DOCUMENTARY REQUIREMENTS FOR THE RELEASE OF CASH BOND

BI OPERATIONS ORDER NO. SBM-2014-052, October 09, 2014

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Adopted: 09 October 2014

Date Filed: 28 October 2014

WHEREAS, the BI exact bonds on aliens pursuant to CA 613: Sec. 40;

WHEREAS, there is a need to set clear and concrete guidelines on the documentary requirements to be submitted for the release of the posted cash bonds;

NOW THEREFORE, pursuant to the rule-making authority of the Commissioner of Immigration under relevant immigration laws, the following shall be observed:

SECTION 1. Documentary Requirements – The following documents and papers shall be submitted for the release of the foreigner's posted cash bonds;

- Original/certified true copy of the Order directing the posting of cash bond;

- Original/certified true copy of the Order of refund of cash bond duly signed by the Commissioner;

- Request for refund of claimant;

- Original official receipt of the cash bond deposit;

- Filing fee official receipt number for the refund of cash bond;

- Legal research fee official receipt.

SECTION 2. When Representative Files for Refund – In the event that an authorized representative of the claimant files for refund, the representative, in addition to Section 1, shall submit: (1) a Special Power of Attorney valid for six [6] months and (2) valid identification [ID] of the claimant.

SECTION 3. Duties of the Legal Division – Within seven (7) days from filing of the request for release/refund of the posted cash bond, the Legal Division shall forward to the Commissioner the draft order granting or denying the request.

SECTION 4. Duties of the FMD & Cash Section – Within seven (7) days from the issuance of the Order granting the release of the cash bond, the Finance and Management Division shall issue the appropriate check for encashment.

SECTION 5. Effectivity. – This Operations Order shall take effect 15 days from receipt of the Office of the National Administrative Register (ONAR), U.P. Law Center, U.P. Diliman, Quezon City.

09 October 2014.

(SGD) SIEGFRED B. MISON

Commissioner

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