



REPUBLIC OF THE PHILIPPINES  
Department of Finance  
**BUREAU OF CUSTOMS**  
Manila 1099

JUL 23 2002

CUSTOMS MEMORANDUM ORDER

No. 29-2002

To: All Deputy Commissioners  
The Director, Collection Service  
The District Collectors  
The Deputy Collectors for Assessment  
The Chief, Accounting Division  
The Chief, Collection Division  
All Other Division Chiefs under Assessment and  
Operations Groups  
All Others Concerned

Subject: Guidelines in the Implementation of Automated Tax Credit  
Certificate System (TCCS)

**1. Objectives**

- 1.1. To clearly define the procedures in the filing of entries using the tax credit certificate as payment of duties and taxes;
- 1.2. To adopt a uniform system for the refund of Advance Deposits of Customs duties on unutilized letters of credits;
- 1.3. To provide accounting of utilization and balances of tax credit certificates (TCC) through an electronic database.

**2. Coverage**

This order shall be applicable to all ports where the ACOS system is operational.

**3. Scope**

- 3.1. This Order shall cover TCC issued pursuant to CAO 5-92 and TCC's issued by Department of Finance.

emo-29-2002

**4. General Provisions**

- 4.1. Tax Credit Certificate presented for payment shall be processed if the name indicated in the IEIRD as consignee matches the name to whom the tax credit certificate was issued as reflected in the Tax Credit Certificate System (TCCS). Otherwise, the applicant shall proceed to the issuing agency for verification and/or proper action.

2.

**5. Operational Provisions**

**5.1. Accounting Division (AD)**

- 5.1.1. All approved tax credits from Department of Finance and Bureau of Customs shall be posted in the Tax Credit Certificate System (TCCS) by the Account Officer.
- 5.1.2. The Account Officer stamps the Control Number on all the copies of Tax Credit Certificates (TCC) and forwards to Collection Service for the issuance of clearance.

**5.2. Collection Service (CS)**

- 5.2.1. Issues clearance to show that there is no outstanding account due from the tax credit holder; otherwise, no clearance shall be issued until all outstanding accounts shall have been settled/cleared.

**5.3. Collection Division (CD)**

- 5.3.1. Checks the issued clearance by the CS.
- 5.3.2. Charges the tax credit certificate in the TCCS upon verification of the validity date and the running balance as claimed.
- 5.3.3. After the validation the TCCS will automatically produce the TCC Official Receipt.

**5.4. Entry Encoding Center (EEC)**

- 5.4.1. The encoder lodges the entry through ACOS.
- 5.4.2. Box number 9 is used to capture the TCC number.

**5.5. Collection Division (CD)**

- 5.5.1. Collecting Officer verifies the cash payment of duties and taxes therefor against the Payment Verification System (PVS) and forwards the IEIRD and supporting documents to the Chief, Collection Division.
- 5.5.2. The Chief reviews the verification made by the Collecting Officer through the TCCS and updates and uploads the TCC transaction.
- 5.5.3. The Chief stamps "**VERIFIED**" on the green copy of TCC official receipt and affixes his signature including the date and time.

3.

## 6. REPEALING CLAUSE

All rules and regulations inconsistent with this Order are hereby deemed repealed, superceded or modified accordingly.

## 7. EFFECTIVITY

This Order shall take effect immediately.

  
**ANTONIO M. BERNARDO**  
Commissioner