NATIONAL ADMINISTRATIVE REGISTER · MAY 2, 2018

SUPPLEMENTAL TO CUSTOMS MEMORANDUM ORDER (CMO) NO. 11-2014, REVISED GUIDELINES FOR REGISTRATION OF IMPORTERS AND CUSTOMS BROKERS WITH THE BUREAU OF CUSTOMS (BOC)

CUSTOMS MEMORANDUM ORDER NO. 05-2018, May 02, 2018

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Adopted: 24 April 2018
Date Filed: 02 May 2018

I. Pursuant to Department Order No. 011-2018 dated February 9, 2018 duly signed by the Secretary of Finance, CARLOS G. DOMINGUEZ, the authority to accredit and register importers and customs brokers was reverted solely to the Bureau of Customs for purposes of simplification of process pursuant to Section 1200 of R.A. 10863, otherwise known as the Customs Modernization and Tariff Act (CMTA).

II. The same Department Order effectively repealed Department Order Nos. 12-2014 and 18-2014 as well as other orders, circulars, memoranda and other issuances, or parts thereof, which are inconsistent with this Department Order.

III. Consequently, the submission of BIR-ICC and BIR-BCC as requirements for the accreditation and registration of importers and customs brokers, respectively, were necessarily repealed, hence, the same were removed from the list of requirements for accreditation and registration with the Bureau. It is noteworthy however, that the Department Order was created to simplify the process and to streamline the requirements for the accreditation and registration of importers and customs brokers.

IV. The following are the documentary requirements for accreditation of importers and customs brokers:

IV.1 For new importer, the following pertinent documents are to be submitted:
a. Application Form (notarized and completely filled out);

b. Bureau of Customs Official Receipt (BCOR) evidencing payment of Processing Fee (Php 1,000);

c. Corporate Secretary Certificate (Corporation) / Affidavit (Sole Proprietorship) / Partnership Resolution (Partnership) / BOD Resolution (Coop) designating its authorized signatories in the import entries;

d. Two (2) valid government issued IDs (with picture) of Applicant and Responsible Officers;

e. NBI Clearance of applicant (issued within three (3) months prior to the application);

f. Latest General Information Sheet (Corp.) / DTI (Sole) / Articles of Partnership / Cooperative Development Authority (Coop.);

g. Personal Profile of Applicant, President and Responsible Officers (with 2x2 id picture);

h. Company Profile with pictures of office w/ proper and permanent signage;

i. Address of warehouse owned or leased by the importer where the imported goods are intended to be stored;

j. Proof of Lawful Occupancy of Office Address and Warehouse;

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k. List of Importables;

I. Printed CPRS Record and updated “STORED” CPRS notification of CPRS;

m. Indorsement from the collector, if applicable;

n. BIR Registration (2303);

o. Latest Income Tax Return (ITR) duly received by the BIR; and p. Valid Mayor’s Permit

IV.2 For renewal of importer’s application, the importer shall submit the following pertinent documents:

a. Updated General Information Sheet (Corp.) / DTI (Sole) / Articles of Partnership / Certificate of Compliance (Coop.);

b. Company Profile with pictures of office w/ proper and permanent signage;

c. Address of warehouse owned or leased by the importer where the imported goods are intended to be stored;

d. Proof of Lawful Occupancy of Office Address and Warehouse;

e. Updated List of Importables;

f. Printed CPRS Record and updated “STORED” CPRS notification;

g. Income Tax Return (ITR) for the past three (3) years; and h. Valid Mayor’s Permit

IV.3 Customs Broker (New Applicants)

a. Application Form (notarized and completely filled out);

b. Bureau of Customs Official Receipt (BCOR) evidencing payment of Processing Fee (Php 1,000);

c. Valid PRC card;

d. List of clients with complete address and contact details;

e. List of representatives with personal details, photos and specimen signature;

f. Printed CPRS profile with stored notification;

g. BIR Registration (2303);

h. Latest Income Tax Return (ITR) duly received by the BIR;

i. NBI Clearance; and

j. Certificate of Good Standing issued by a PRC accredited national organization of Customs Brokers

IV.4. Customs Broker (Renewal Requirements)

a. Updated Professional Profile;

b. Valid PRC card;

c. Updated list of clients with complete address and contact details;

d. Updated list of representatives with personal details, photos and specimen signature;

e. Printed CPRS profile with stored notification;

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f. Income Tax Return (ITR) for the past three (3) years;

g. NBI Clearance; and

h. Certificate of Good Standing issued by a PRC accredited national organization of Customs Brokers

V. Any orders, rules or regulations inconsistent with this CMO are hereby repealed or amended accordingly.

VI. This CMO shall take effect fifteen (15) calendar days after its publication at the Official Gazette or a newspaper of national circulation.

The Office of National Administrative Register (ONAR) of the UP Law Center shall be provided three (3) certified copies of this CMO.

(SGD) ISIDRO S. LAPEÑA, PhD, CSEE
Commissioner

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