

Process for the purchase of UNHCR diplomatic registered vehicles.

The following is provided as a guide based on the previous experiences of Astoca, this is not guaranteed to be 100% correct as procedures can and do change without our knowledge. It is the responsibility of the purchaser to fulfill the requirements as stated by UNHCR and no blame can be apportioned to the incorrectness of any of the procedures as laid out herein.

Pay 40,000 refundable bid deposit and sign the UNHCR terms and conditions of sale (as attached) and gets approved to bid.

Buyer will pay 100 % of the invoice value within 2 working days.

Buyer will complete the buyer's portion of the Deed of Sale. Deed of sale will be sent to UNHCR for their portion and signature.

Buyer will be given copies of all docs (Copy of OR/CR, Deed of sale etc) to be able to process payments

Buyer will go to Department of Finance to secure the Certificate of Authority to Pay Duties and Taxes. Expect 1 to 2 working weeks for the release of the certificate.

Buyer will go to BIR to obtain Authority To Release Imported Goods (ATRIG) at which time BIR will give an estimate of Ad valorem taxes to be paid

Buyer will proceed to BOC with approval from DOF and ATRIG from BIR.

BOC will assess duties, taxes and Ad valorem tax.

BOC will send the assessment to the Import Assessment Services (IAS) for agreement

Buyer will pay BOC all duties and taxes as per the final agreed assessment.

Buyer will provide proof of payment of duties and taxes specifically the Official Receipt from BOC and the Certificate of Payment.

Seller will provide originals of all documents and keys to vehicle. Astoca will return 40,000 Bid deposit (subject to deduction of any storage charges). Buyer will remove vehicle.

Seller will submit to the DFA the copy of all documents, report of the sale and return of plates. DFA will endorse the disposal to LTO.

Seller will provide buyer with DFA / LTO Case number for ease of enquiry at LTO.

Buyer will register the vehicle at LTO