

EXPANDED WITHHOLDING TAX (EWT) APPLICATION

How To Apply EWT in Your Transaction

OPTION 1

One-Time EWT Online Application

STEP 1: GO TO THE REGISTRATION WEBSITE



- Type in below URL in your web browser:
<https://acts.ictsi.com/Ewt/RegisterEwt/>

A screenshot of a web browser displaying the 'Online EWT Registration' page. The browser's address bar shows 'acts.ictsi.com/Ewt/RegisterEwt/'. The page has an orange header with the company logo. The main content area is titled 'Online EWT Registration' and contains a registration form. The form includes fields for E-mail Address, Name (First, Middle, Last), Contact Number, Company Name, Company TIN, Company Address, Zip Code, Tax Agent Accreditation No., Tax Agent Accreditation Issued, and Tax Agent Accreditation Expiration. There are 'Browse' buttons for the last three fields. To the right of the form, there is a section for downloading forms and a 'REMINDER!' box with a list of requirements. At the bottom right, there are 'Cancel' and 'Register' buttons. The footer contains a copyright notice for 2014.

STEP 2: FILL OUT THE MANDATORY FIELDS (*) ON THE REGISTRATION PAGE

Online EWT Registration

E-mail Address: *

Enter E-mail Address

Name: *

Enter First Name

Enter Middle Name

Enter Last Name

Contact Number: *

Enter your Contact Number

Company Name: *

Enter Company Name

Company TIN: *

Enter Company TIN

Company Address: *

Enter your Company Address


Zip Code: *


Tax Agent Accreditation No.:

Tax Agent Accreditation Issued:

Tax Agent Accreditation Expiration:

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

 [Terms of Use and Consent to Processing of Personal Information Form](#)

 [Draft Sample of Secretary's Certification](#)

REMINDER!

- Please upload the following in a single file to Other requirements (Less than 20MB).
 - BIR Form 2303 and 0605
 - DTI Certificate (For Individuals)
 - SEC Certificate (For corporations)
 - Form Consent to Processing of Personal Information - Scanned copy of Government issued ID with picture and signature
 - Notarized Secretary's Certificate (see attached Draft/Sample), OR equivalent document, to authorize / certify that e-signature of enrolled 2307 signatory is valid.
- Only word, image and pdf are allowed in attachment.
- Online Account Applications without the required attachments will not be accepted.
- Please ensure the correct spelling of your email address to receive the confirmation email of your application.

E-Signature: *

Browse...

Other Requirements: *

Browse...

Cancel

Register

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STEP 3: DOWNLOAD AND SIGN OFF THE TERMS OF USE AND CONSENT FORMS

Online EWT Registration

E-mail Address: *

Enter E-mail Address

Name: *

Enter First Name

Enter Middle Name

Enter Last Name

Contact Number: *

Enter your Contact Number

Company Name: *

Enter Company Name

Company TIN: *

Enter Company TIN

Company Address: *

Enter your Company Address


Zip Code: *


Tax Agent Accreditation No.:

Tax Agent Accreditation Issued:

Tax Agent Accreditation Expiration:

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- Only word, image and pdf are allowed in attachment.
- Online Account Applications without the required attachments will not be accepted.
- Please ensure the correct spelling of your email address to receive the confirmation email of your application.

E-Signature: *

Browse...

Other Requirements: *

Browse...

Cancel

Register

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STEP 4: ATTACH E-SIGNATURE AND OTHER REQUIREMENTS

Online EWT Registration

E-mail Address: *

Enter E-mail Address

Name: *

Enter First Name

Enter Middle Name

Enter Last Name

Contact Number: *

Enter your Contact Number

Company Name: *

Enter Company Name

Company TIN: *

Enter Company TIN

Company Address: *

Enter your Company Address


Zip Code: *

Tax Agent Accreditation No.:


Tax Agent Accreditation Issued:

Tax Agent Accreditation Expiration:

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



[Terms of Use and Consent to Processing of Personal Information Form](#)



[Draft Sample of Secretary's Certification](#)

REMINDER!

- Please upload the following in a single file to Other requirements (Less than 20MB).
 - BIR Form 2303 and 0605
 - DTI Certificate (For Individuals)
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 - Form Consent to Processing of Personal Information - Scanned copy of Government issued ID with picture and signature
 - Notarized Secretary's Certificate (see attached Draft/Sample), OR equivalent document, to authorize / certify that e-signature of enrolled 2307 signatory is valid.
- Only word, image and pdf are allowed in attachment.
- Online Account Applications without the required attachments will not be accepted.
- Please ensure the correct spelling of your email address to receive the confirmation email of your application.

E-Signature: *

Browse...

Other Requirements: *

Browse...

Cancel

Register

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STEP 5: CLICK REGISTER TO SUBMIT APPLICATION

- Please read the reminders section on the right side of the page before submitting your registration.
- After submission, wait for an email confirmation of your registration.

Online EWT Registration

E-mail Address: *

Name: *

Contact Number: *


Company Name: *


Company TIN: *

Company Address: *


Zip Code: *


Tax Agent Accreditation No.:

Tax Agent Accreditation Issued: 

Tax Agent Accreditation Expiration: 


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


 [Terms of Use and Consent to Processing of Personal Information Form](#)

 [Draft Sample of Secretary's Certification](#)

REMINDER!

- Please upload the following in a single file to Other requirements (Less than 20MB).
 - BIR Form 2303 and 0605
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 - Form Consent to Processing of Personal Information - Scanned copy of Government issued ID with picture and signature
 - Notarized Secretary's Certificate (see attached Draft/Sample), OR equivalent document, to authorize / certify that e-signature of enrolled 2307 signatory is valid.
- Only word, image and pdf are allowed in attachment.
- Online Account Applications without the required attachments will not be accepted.
- Please ensure the correct spelling of your email address to receive the confirmation email of your application.

E-Signature: * 

Other Requirements: * 

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STEP 6: CLICK “I AGREE WITH THE TERMS OF USE”

- Please read the Terms of Use before confirming.

Online EWT Registration

E-mail Address: * ryanm...

Name: * Ryan
R
Mendoza

Contact Number: * 0912345

Company Name: * Indra Co

Company TIN: * 0000000

Company Address: * test

Zip Code: * 1234

Tax Agent Accreditation No.:

Tax Agent Accreditation Issued:

Tax Agent Accreditation Expiration:

Terms of Use

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 Account 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.

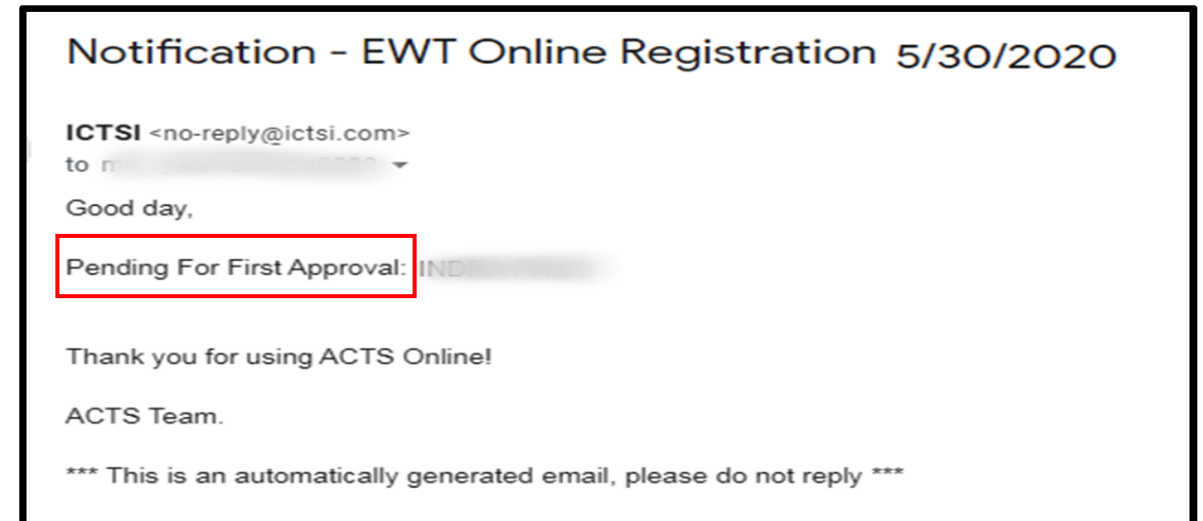
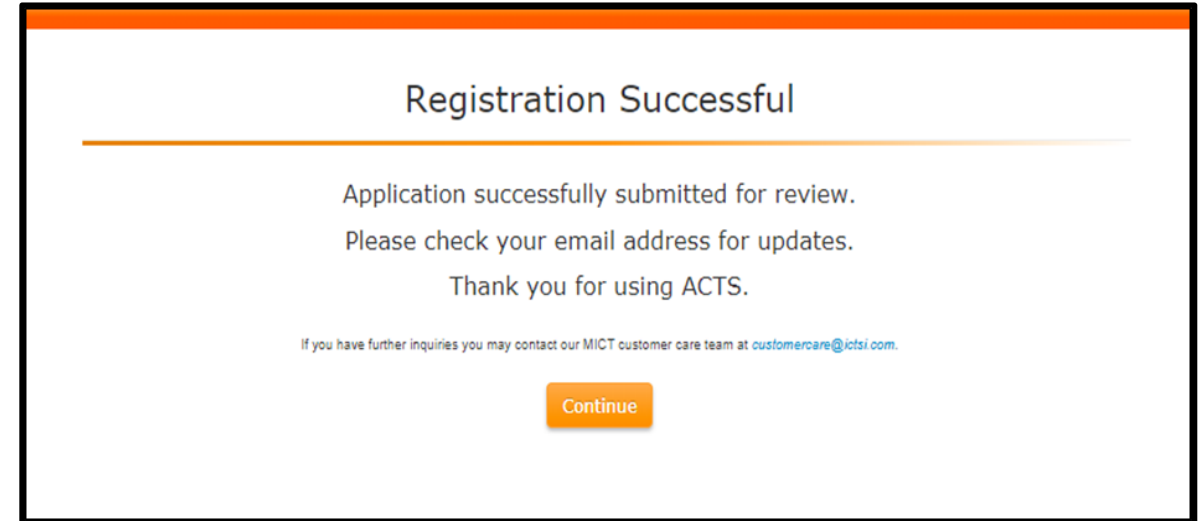
Use Requirements and Conduct. The Services is not available for use by persons under the age of 18. You may not authorize third parties to use your Account. You agree to comply with the user manual, ACTS guidelines to be distributed by ICTSI and with all applicable laws when using the Services. You may 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 such proof.

☒ I Agree with the Terms of Use

Agree Cancel

STEP 7: REGISTRATION SUBMITTED

- If registration requirements are complete, it will show this screen informing that the application has been submitted for review.
- An email notification will also be sent to the indicated email address in the registration.



STEP 8: EMAIL NOTIFICATION & CONFIRMATION

- Once registration is approved, an email confirmation will be received.
- With this, you may now transact online payments with applied EWT for the registered consignee.
- An e-OR together with the completed BIR Form 2307 will automatically be generated after every successful payment transaction.

Notification - EWT Online Registration 5/30/2020

ICTSI <no-reply@ictsi.com>

to [REDACTED]

Good day,

Registration for EWT has been approved:

[REDACTED]

Thanks for using ACTS Online!

ACTS Team.

*** This is an automatically generated email, please do not reply ***

OPTION 2

Transactional EWT Online Application

STEP 1: BEGIN USUAL PAYMENT TRANSACTION PROCESS



Welcome, Customer
Your last login was on August 31, 2020 9:04 PM

Home

SERVICES INQUIRY

REPORTS

IMPORT

EXPORT

TRANSSHIPMENT

ADDITIONAL CARGO SERVICES

SPECIAL SERVICE PACKAGES

SPECIAL SERVICE

TRANSACTION INQUIRY

PRINT GATEPASS

SPECIAL SERVICE SCHEDULING/STATUS

RY

ke to remind everyone that in case your bank’s system is down, our Advance Receipt (ADR) facility is made available to cover your online payment transactions.

ow these simple steps:


of our ICTSI bank accounts. Please check this [link](#) for the list of our 9 bank accounts that you can choose from.

osit confirmation to mictbillinggroup@ictsi.com and customerccare@ictsi.com. Please also attach the BIR 2303 of the Online Payment Account that the deposit will be credited to.

, our Billing Team will email you an ADR Reference Number which you will input during your online payment transaction.

on, please do not hesitate to reach to us through customerccare@ictsi.com.

STEP 2: TICK THE WITHHOLDING TAX BOXES

International
Container Terminal
Services, Inc.

Welcome, Customer
Your last login was on August 31, 2020 6:11 PM

HOME

SERVICES INQUIRY

REPORTS

ACCOUNT SETTINGS

LOGOUT

SERVICES INQUIRY > IMPORT

IMPORT

Consignee Name: ABC1 MARKETING CORPORATION

Consignee TIN: 123-456-789-000

Broker Name: JUAN DELA CRUZ

Broker TIN:

ICTSI

☐ WHTax

☐ WHVAT

☐ Zero VAT

PPA

☐ WHTax

☐ WHVAT

☐ VAT-exempt

NOTE: Selecting WHTax requires e-signature for BIR Form 2307.

Underguard (Boat Note):

Entry No.: 1110607

Bill of Lading No.: EGLV140001025134

Registry No.: EGP0090-20

Last Discharge: Aug 29, 2020

Last Free Date: Sep 03, 2020

Shipping Line: EMC

Export To Excel

View 40View 100

*Click on Container No. for Holds if marked In RED

* Click on Container No. for status if marked in ORANGE

*Storage/Reefer extension dates must be less than or equal to the CRO Validity Date

*Containers with Holds or without a valid CRO will not be part of the Transaction Summary Screen.

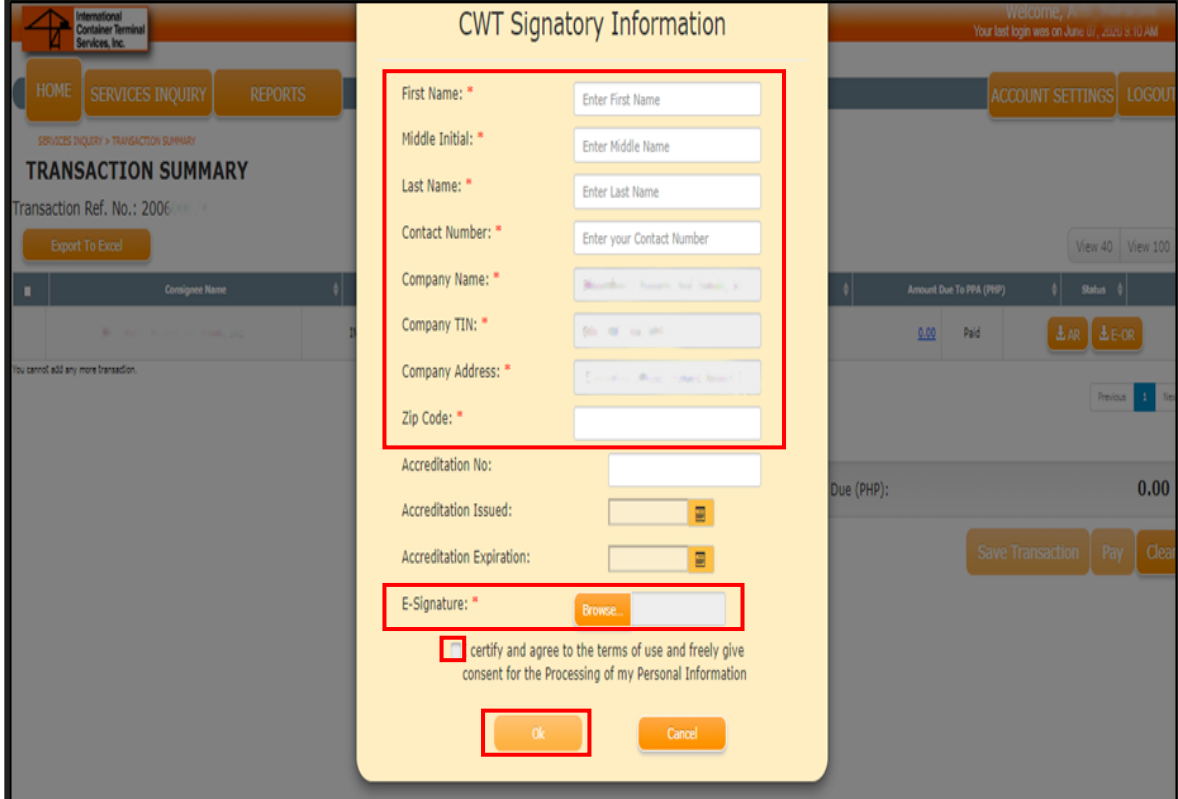
Previous1Next

View Charges

Cancel

STEP 2: FILL OUT THE CWT SIGNATORY INFORMATION PAGE

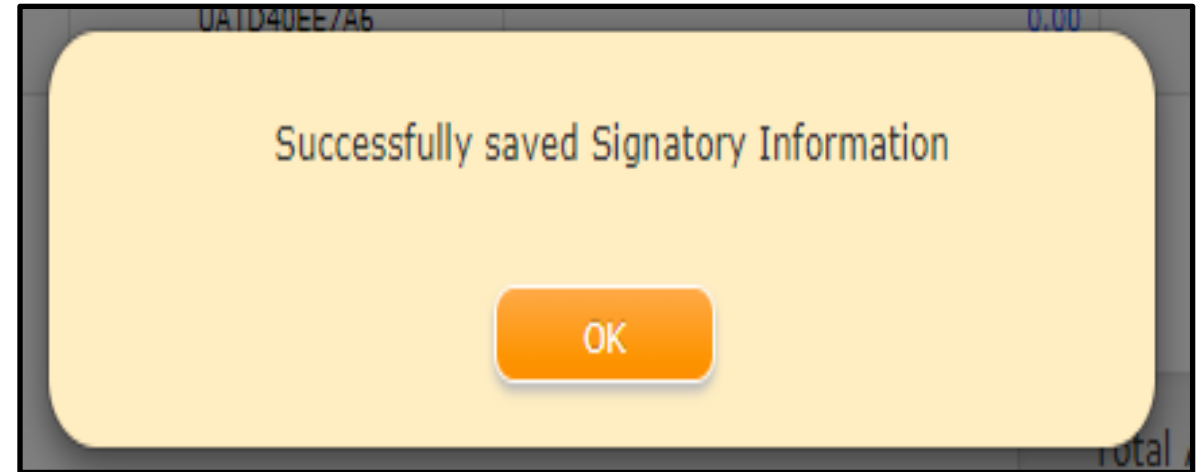
- Once you click PAY in the Transaction Summary page, the CWT Signatory Information page will pop up. Please fill out the mandatory fields marked with (*) and upload your e-signature.
- Once filled out, tick the box on 'I certify and agree to the terms of use and freely give consent for the Processing of my Personal Information'. Then, click OK.



The screenshot shows the 'CWT Signatory Information' modal form. The form is titled 'CWT Signatory Information' and contains several input fields. The fields 'First Name:', 'Middle Initial:', 'Last Name:', 'Contact Number:', 'Company Name:', 'Company TIN:', 'Company Address:', and 'Zip Code:' are all marked with an asterisk (*) indicating they are mandatory. These fields are grouped together in a red-bordered box. Below these fields are 'Accreditation No:', 'Accreditation Issued:', and 'Accreditation Expiration:' fields. The 'E-Signature:' field is also marked with an asterisk and has a 'Browse...' button next to it. Below the signature field is a checkbox with the text 'I certify and agree to the terms of use and freely give consent for the Processing of my Personal Information'. At the bottom of the form are 'Ok' and 'Cancel' buttons, both highlighted with red boxes. The background shows a 'TRANSACTION SUMMARY' page with a transaction reference number and an 'Export To Excel' button.

STEP 3: CONFIRMATION OF SAVED INFORMATION

- This message will pop up if system has successfully saved the information. If successful, EWT will be applied in the current transaction.
- After payment transaction, you will be able to download the electronic Official Receipt (e-OR) and the BIR Form 2307.



GUIDELINES ON UPLOADING YOUR E-SIGNATURE

E-SIGNATURE GUIDELINES

- Sign on a blank white piece of paper.
- Ensure that the signature is clear and covers at least 80% of the area or page.
- Scan the document and crop your signature.
- Save it as an image format. Kindly note that only .bmp, .gif, .jpg and .png file versions are acceptable.



Online EWT Registration

E-mail Address: *

Name: *

Contact Number: *

Company Name: *

Company TIN: *

Company Address: *

Zip Code: *

Tax Agent Accreditation No.:

Tax Agent Accreditation Issued:

Tax Agent Accreditation Expiration:

E-Signature: *

Other Requirements: *

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CWT Signatory Information

First Name: *

Middle Initial: *

Last Name: *

Contact Number: *

Company Name: *

Company TIN: *

Company Address: *

Zip Code: *

Accreditation No.:

Accreditation Issued:

Accreditation Expiration:

E-Signature: *

☐ I certify and agree to the terms of use and freely give consent for the Processing of my Personal Information



Thank you