

**REQUIREMENTS FOR THE REGISTRATION OF IMPORTER / EXPORTER NUMBERS  
(N-NUMBERS / V-NUMBERS)**

**VAT REGISTERED (COMPANY/ INDIVIDUAL)**

- Copy of VAT Registration Certificate
- Copy of Certificate of Registration or Incorporation
- Approved Brokers' Board Authorisation Form
- Clear and Valid Copy of ID /DP/ Passport for Authorised Signatory
- BIR Number (Please Provide Proof of BIR Number –Assignment of file number from BIR)
- Telephone Number
- Notice of Address / Change of Address – Min. of Legal Affairs document
- Notice of Directors / Change of Directors– Min. of Legal Affairs document
- Clear and Valid Copy of ID/DP/Passport for Authorised Signatory

**NOT REGISTERED WITH VAT (COMPANY / INDIVIDUAL)**

- Completed- "Application Form for Importer/ Exporter Registration Number" in duplicate
- Proof of Address – Utility Bill, D.P etc. (Must include House No.,L.P or E.P)
- Notice of Address / Change of Address -Min. of Legal Affairs document
- Notice of Directors / Change of Directors– Min. of Legal Affairs document
- Copy of Certificate of Registration or Incorporation of a Company
- Approved Brokers' Board Authorisation Form
- BIR Number ( Please Provide Proof of BIR Number – Assignment of file no. from BIR ) -**Returning Residents must supply an affidavit in lieu of BIR Number**
- Clear and Valid Copy of ID/DP/Passport for Authorised Signatory

**YOU MUST GET A BROKER!**