



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA 1099

15 December 2010

CUSTOMS MEMORANDUM ORDER

No. 55-9010

Subject : **Redefining the Duties and Responsibilities Under CMO 35-2010 of the Offices Responsible for the Issuance of Certificates of Payment and Providing Supplemental Instructions in the Implementation thereof.**

1. Objectives:

- 1.1 To further streamline the duties and responsibilities of the different offices involved in the clearance procedures for imported motor vehicles and the issuance of Certificates therefore.
- 1.2 To clearly delineate the respective duties and functions of these offices for purposes of accountability and pinpointing responsibility.
- 1.3 To provide for the procedures in the manual transmittal of Certificates of Engines/Chassis to the Land Transportation Office until such time the procedure for the electronic transmittal of these Certificates have been incorporated in the e-CP System.

2. Administrative Provisions:

- 2.1 The duties and functions exercised by the various offices with respect to the issuance of Certificates of Payment for imported motor vehicles pursuant to CMO 35-2010 are hereby redefined as follows:
 - 2.1.1 The District Collector of Customs shall issue the Certificates of Payments for motor vehicles under the following categories:
 - 2.1.1.1 personally-owned motor vehicles or those for personal use; and
 - 2.1.1.2 motor vehicle importations of privileged individuals and entities (embassies, multinationals, ADB, etc.)

h

CMO 35-2010

- 2.1.2 The Deputy Collectors for Assessment shall issue the Certificates of Payments for car (CBUs) importations of CAMPI and AVID members.
- 2.1.3 Chiefs, Section 5 of the Formal Entry Division or equivalent unit shall be responsible for the issuance of Certificates of Payment covering importations of completely-built units of heavy equipments, trucks, buses and other importations falling under the same category for which a CP is being issued.
- 2.2 Certificates for Engines/Chassis importations by accredited assemblers and/or manufacturers shall be issued by the Chiefs, Section 6 of the Formal Entry Division or equivalent unit.
- 2.3 For administrative and security reasons and pursuant to Memorandum Circular No. VPT-2010-1429 dated November 19, 2010 issued by the Assistant Secretary, Land Transportation Office (LTO), all Certificates of Engines/Chassis shall be transmitted to the LTO through the Office of the Commissioner, Bureau of Customs.

3. Operational Provisions

- 3.1 Except for the issuing offices/units concerned, the procedures prescribed in CMO 35-2010 for the issuance of Certificates of Payment for CBUs shall be followed.
- 3.2 Certificates for Engines/Chassis as Replacement Parts shall be issued by the Chiefs, Section 6 of the Formal Entry Division or equivalent unit and submitted to the District Collector for indorsement to the Office of the Commissioner.
- 3.3 The Office of the Commissioner shall then transmit subject Certificates to the LTO Central Office (attention: Certificate of Payment Encoding Unit) for registration and encoding of the motor vehicle replacement parts.
- 3.4 No other office in the Bureau shall indorse Certificates for Engine/Chassis to the LTO, unless with proper authorization from the Commissioner of Customs.

4. Request for Amendment/s of CP

- 4.1 Importers or owners of imported motor vehicles shall file their request for amendment of the CP in the Port where the CP was issued, attaching thereto a copy of the CP subject of the request

h

MO (5-201)

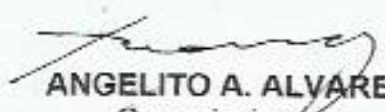
- 4.2 For amendments of CPs issued prior to the implementation of the e-CP System, the request for amendment shall be indorsed by the District Collector concerned to the Office of the Commissioner for indorsement to the LTO Central Office (Attn: CPEU).
- 4.3 For CPs issued under the e-CP System, the request for amendment shall be directly indorsed by the District Collector concerned to the Management Information and Systems Technology Group (MISTG).

5. Transitory Provisions

- 5.1 The above-prescribed procedures for the manual transmission to LTO of Certificates for Engines/Chassis shall be followed until such time the same is covered by the e-CP System.
- 5.2 The MISTG is hereby directed to coordinate with the LTO and STRADCOM for a seamless interface of the electronic transmittal of Certificates for Engines/Chassis into the existing e-CP System.

6. Effectivity

This Order shall take effect immediately.


ANGELITO A. ALVAREZ 12/29/10
Commissioner

