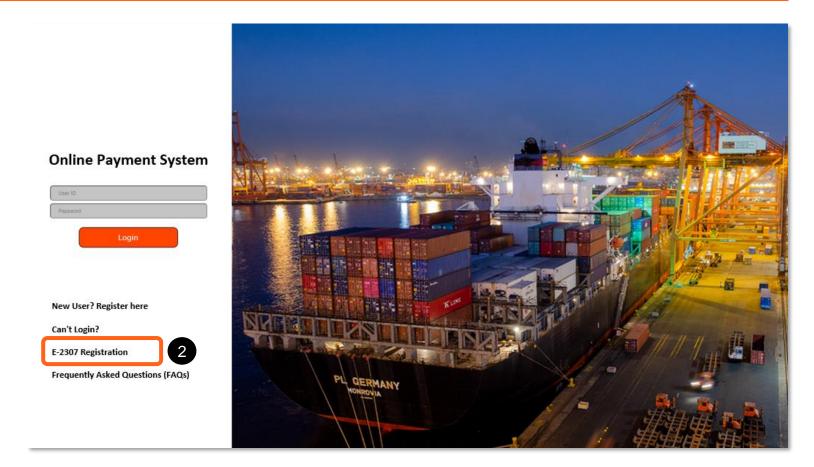


E-2307 Registration Guide

1. Go to the Online Payment System website or type in below URL on your web browser:

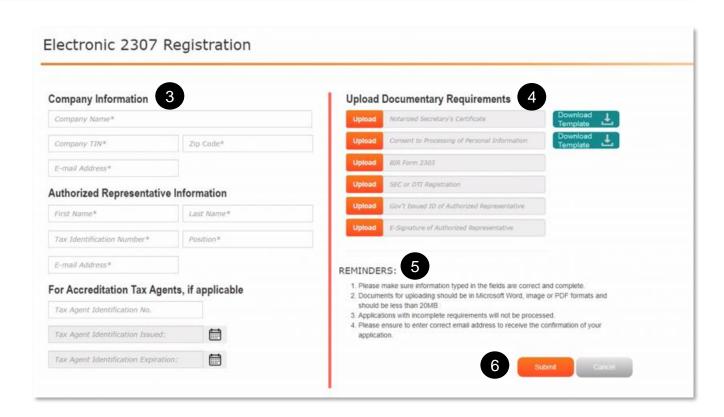
https://ops.ictsi.com

2. Click on "E-2307 Registration"



E-2307 Registration Guide

- 3. Fill out all required company and authorized representative information on the Electronic 2307 Registration page.
- 4. Download available templates and accomplish the required forms. Upload all mandatory documentary requirements.
 - Notarized Secretary's Certificate
 - Consent to Processing of Personal Information
 - BIR Form 2303
 - SEC or DTI Registration
 - Valid Gov't issued ID of authorized representative
 - E-signature of authorized representative
- Review all details entered and read on the reminders before submitting your application.
- 6. Click on "Submit" button to finalize your application.



E-Signature Guidelines:

- Sign on a blank white piece of paper.
- Ensure that the signature is clear and covers at least 80% of the 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.

E-2307 Registration Guide

- Wait for an email notification for the status of your registration.
- 8. Once approved, you may now transact online payments with applied withholding tax (EWT) for the registered consignee.
- A completed electronic BIR Form 2307 together with the electronic official receipt can be generated after every successful payment transaction.

Registration Successful

Application successfully submitted for review. Please check your email address for updates. Thank you for using OPS.



