



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

2 October 2000

CUSTOMS MEMORANDUM ORDER

NO. 16-2000

SUBJECT: Guidelines for TIN Update

I. OBJECTIVES

- A. To provide clear procedures and institute better control in updating the ACOS Reference Table of the Tax Identification Numbers (TINs) of the importers;
- B. To reconcile the TIN Records of MISTG and the CHS and pinpoint the respective responsibilities of these offices in updating the ACOS TIN Reference Table.

II. COVERAGE

This Order shall cover all importer's TIN updates in all ports.

III. ADMINISTRATIVE PROVISIONS

- A. The MISTG and the CHS shall designate their respective TIN action persons who shall be principally responsible in the processing of TIN updates in the manner herein provided.
- B. The progress of TIN updates shall be reported weekly by:
 - a. The CHS action person to the Deputy Commissioner, Intelligence and Enforcement Group (IEG), copy furnished the Deputy Commissioner, Management Information System and Technology Group (MISTG); and

2. The MISTG action person to the Deputy Commissioner, MISTG, copy furnished the Deputy Commissioner, IEG.

IV. PROCEDURAL PROVISIONS

A. Review/Update of the ACOS TIN Reference Table of Importers TINs

1. Using the TIN Update Form No. 1, the MISTG Action-Person shall fill up column 1 by writing the names of the importers and on column 2, their respective TINs as sourced from the ACOS TIN Reference Table and sign on the appropriate space provided.
2. The CIIS shall verify the information in columns 1 and 2 against the CIIS registered importers' file. The CIIS Action-Person shall then report its findings and the recommended course/s of action in column 3 thereof and sign on the appropriate space provided. The filled up form shall be returned to the MISTG, copy furnished the Director, CIIS.
3. On the basis of the CIIS findings and recommended action, MISTG shall, if so required, update the ACOS TIN Reference Table accordingly.
4. Whatever action taken, the MISTG Action-Person shall report such action in column 4 and sign on the appropriate space provided. He shall then furnish CIIS a copy of the fully filled up form for CIIS record updating purposes.

B. Inclusion of New Importer's TIN into the ACOS TIN Reference Table

1. The importer shall apply for the inclusion of his TIN to the ACOS Reference Table by submitting a duly-filled up TIN Update Form No. 2, attached hereto as Annex 2, to the CIIS, Office of the Commissioner.
2. In the case of outports, the said form shall be filed with the District Collector concerned, who shall in turn forward the same to the CIIS through facsimile, with the original copy and its supporting documents to follow suit by mail or parcel post.
3. The CIIS shall evaluate the application and report the results thereof with the CIIS Action-Person filling up columns 1 and 2 of TIN Update Form No. 3, attached hereto as Annex 3, and submitting the same to MISTG.

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4. On the basis of the CIIS findings and recommended action, MISTG shall, if so required, update the ACOS TIN Reference Table accordingly.
5. Whatever action taken, the MISTG Action-Person shall report such action in column 3 and sign on the appropriate space provided. He shall then furnish CIIS a copy of the fully filled up form for CIIS record updating purposes.

V. REPEALING CLAUSE

All Orders, Memorandums, Circulars or parts thereof which are inconsistent with this Memorandum are hereby deemed repealed and/or modified accordingly.

IV. EFFECTIVITY

This order shall take effect immediately.


RENATO A. AMPIL
Commissioner

enb, 16-2000

Annex 1

TIN Update Form No. 1

IMPORTER	TIN	Recommended Course of Action by CIIS	Action Taken by MISTG
1.)			
2.)			
3.)			
4.)			
5.)			
6.)			
7.)			
Signed: _____ MISTG Action-Person		Signed: _____ CIIS Action Person	Signed: _____ MISTG Action-Person
Date and Time: _____		Date and Time: _____	Date and Time: _____

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TIN Update Form No. 2
(BOC COPY)

Annex 2

REQUEST FOR TIN UPDATE

CIIS Accreditation No.

Tax Identification No.

Importer's Name

Address(es)

Telephone No.

Facsimile No.

Telex

e-mail address

TIN Update Form No. 2
(IMPORTER'S COPY)

REQUEST FOR TIN UPDATE

CIIS Accreditation No.

Tax Identification No.

Importer's Name

Address(es)

Telephone No.

Facsimile No.

Telex

e-mail address

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IMPORTER	TIN	Action Taken by MISTG
1.)		
2.)		
3.)		
4.)		
5.)		
6.)		
7.)		
8.)		
9.)		
10.)		
11.)		
12.)		
<p>Submitted to the MISTG Action Person the list of importers with their corresponding Tax Identification Numbers for inclusion in the ACOS TINs Reference Table.</p> <p>Signed: _____ CIIS Action Person</p> <p>Date and Time: _____</p>		<p>Submitted to the CIIS Action Person the action taken by MISTG on the above importers' TINs for your updating purposes.</p> <p>Signed: _____ MISTG Action Person</p> <p>Date and Time: _____</p>