


ACTS Online Payment Registration Procedure

- 1. Go to <https://acts.ictsi.com/Account/Register/>.
- 2. Fill out the requested fields on the page.



Create Online Account Application

Username:

Enter your username

E-mail Address:

Enter E-mail Address

Company Name:

Enter Company Name

Name:

Enter First Name

Enter Middle Name

Enter Last Name


Contact Number:


Enter your Contact Number

Remarks:

Enter Remarks

Download the following forms and attach the files below once accomplished.

 [ICTSI Client Registration Form](#)

 [Secretary's Certification](#)

Attach ICTSI Client Registration Form:

Browse...

Attach BIR Form 2303:

Browse...

Other Requirements:

Browse...

Cancel


Register

REMINDER!

- We only require a filled out ICTSI Client Registration Form and BIR Form 2303 to complete the registration. Please upload the BIR Form 2303 document in its allotted field below.
- You may upload the following supplementary documents, if available, in the Other requirements field. Document's should be less than 20MB.
 - Secretary's Certificate
 - BIR Form 0605
 - Securities and Exchange Commission Certificate
 - Scanned copy of Government issued ID with picture and signature
 - DTI Certificate
- Only Microsoft Word, image formats and PDF are allowed in the attachments.
- Online Account Applications without the required attachments will not be accepted.
- Once requirements are submitted, please wait for 1-2 days to receive the confirmation of your registration. The confirmation email will include your username and password. Please ensure the correct spelling of your email address in the ICTSI Client Registration Form to avoid issues on the receipt of the confirmation email.

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- 3. Download the ICTSI Client Registration Form. Fill it out (see sample in the next page) and upload the accomplished form to its allotted field in the ACTS registration page.

| | | | |
|---|--------------------------|--|----------------------------|
|  International Container Terminal Services, Inc. | | ISO 9001: 2008 and ISO 14001: 2004 Certified | |
| ICTSI CLIENT REGISTRATION FORM | | | |
| Date Filed: <u>January 01, 2019</u> | | | |
| Employer/Company Name: <u>ABC Company</u> | | Address: <u>ABC Building, Sta Cruz Manila</u> | |
| TIN No: <u>123-456-000-000</u> | | Contact Number: <u>09989123456</u> | |
| Nature of Business: Please check | | | |
| <input type="checkbox"/> | Customs Broker | <input type="checkbox"/> | Exporter |
| <input type="checkbox"/> | Freight Forwarder | <input type="checkbox"/> | Shipping Line |
| <input checked="" type="checkbox"/> | Importer | <input type="checkbox"/> | Other: _____ |
| PAYORS REPRESENTATIVES | | | |
| | Name | Position | Email Address |
| 1. | <u>John S. Dela Cruz</u> | <u>Impex Officer</u> | <u>jdelacruz@gmail.com</u> |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| NOTE: Please attach a clear copy of any Government issued ID with Photograph and Signature. | | | |
| <p>I/ We agree to the Terms of Use below by signing this statement</p> <p>User Accounts. In order to use most aspects of the Services, you must register for and maintain an active personal user Services account ("Account"). You must be at least 18 years of age, or the age legal majority in your jurisdiction (if different than 18) and authorized by the company or entity you represent, to obtain an Account. Account registration requires you to submit to ICTSI certain personal and/or company information, such as the information mentioned above and such other additional details which may be required from time to time. You agree to maintain accurate, complete, and up-to-date information in your Account. Your failure to maintain accurate, complete and up-to-date Account information may result in your inability to access and use the Services or ICTSI's termination of this agreement with you. You are responsible for all activity that occurs under your account, and, as such, you agree to maintain the security and secrecy of Account username and password at all times. Unless otherwise permitted by ICTSI in writing, you may only possess one Account. All improper, irregular or fraudulent transaction made under your Account shall be your liability. "User" shall be limited to customs brokers, freight forwarders, shipping lines, importers, exporters, truckers and their authorized representatives. "Services" refer to Advanced Customer Transaction System or ACTS.</p> <p>Use Requirements and Conduct. The Services is not available for use by persons under the age of 18. You may not authorize third parties to use your Account. You agree to comply with the user manual, ACTS guidelines to be distributed by ICTSI and with all applicable laws when using the Services. You may only use the Services for lawful purposes. You will not in your use of the Services cause nuisance, annoyance, inconvenience, or property damage, whether to ICTSI or any other third party. In certain instances, ICTSI may require you to provide proof of identity or authorization from the company or entity you represent to access or use the Services, and you agree that you can be denied access or use of the Services if you refuse to provide proof of identity or authority.</p> <p>Disclaimers; Limitation of Liability; Indemnity ICTSI disclaims all representations and warranties, express, implied, or statutory, not expressly set out in these terms, including the implied warranties of merchantability, fitness for a particular purpose and non-infringement. In addition, ICTSI makes no representation, warranty, or guarantee regarding the reliability, timeliness, quality, suitability, or availability of the services or any good or services obtained through the use of the Services, or that the services will be uninterrupted or error-free. You agree that the entire risk arising out of your use of the Services, and any third party good or services obtained in connection therewith remains solely with you, to the maximum extent permitted by applicable Law. This disclaimer does not alter your right as a consumer to the extent not permitted under the law in the Jurisdiction of your place or residence.</p> <p>Limitation of Liability. ICTSI shall not be liable to you for indirect, incidental, special, exemplary, punitive, or consequential damages, including lost profits, lost data, personal injury, or property damage, even if ICTSI has been advised of the possibility of such damages. ICTSI shall not be liable for any damages, liability or losses incurred by you arising out of: (i) YQ!!I: use or reliance on the services or your inability to access or use the Services; or (ii) any transaction or relationship between you and any other third party. ICTSI shall not be liable for delay or failure in performance resulting from causes beyond ICTSI's reasonable control. These Limitations do not purport to limit liability that cannot be excluded under the Law in the Jurisdiction of your place of your residence.</p> <p>Indemnity You agree to indemnify and hold ICTSI and its officers, directors, employees and agents, harmless from any and all claims, demands, losses, liabilities, and expenses (including attorney's fees), arising out of or in connection with: (i) your use of the Services; (ii) your breach or violation of any of these Terms; (iii) ICTSI's use of your User content; or (iv) your violation of the rights of any third party, including ICTSI.</p> | | | |
| Signature <u>Marie Reyes</u> | | Date: <u>January 01, 2019</u> | |
| Printed Name: <u>Marie G. Reyes</u> | | Position: <u>Impex Manager</u> | |
| ICTSI Client Registration Form | | | |

4. Scan the BIR Form 2303 of the company indicated in your registration form. Upload the copy in the BIR Form 2303 and Other Requirements fields.

***Only the ICTSI Client Registration Form and the BIR Form 2303 are needed to complete your registration.** Other documents are supplementary and will not hold your registration.

- Once all fields are filled out and all necessary forms are uploaded, click “Register”.
- A notification will be sent to the email address inputted in the form to inform whether your application has been approved or rejected. If approved, this will include your log-in credentials. If rejected, the next steps will instructed.

For any concerns, please email customercare@ictsi.com.
For an ACTS Online Payment demo, please email Ms. Anita Maguire at amaguire@ictsi.com.