretary,
Land Transportation Office, Quezon City, recommending
CANCELLATION OF THE TAX-EXEMPT REGISTRATION
of aforementioned motor vehicle from the previous owner.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-18A
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REPORT OF SALE OF A TAX-EXEMPT, LOCALLY PURCHASED MOTOR VEHICLE TO A NON-PRIVILEGED BUYER

The Mission/Organization requests the indorsement of the Department to the Land Transportation Office to reflect the consummated sale of the following and cancel the registration of the motor vehicle from the previous owner:

TYPE OF USE	:	(indicate if official or personal)
NAME OF SELLER	:	
RANK/DESIGNATION	:	
MISSION/ORGANIZATION	:	
PROTOCOL ID NUMBER & ISSUANCE DATE	:	
NAME OF NON-PRIVILEGED BUYER	:	
TAX IDENTIFICATION NUMBER (TIN)	:	
BUYER'S ADDRESS	:	
MOTOR VEHICLE MAKE AND MODEL	:	
MODEL YEAR	:	
CHASSIS NUMBER/VIN	:	
MOTOR/ENGINE NUMBER	:	
LICENSE PLATE NUMBER	:	

Attached supporting documents:

- ☐ Copy of DFA authorization to dispose
- ☐ Copy of notarized deed of sale, duly executed by seller and buyer
- ☐ Copy of buyer's valid ID
- ☐ Copy of BIR Ruling
- ☐ Evidence of payment of taxes and duties due on vehicle
- ☐ Copy of registration papers
- ☐ Copy of License Plate/s Acknowledgement Receipt
- ☐ Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully forwarded to the Assistant Secretary,
Land Transportation Office, Quezon City, recommending
CANCELLATION OF THE TAX-EXEMPT REGISTRATION
of a personally-owned motor vehicle, subject to the
verification of authenticity of proof of payment of taxes
due on the motor vehicle and sold to a non-privileged
buyer.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-18B
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REPORT OF SALE OF A TAX-EXEMPT, LOCALLY PURCHASED MOTOR VEHICLE TO A NON-PRIVILEGED BUYER

The Mission/Organization requests the indorsement of the Department to the Department of Finance to reflect the consummated sale of the following:

TYPE OF USE	: (indicate if official or personal)
NAME OF SELLER	:
RANK/DESIGNATION	:
MISSION/ORGANIZATION	:
PROTOCOL ID NUMBER & ISSUANCE DATE	:
NAME OF NON-PRIVILEGED BUYER	:
TAX IDENTIFICATION NUMBER (TIN)	:
BUYER'S ADDRESS	:
MOTOR VEHICLE MAKE AND MODEL	:
MODEL YEAR	:
CHASSIS NUMBER/VIN	:
MOTOR/ENGINE NUMBER	:
LICENSE PLATE NUMBER	:

Attached supporting documents:

- ☐ Copy of DFA authorization to dispose
- ☐ Copy of notarized deed of sale, duly executed by seller and buyer
- ☐ Copy of buyer's valid ID
- ☐ Copy of BIR Ruling
- ☐ Evidence of payment of taxes and duties due on vehicle
- ☐ Copy of registration papers
- ☐ Copy of License Plate/s Acknowledgement Receipt
- ☐ Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully forwarded to the Secretary of Finance,
(Attention: The Director, Revenue Office) recommending
VERIFICATION OF AUTHENTICITY OF PROOF OF
PAYMENT OF TAXES DUE ON THE MOTOR VEHICLE
AND SOLD TO A NON-PRIVILEGED BUYER.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-19A
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

**REPORT OF SALE OF TAX-EXEMPT, IMPORTED MOTOR VEHICLE TO
A NON-PRIVILEGED BUYER**

The Mission/Organization requests the indorsement of the Department to the Land Transportation Office to reflect the consummated sale of the following and cancel the registration of the motor vehicle from the previous owner:

TYPE OF USE	:	(indicate if official or personal)
NAME OF SELLER	:	
RANK/DESIGNATION	:	
MISSION/ORGANIZATION	:	
PROTOCOL ID NUMBER & ISSUANCE DATE	:	
NAME OF NON-PRIVILEGED BUYER	:	
TAX IDENTIFICATION NUMBER (TIN)	:	
BUYER'S ADDRESS	:	
MOTOR VEHICLE MAKE AND MODEL	:	
MODEL YEAR	:	
CHASSIS NUMBER/VIN	:	
MOTOR/ENGINE NUMBER	:	
LICENSE PLATE NUMBER	:	

Attached supporting documents:

- ☐ Copy of notarized deed of sale, duly executed by seller and buyer
- ☐ Copy of DFA authorization to sell
- ☐ Copy of BOC Certificate of Payment
- ☐ Copy of buyer's valid ID
- ☐ Evidence of payment of taxes and duties due on vehicle
- ☐ Copy of registration papers
- ☐ Copy of License Plate/s Acknowledgement Receipt
- ☐ Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS

1st Indorsement
Pasay City,

Respectfully forwarded to the Assistant Secretary,
Land Transportation Office, Quezon City, recommending
CANCELLATION OF THE TAX-EXEMPT REGISTRATION
of a personally-owned motor vehicle, subject to the
verification of authenticity of proof of payment of taxes
due on the motor vehicle and sold to a non-privileged
buyer.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-19B
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

**REPORT OF SALE OF TAX-EXEMPT, IMPORTED MOTOR VEHICLE TO
A NON-PRIVILEGED BUYER**

The Mission/Organization requests the indorsement of the Department to the Department of Finance to reflect the consummated sale of the following:

TYPE OF USE	: (indicate if official or personal)
NAME OF SELLER	:
RANK/DESIGNATION	:
MISSION/ORGANIZATION	:
PROTOCOL ID NUMBER & ISSUANCE DATE	:
NAME OF NON-PRIVILEGED BUYER	:
TAX IDENTIFICATION NUMBER (TIN)	:
BUYER'S ADDRESS	:
MOTOR VEHICLE MAKE AND MODEL	:
MODEL YEAR	:
CHASSIS NUMBER/VIN	:
MOTOR/ENGINE NUMBER	:
LICENSE PLATE NUMBER	:

Attached supporting documents:

- () Copy of notarized deed of sale, duly executed by seller and buyer
- () Copy of DFA authorization to sell
- () Copy of BOC Certificate of Payment
- () Copy of buyer's valid ID
- () Evidence of payment of taxes and duties due on vehicle
- () Copy of registration papers
- () Copy of License Plate/s Acknowledgement Receipt
- () Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully forwarded to the Secretary of Finance,
(Attention: The Director, Revenue Office) recommending
VERIFICATION OF AUTHENTICITY OF PROOF OF
PAYMENT OF TAXES DUE ON THE MOTOR VEHICLE
AND SOLD TO A NON-PRIVILEGED BUYER.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-20A
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

**REPORT OF SALE OF TAX-PAID, LOCALLY PURCHASED MOTOR VEHICLE
TO A PRIVILEGED BUYER**

The Mission/Organization requests the indorsement of the Department to the Land Transportation Office to reflect the consummated sale of the following and cancel the registration of the motor vehicle from the previous owner:

TYPE OF USE	:	(indicate if official or personal)
NAME OF SELLER	:	
RANK/DESIGNATION	:	
MISSION/ORGANIZATION	:	
PROTOCOL ID NUMBER & ISSUANCE DATE	:	
NAME OF PRIVILEGED BUYER	:	
RANK/DESIGNATION	:	
MISSION/ORGANIZATION	:	
PROTOCOL ID NUMBER & ISSUANCE DATE	:	
MOTOR VEHICLE MAKE AND MODEL	:	
MODEL YEAR	:	
CHASSIS NUMBER/VIN	:	
MOTOR/ENGINE NUMBER	:	
LICENSE PLATE NUMBER	:	

Attached supporting documents:

- ☐ Copy of notarized deed of sale, duly executed by seller and buyer
- ☐ Copy of registration papers
- ☐ Copy of License Plate/s Acknowledgement Receipt
- ☐ Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH SIGNATURE
OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully referred to the Assistant Secretary,
Land Transportation Office, Quezon City, for appropriate
action, the documents covering the report of sale of a tax-
paid motor vehicle. The Department recommends the
CANCELLATION OF THE REGISTRATION of the
aforementioned motor vehicle from the previous owner.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-20B
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

**REPORT OF SALE OF TAX-PAID, LOCALLY PURCHASED MOTOR VEHICLE
TO A NON-PRIVILEGED BUYER**

The Mission/Organization requests the indorsement of the Department to the Land Transportation Office to reflect the consummated sale of the following and cancel the registration of the motor vehicle from the previous owner:

TYPE OF USE	: (indicate if official or personal)
NAME OF SELLER	:
RANK/DESIGNATION	:
MISSION/ORGANIZATION	:
PROTOCOL ID NUMBER & ISSUANCE DATE	:
NAME OF NON-PRIVILEGED BUYER	:
TAX IDENTIFICATION NUMBER (TIN)	:
BUYER'S ADDRESS	:
MOTOR VEHICLE MAKE AND MODEL	:
MODEL YEAR	:
CHASSIS NUMBER/VIN	:
MOTOR/ENGINE NUMBER	:
LICENSE PLATE NUMBER	:

Attached supporting documents:

- ☐ Copy of notarized deed of sale, duly executed by seller and buyer
- ☐ Copy of buyer's valid ID
- ☐ Copy of registration papers
- ☐ Copy of License Plate/s Acknowledgement Receipt
- ☐ Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully referred to the Assistant Secretary,
Land Transportation Office, Quezon City, for appropriate
action, the documents covering the report of sale of a tax-
paid motor vehicle. The Department recommends the
CANCELLATION OF THE REGISTRATION of the
aforementioned motor vehicle from the previous owner.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-21
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

**REQUEST FOR PERMISSION TO DONATE A TAX-EXEMPT,
LOCALLY PURCHASED / IMPORTED MOTOR VEHICLE**

TYPE OF USE	:	(indicate if official or personal)
NAME OF OWNER	:	
RANK/DESIGNATION	:	
MISSION/ORGANIZATION	:	
PROTOCOL ID NUMBER & ISSUANCE DATE	:	
MOTOR VEHICLE MAKE AND MODEL	:	
MODEL YEAR	:	
CHASSIS NUMBER/VIN	:	
MOTOR/ENGINE NUMBER	:	
LICENSE PLATE NUMBER	:	
DATE OF INITIAL REGISTRATION	:	
DONEE	:	
DONEE'S TIN	:	
DONEE'S ADDRESS	:	

The Mission/Organization ensures that the motor vehicle will not be turned over to the donee until the payment of duties and taxes, with corresponding receipts has been made. Pending the submission of the evidence of tax payment, the Department shall not endorse to the Land Transportation Office the registration of the motor vehicle under the donee's name.

Attached supporting documents:

- ☐ Copy of registration papers
- ☐ Copy of donee's TIN
- ☐ Copy of BIR Ruling/BOC Certificate of Payment
- ☐ Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH SIGNATURE
OF AUTHORIZED SIGNATORY)

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-22A
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REPORT OF DONATION OF TAX-EXEMPT, LOCALLY PURCHASED MOTOR VEHICLE

The Mission/Organization requests the indorsement of the Department to the Land Transportation Office to reflect the donation of the tax-exempt, locally purchased motor vehicle and cancel the registration of the motor vehicle from the previous owner:

TYPE OF USE	:	(indicate if official or personal)
NAME OF DONOR	:	
RANK/DESIGNATION	:	
MISSION/ORGANIZATION	:	
PROTOCOL ID NUMBER &	:	
ISSUANCE DATE	:	
NAME OF DONEE	:	
TAX IDENTIFICATION NUMBER (TIN)	:	
RESIDENCE/BUSINESS ADDRESS	:	
MOTOR VEHICLE MAKE AND MODEL	:	
MODEL YEAR	:	
CHASSIS NUMBER/VIN	:	
MOTOR/ENGINE NUMBER	:	
LICENSE PLATE NUMBER	:	

Attached supporting documents:

- ☐ Copy of notarized deed of donation
- ☐ Copy of notarized deed of acceptance
- ☐ Copy of registration papers
- ☐ Copy of BIR Ruling
- ☐ Evidence of payment of taxes and duties due on motor vehicle
- ☐ Copy of License Plate/s Acknowledgement Receipt
- ☐ Copy of donee's TIN
- ☐ Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully forwarded to the Assistant Secretary,
Land Transportation Office, Quezon City, recommending
CANCELLATION OF THE TAX-EXEMPT REGISTRATION
of a personally-owned motor vehicle from the previous
owner.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-22B
 (as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REPORT OF DONATION OF TAX-EXEMPT, LOCALLY PURCHASED MOTOR VEHICLE

The Mission/Organization requests the indorsement of the Department to the Department of Finance to reflect the donation of the tax-exempt, locally purchased motor:

TYPE OF USE	:	(indicate if official or personal)
NAME OF DONOR	:	
RANK/DESIGNATION	:	
MISSION/ORGANIZATION	:	
PROTOCOL ID NUMBER &	:	
ISSUANCE DATE	:	
NAME OF DONEE	:	
TAX IDENTIFICATION NUMBER (TIN)	:	
RESIDENCE/BUSINESS ADDRESS	:	
MOTOR VEHICLE MAKE AND MODEL	:	
MODEL YEAR	:	
CHASSIS NUMBER/VIN	:	
MOTOR/ENGINE NUMBER	:	
LICENSE PLATE NUMBER	:	

Attached supporting documents:

- ☐ Copy of notarized deed of donation
- ☐ Copy of notarized deed of acceptance
- ☐ Copy of registration papers
- ☐ Copy of BIR Ruling
- ☐ Evidence of payment of taxes and duties due on motor vehicle
- ☐ Copy of License Plate/s Acknowledgement Receipt
- ☐ Copy of donee's TIN
- ☐ Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
 SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
 DEPARTMENT OF FOREIGN AFFAIRS
 1st Indorsement
 Pasay City,

Respectfully forwarded to the Secretary of Finance,
 (Attention: The Director, Revenue Office) recommending
 VERIFICATION OF AUTHENTICITY OF PROOF OF
 PAYMENT OF TAXES DUE ON THE MOTOR VEHICLE.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-23A
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REPORT OF DONATION OF TAX-EXEMPT, IMPORTED MOTOR VEHICLE

The Mission/Organization requests the indorsement of the Department to the Land Transportation Office to reflect the donation of the tax-exempt, imported motor vehicle and cancel the registration of the motor vehicle from the previous owner:

TYPE OF USE	: (indicate if official or personal)
NAME OF DONOR	:
RANK/DESIGNATION	:
MISSION/ORGANIZATION	:
PROTOCOL ID NUMBER &	:
ISSUANCE DATE	:
NAME OF DONEE	:
TAX IDENTIFICATION NUMBER (TIN)	:
RESIDENCE/BUSINESS ADDRESS	:
MOTOR VEHICLE MAKE AND MODEL	:
MODEL YEAR	:
CHASSIS NUMBER/VIN	:
MOTOR/ENGINE NUMBER	:
LICENSE PLATE NUMBER	:

Attached supporting documents:

- ☐ Copy of notarized deed of donation
- ☐ Copy of notarized deed of acceptance
- ☐ Copy of registration papers
- ☐ Copy of Amended BOC-Certificate of Payment
- ☐ Evidence of payment of taxes and duties due on motor vehicle
- ☐ Copy of License Plate/s Acknowledgement Receipt
- ☐ Copy of donee's TIN
- ☐ Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully forwarded to the Assistant Secretary,
Land Transportation Office, Quezon City, recommending
CANCELLATION OF THE TAX-EXEMPT REGISTRATION
of a personally-owned motor vehicle.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-23B
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REPORT OF DONATION OF TAX-EXEMPT, IMPORTED MOTOR VEHICLE

The Mission/Organization requests the indorsement of the Department to the Department of Finance to reflect the donation of the tax-exempt, imported motor vehicle described hereunder:

TYPE OF USE	:	(indicate if official or personal)
NAME OF DONOR	:	
RANK/DESIGNATION	:	
MISSION/ORGANIZATION	:	
PROTOCOL ID NUMBER &	:	
ISSUANCE DATE	:	
NAME OF DONEE	:	
TAX IDENTIFICATION NUMBER (TIN)	:	
RESIDENCE/BUSINESS ADDRESS	:	
MOTOR VEHICLE MAKE AND MODEL	:	
MODEL YEAR	:	
CHASSIS NUMBER/VIN	:	
MOTOR/ENGINE NUMBER	:	
LICENSE PLATE NUMBER	:	

Attached supporting documents:

- () Copy of notarized deed of donation
- () Copy of notarized deed of acceptance
- () Copy of registration papers
- () Copy of Amended BOC-Certificate of Payment
- () Evidence of payment of taxes and duties due on motor vehicle
- () Copy of License Plate/s Acknowledgement Receipt
- () Copy of donee's TIN
- () Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully forwarded to the Secretary of Finance,
(Attention: The Director, Revenue Office) recommending
VERIFICATION OF AUTHENTICITY OF PROOF OF
PAYMENT OF TAXES DUE ON THE MOTOR VEHICLE.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

To be submitted in four (4) copies

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-24A
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

**REQUEST FOR PERMISSION TO TURN-OVER AS JUNK AN IMPORTED, TAX-EXEMPT
MOTOR VEHICLE TO DOF-BOC**

TYPE OF USE : (indicate if official or personal)

NAME OF OWNER :

RANK/DESIGNATION :

MISSION/ORGANIZATION :

PROTOCOL ID NUMBER &

ISSUANCE DATE :

MOTOR VEHICLE MAKE AND MODEL :

MODEL YEAR :

CHASSIS NUMBER/VIN :

MOTOR/ENGINE NUMBER :

LICENSE PLATE NUMBER :

DATE OF INITIAL REGISTRATION :

REASON FOR JUNKING :

Attached supporting documents:

- () Copy of DFA Authorization to Import
- () Declaration of Junking/Destruction by the Vehicle Owner
- () Copy of BOC-Certificate of Payment
- () Copy of registration papers
- () Certification from Authorized car dealer/Repair shop as unserviceable
- () Actual photos of the motor vehicle
- () Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-24B
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REPORT OF TURN-OVER OF AN IMPORTED, TAX-EXEMPT MOTOR VEHICLE TO THE DOF-BOC

The Mission/Organization requests the indorsement of the Department to the Land Transportation Office, the documents related to the turn-over of a tax-exempt, imported motor vehicle described hereunder:

TYPE OF USE	:	(indicate if official or personal)
NAME OF OWNER	:	
RANK/DESIGNATION	:	
MISSION/ORGANIZATION	:	
PROTOCOL ID NUMBER &	:	
ISSUANCE DATE	:	
MOTOR VEHICLE MAKE AND MODEL	:	
MODEL YEAR	:	
CHASSIS NUMBER/VIN	:	
MOTOR/ENGINE NUMBER	:	
LICENSE PLATE NUMBER	:	
DATE OF INITIAL REGISTRATION	:	
REASON FOR JUNKING	:	

Attached supporting documents:

- ☐ Copy of BOC-Custody receipt
- ☐ Copy of DFA Authorization to Junk
- ☐ Copy of DFA Authorization to Import
- ☐ Copy of BOC-Certificate of Payment
- ☐ Copy of registration papers
- ☐ Certification from Authorized car dealer/Repair shop as unserviceable
- ☐ Actual photos of the Motor Vehicle
- ☐ License Plate/s Acknowledgement Receipt
- ☐ Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH SIGNATURE
OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully forwarded to the Assistant
Secretary, Land Transportation Office, Quezon City,
recommending CANCELLATION OF THE TAX-EXEMPT
REGISTRATION of a personally-owned motor vehicle.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-24B
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REPORT OF TURN-OVER OF AN IMPORTED, TAX-EXEMPT MOTOR VEHICLE TO THE DOF-BOC

The Mission/Organization requests the indorsement of the Department to the Land Transportation Office, the documents related to the turn-over of a tax-exempt, imported motor vehicle described hereunder:

TYPE OF USE : (indicate if official or personal)
NAME OF OWNER :
RANK/DESIGNATION :
MISSION/ORGANIZATION :
PROTOCOL ID NUMBER & :
ISSUANCE DATE :

MOTOR VEHICLE MAKE AND MODEL :
MODEL YEAR :
CHASSIS NUMBER/VIN :
MOTOR/ENGINE NUMBER :
LICENSE PLATE NUMBER :
DATE OF INITIAL REGISTRATION :
REASON FOR JUNKING :

Attached supporting documents:

- () Copy of BOC-Custody receipt
- () Copy of DFA Authorization to Junk
- () Copy of DFA Authorization to Import
- () Copy of BOC-Certificate of Payment
- () Copy of registration papers
- () Certification from Authorized car dealer/Repair shop as unserviceable
- () Actual photos of the Motor Vehicle
- () License Plate/s Acknowledgement Receipt
- () Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH SIGNATURE
OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully forwarded to the Assistant
Secretary, Land Transportation Office, Quezon City,
recommending CANCELLATION OF THE TAX-EXEMPT
REGISTRATION of a personally-owned motor vehicle.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

To be submitted in four (4) copies

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-25A
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

**REQUEST FOR PERMISSION TO TURN-OVER AS JUNK A TAX-EXEMPT, LOCALLY
PURCHASED MOTOR VEHICLE**

TYPE OF USE	:	(indicate if official or personal)
NAME OF OWNER	:	
RANK/DESIGNATION	:	
MISSION/ORGANIZATION	:	
PROTOCOL ID NUMBER & ISSUANCE DATE	:	
MOTOR VEHICLE MAKE AND MODEL	:	
MODEL YEAR	:	
CHASSIS NUMBER/VIN	:	
MOTOR/ENGINE NUMBER	:	
LICENSE PLATE NUMBER	:	
DATE OF INITIAL REGISTRATION	:	
REASON FOR JUNKING	:	

Attached supporting documents:

- ☐ Copy of DFA Authorization to Import
- ☐ Declaration of Junking/Destruction by the Vehicle Owner
- ☐ Copy of BIR Ruling
- ☐ Copy of registration papers
- ☐ Certification from Authorized car dealer/Repair shop as unserviceable
- ☐ Actual photos of the motor vehicle
- ☐ Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH SIGNATURE
OF AUTHORIZED SIGNATORY)

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-25B
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REPORT OF TURN-OVER OF A TAX-EXEMPT, LOCALLY PURCHASED MOTOR VEHICLE

The Mission/Organization requests the indorsement of the Department to the Land Transportation Office, the documents related to the turn-over of a tax-exempt, locally purchased motor vehicle described hereunder:

TYPE OF USE	:	(indicate if official or personal)
NAME OF OWNER	:	
RANK/DESIGNATION	:	
MISSION/ORGANIZATION	:	
PROTOCOL ID NUMBER &	:	
ISSUANCE DATE	:	
MOTOR VEHICLE MAKE AND MODEL	:	
MODEL YEAR	:	
CHASSIS NUMBER/VIN	:	
MOTOR/ENGINE NUMBER	:	
LICENSE PLATE NUMBER	:	
DATE OF INITIAL REGISTRATION	:	
REASON FOR JUNKING	:	

Attached supporting documents:

- () Copy of BOC-Custody receipt
- () Copy of DFA Authorization to Junk
- () Copy of DFA Authorization to Import
- () Copy of BIR Ruling
- () Copy of registration papers
- () Certification from Authorized car dealer/Repair shop as unserviceable
- () Actual photos of the Motor Vehicle
- () License Plate/s Acknowledgement Receipt
- () Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS

1st Indorsement
Pasay City,

Respectfully forwarded to the Assistant
Secretary, Land Transportation Office, Quezon City,
recommending CANCELLATION OF THE TAX-EXEMPT
REGISTRATION of a personally-owned motor vehicle.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

To be submitted in four (4) copies

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-26
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REQUEST FOR ISSUANCE OF PHILIPPINE DRIVER'S LICENSE

NAME OF APPLICANT :
RANK/DESIGNATION :
MISSION/ORGANIZATION :
PROTOCOL ID NUMBER &
ISSUANCE DATE :

Attached supporting documents:

- () Copy of duly accomplished LTO Driver's License Application Form
- () Copy of valid Foreign Driver's License
(must be accompanied by an official English translation if written in a foreign language)
- () Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully forwarded to the Assistant
Secretary, Land Transportation Office, Quezon
City, recommending favorable action for the
ISSUANCE OF PHILIPPINE DRIVER'S LICENSE.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

To be submitted in four (4) copies

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-27
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REQUEST FOR RENEWAL OF PHILIPPINE DRIVER'S LICENSE

NAME OF APPLICANT :
RANK/DESIGNATION :
MISSION/ORGANIZATION :
PROTOCOL ID NUMBER &
ISSUANCE DATE :

Attached supporting documents:

- () Copy of duly accomplished LTO Driver's License Application Form
- () Copy of previous Philippine Driver's License
- () Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully forwarded to the Assistant
Secretary, Land Transportation Office, Quezon
City, recommending favorable action for the
RENEWAL OF PHILIPPINE DRIVER'S LICENSE.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-28A
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REPORT OF PAYMENT OF TAXES DUE ON A MOTOR VEHICLE

The Mission/Organization requests the indorsement of the Department of Finance to reflect the consummated sale of the vehicle, particularly as follows:

TYPE OF USE	:	(indicate if official or personal)
NAME OF OWNER	:	
RANK/DESIGNATION	:	
MISSION/ORGANIZATION	:	
PROTOCOL ID NUMBER &	:	
ISSUANCE DATE	:	
MOTOR VEHICLE MAKE AND MODEL	:	
MODEL YEAR	:	
CHASSIS NUMBER/VIN	:	
MOTOR/ENGINE NUMBER	:	
LICENSE PLATE NUMBER	:	

Attached supporting documents:

- () Copy of DFA's authorization to pay taxes
- () Evidence of payment of taxes and duties due on vehicle
- () Copy of BOC-Certificate of Payment/BIR Ruling for MV purchase
- () Copy of registration papers
- () License Plate/s Acknowledgement Receipt
- () Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH SIGNATURE
OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully forwarded to the Secretary of Finance,
(Attention: The Director, Revenue Office) recommending
**VERIFICATION OF AUTHENTICITY OF PROOF OF
PAYMENT OF TAXES DUE ON THE MOTOR VEHICLE.**

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-28B
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

REPORT OF PAYMENT OF TAXES DUE ON A MOTOR VEHICLE

The Mission/Organization requests the indorsement of the Department to the Land Transportation Office, to reflect the tax payment of the vehicle, particularly as follows:

TYPE OF USE	:	(indicate if official or personal)
NAME OF OWNER	:	
RANK/DESIGNATION	:	
MISSION/ORGANIZATION	:	
PROTOCOL ID NUMBER &	:	
ISSUANCE DATE	:	
MOTOR VEHICLE MAKE AND MODEL	:	
MODEL YEAR	:	
CHASSIS NUMBER/VIN	:	
MOTOR/ENGINE NUMBER	:	
LICENSE PLATE NUMBER	:	

Attached supporting documents:

- () Copy of DFA's authorization to pay taxes
- () Evidence of payment of taxes and duties due on vehicle
- () Copy of BOC-Certificate of Payment/BIR Ruling for MV purchase
- () Copy of registration papers
- () License Plate/s Acknowledgement Receipt
- () Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully referred to the Assistant Secretary of the Land Transportation Office, Quezon City, recommending cancellation of the tax-exempt registration of the motor vehicle, **subject to the verification of the authenticity of the documents evidencing the payment of taxes due on the motor vehicle.**

For the Secretary of Foreign Affairs:

~~—Director for Privileges and Immunities—~~

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-29
(as of 08 October 2020)

(Mission/Organization Reference Number)

Date

**REQUEST FOR RETENTION OF TAX-EXEMPT MOTOR VEHICLE AND
ASSIGNMENT OF PILIPINAS LICENSE PLATE**

TYPE OF USE : (indicate if official or personal)
NAME OF OWNER :
RANK/DESIGNATION :
DEPARTMENT/SECTION :
SRRV NO. :

MOTOR VEHICLE MAKE AND MODEL :
MODEL YEAR :
CHASSIS NUMBER/VIN :
MOTOR/ENGINE NUMBER :

Attached supporting documents:

- () Copy of Affidavit of Undertaking
- () Copy of Registration Papers
- () Copy of PRA ID
- () Copy of Special Resident Retiree's Visa
- () Copy of BOC Certificate of Payment

The Mission/Organization wishes to inform that (Applicant's Name), (Position), retired from Mission/Organization on (Date of retirement). Applicant has been granted Special Resident Retiree's Visa, issued by the Philippine Retirement Authority, a copy of which is attached for your reference. He/She wishes to retain the above-mentioned tax-exempt vehicle without payment of taxes and duties. The Mission/Organization respectfully requests the Department to endorse favorably to the Land Transportation Office for the re-registration and issuance of Pilipinas license plates.

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully referred to the Assistant Secretary of the Land Transportation Office, Quezon City, **for appropriate action, the request for retention of a tax-exempt motor vehicle belonging to a soon-to-retire official of the Mission/Organization; and its registration with Pilipinas Plates, subject to payment of duties and taxes when sold to a non-privileged buyer.**

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

To be submitted in four (4) copies

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-30A
(as of 03 December 2021)

(Mission/Organization Reference Number)

Date

**REPORT OF SALE OF TAX-PAID, IMPORTED MOTOR VEHICLE
TO A PRIVILEGED BUYER**

The Mission/Organization requests the indorsement of the Department to the Land Transportation Office to reflect the consummated sale of the following and cancel the registration of the motor vehicle from the previous owner:

TYPE OF USE	: (indicate if official or personal)
NAME OF SELLER	:
RANK/DESIGNATION	:
MISSION/ORGANIZATION	:
PROTOCOL ID NUMBER & ISSUANCE DATE	:
NAME OF PRIVILEGED BUYER	:
RANK/DESIGNATION	:
MISSION/ORGANIZATION	:
PROTOCOL ID NUMBER & ISSUANCE DATE	:
MOTOR VEHICLE MAKE AND MODEL	:
MODEL YEAR	:
CHASSIS NUMBER/VIN	:
MOTOR/ENGINE NUMBER	:
LICENSE PLATE NUMBER	:

Attached supporting documents:

- ☐ Copy of notarized deed of sale, duly executed by seller and buyer
- ☐ Copy of DFA authorization to sell (from seller)
- ☐ Copy of registration papers
- ☐ Copy of License Plate/s Acknowledgement Receipt
- ☐ Copy of BOC Certificate of Payment
- ☐ Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement

Pasay City,

Respectfully referred to the Assistant Secretary, Land Transportation Office, Quezon City, for appropriate action, the documents covering the report of sale of a tax-paid motor vehicle. The Department recommends the CANCELLATION OF THE REGISTRATION of the aforementioned motor vehicle from the previous owner.

For the Secretary of Foreign Affairs:

To be submitted in four (4) copies

Director for Privileges and Immunities

(Mission/Organization Reference Number)

Date

**REPORT OF SALE OF TAX-PAID, IMPORTED MOTOR VEHICLE
TO A NON-PRIVILEGED BUYER**

The Mission/Organization requests the indorsement of the Department to the Land Transportation Office to reflect the consummated sale of the following and cancel the registration of the motor vehicle from the previous owner:

TYPE OF USE	:	(indicate if official or personal)
NAME OF SELLER	:	
RANK/DESIGNATION	:	
MISSION/ORGANIZATION	:	
PROTOCOL ID NUMBER & ISSUANCE DATE	:	
NAME OF NON-PRIVILEGED BUYER	:	
RANK/DESIGNATION	:	
MISSION/ORGANIZATION	:	
PROTOCOL ID NUMBER & ISSUANCE DATE	:	
MOTOR VEHICLE MAKE AND MODEL	:	
MODEL YEAR	:	
CHASSIS NUMBER/VIN	:	
MOTOR/ENGINE NUMBER	:	
LICENSE PLATE NUMBER	:	

Attached supporting documents:

- () Copy of notarized deed of sale, duly executed by seller and buyer
- () Copy of DFA authorization to sell (from seller)
- () Copy of registration papers
- () Copy of License Plate/s Acknowledgement Receipt
- () Copy of BOC Certificate of Payment
- () Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement

Pasay City,

Respectfully referred to the Assistant Secretary, Land Transportation Office, Quezon City, for appropriate action, the documents covering the report of sale of a tax-paid motor vehicle. The Department recommends the CANCELLATION OF THE REGISTRATION of the aforementioned motor vehicle from the previous owner.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

To be submitted in four (4) copies

(Mission/Organization Letterhead/Logo)

DFA-OP FORM NO.
DFA-PROT-D3-31
(as of 07 February 2022)

(Mission/Organization Reference Number)

Date

**REQUEST FOR PRE-CLEARANCE TO PURCHASE HOUSEHOLD GOODS AND
APPLIANCES THROUGH DUTY FREE PHILIPPINES**

NAME OF OWNER/IMPORTER :
RANK/DESIGNATION :
MISSION/ORGANIZATION :
PROTOCOL ID NUMBER &
ISSUANCE DATE :

DESCRIPTION :

REMARKS :

Attached supporting documents:
() Copy of valid Protocol ID

(EMBASSY WET SEAL & PRINTED NAME WITH
SIGNATURE OF AUTHORIZED SIGNATORY)



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
1st Indorsement
Pasay City,

Respectfully forwarded, through the Secretary
of Finance, to the Commissioner of Customs,
Manila, recommending FREE ENTRY.

For the Secretary of Foreign Affairs:

Director for Privileges and Immunities

**ANNUAL DIPLOMATIC AND CONSULAR MISSIONS, AND INTERNATIONAL
ORGANIZATIONS LIST**

MISSION OFFICIAL NAME

Chancery :
Postal Address :
Tel. No. :
Fax No. :
Email Address :
Website :
Working Hours :
National Day :

	NAME OF PRINCIPAL	DESIGNATION	NAME OF DEPENDENT/S, MEMBER OF THE HOUSEHOLD/, PRIVATE STAFF
1.			N/A

For DFA-Protocol information:

LIAISON OFFICERS

NAME	DESIGNATION/ ASSIGNMENT	Email Address (to be included in the sending list of official DFA correspondences)
	(i.e. assigned to <i>Protocol ID card applications, Motor Vehicle Requests, etc.</i>)	

TEMPLATE FOR THE SUBMISSION OF THE LIST OF REAL PROPERTIES

NAME OF MISSION:

DATE COMPLETED:

NO.	PROPERTY ADDRESS	NAME OF OWNER/LESSEE	OWNED	RENTED	DATE	DATE OF CONTRACT	REMARKS
Chancery							
1	Address of Property 1						
2	Address of Property 2						
Residences							
1	Address of Property 1						
2	Address of Property 2						
Other Premises							
1	Address of Property 1						
2	Address of Property 2						

[illegible]