NATIONAL ADMINISTRATIVE REGISTER · JANUARY 21, 2003

ISSUANCE OF CLEARANCE TO CUSTOMS BONDED WAREHOUSE (CBW)

BOC MEMORANDUM ORDER NO. 3-2003, January 21, 2003

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A. Objective

To facilitate the processing of application related to customs warehousing operations.

B. Coverage

This Order shall apply to all CBWs.

C. Administrative Provisions

- Clearance for the following application/request related to Customs warehousing operation shall be issued by Warehousing Documentation and Records Division in lieu of separate clearance issued by various offices mandated under Section IV.1.2 of CMO 39-91:

1.1 Renewal of license to operate a customs bonded warehouse

1.2 Request to increase raw material importations

1.3 Relocation of customs bonded warehouse

1.4 Other activities related to customs warehousing operations

- The following offices shall collate all records of derogatory information, accountability, violations and the like of all CBWs and submit to Warehousing Documentation & Records Division (WDRD) within ten (10) days from effectivity hereof, viz

2.1 Operating Divisions (CBWD, PPBWD, MMBWD, GTMBWD)

2.2 Warehousing Inspection Division or Equivalent Unit

2.3 Warehousing Assessment Monitoring Unit (WAMU)

2.4 Law Division of all District Ports

2.5 Liquidation & Billing Division of all District Port

2.6 Collection Service, Revenue Collection Monitoring Group

2.7 Legal Service, Revenue Collection Monitoring Group

2.8 Customs Intelligence & Investigation Service, Intelligence & Enforcement Group

2.9 Enforcement & Security Service, Intelligence & Enforcement Group

2.10 Bonds Division of all District Ports

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D. Procedural Provisions

- On or before fifteen (15) days from the effectivity hereof, all offices under paragraph C.2 immediately abovementioned shall forward a list of all CBWs with derogatory information to the Chief, WDRD, POM.

- WDRD shall encode all the information received in a computer databank.

- Management Information Systems & Technology Group (MISTG) shall within twenty (20) days from effectivity hereof develop a computer program to screen derogatory records and accountability by the matching of information in the computer file with that of the CBW applicant. The program shall also allow the Chief, WDRD to access the specifics of the derogatory information. Once positive matching is established detailed information shall be provided by the computer.

- Submission of required information and records by concerned offices to WDRD shall be on continuing basis or as soon as such derogatory information can be transmitted after validation to update the databank at WDRD.

- Any Division or Service that fails to comply with the prescribed task shall be interpreted to mean that no derogatory information or records on the applicant's accountability is in the records of that office. Should the contrary be the case, the Division or Service Chief, shall be held solely responsible and answerable therefor.

- Clearances issued by WDRD shall be forwarded to the Head, Technical Working Group, Customs Bonded Warehouse Committee for its reference in evaluating the applicant/warehouse concerned.

E. Other Matters

- For CBWs under jurisdiction of provincial Collection District, clearances shall still be issued by equivalent unit/division in the Port as provided for under CMO 39-91 which shall be furnished the Secretariat, CBWC, however, final clearance shall be issued by the Chief, WDRD as Head of the Secretariat of the Customs Bonded Warehouse Committee and the procedure on D.5 above shall be observed.

- Issuance of clearance for purposes other than warehousing shall be made by the Director, CIIS using the same concept and procedure as abovementioned. A separate Customs Memorandum Order shall issue for that purpose.

F. Repealing Clause

This Order specifically supersedes Section IV.1.2 of CMO 39-91 and all customs orders, memoranda, rules and/or regulations inconsistent herewith are hereby deemed amended or modified accordingly.

G. Effectivity

This Order shall take effect immediately.

Adopted: 21 January 2003

(SGD.) ANTONIO M. BERNARDO
Commissioner

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