



BUREAU OF CUSTOMS

Professionalism Integrity Accountability

AOCG Memo No. 199-2020

ASSESSMENT AND OPERATIONS COORDINATING GROUP

MEMORANDUM



BOC-01-03698

FOR : DEPUTY COMMISSIONERS
ASSISTANT COMMISSIONER
THE DISTRICT COLLECTORS
DEPUTY COLLECTOR FOR OPERATIONS
CHIEFS, COMMON BONDED WAREHOUSE
DIVISION OR EQUIVALENT UNITS
ALL OTHERS CONCERNED

FROM : ATTY. EDWARD JAMES A. DY BUCO
Deputy Commissioner *Ed.*

SUBJECT : PROCEDURES FOR INCLUSION OF WAREHOUSE
CODE OF CCBW MEMBER IN ITS CLIENT PROFILE
REGISTRATION SYSTEM AS IMPORTER.

DATE : 27 October 2020

In relation to the 16 October 2020 Memorandum of Commissioner Rey Leonardo B. Guerrero regarding the procedures for accreditation of members of Customs Common Bonded Warehouse with the Client Profile Registration System (CPRS) as Warehouse Operator, hereunder are the procedures to be observed in the inclusion of Warehouse Code of CCBW Members in their Client Profile Registration System (CPRS) as Importer:

1. The CCBW Member, upon securing from AOCG copy of Certificate of Registration as Warehouse Operator, shall electronically file its request, through Value-Added Service Provider (VASP), for the amendment of its CPRS accreditation as Importer to include its warehouse code as warehouse operator.
2. The CCBW member concerned, thru the operator of the CCBW, shall submit to the Office of the Deputy Commissioner, Assessment and Operations Coordinating Group (AOCG), the hardcopy of its request for the amendment of its CPRS accreditation as Importer, together

South Harbor, Gate 3, Port Area, Manila 1099

Tel. Nos 527-4537, 527-1935

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the requirements listed hereunder, for indorsement to the Account Management Office for approval:

- a. Duly Notarized CPRS Profile
 - b. Copy of Email Alert showing that the electronic submission made through the VASP has been stored.
 - c. Copy of Certificate of Registration as Warehouse Operator.
 - d. Certified Copy of Latest Copy of Certificate of Registration as Importer.
 - e. Certified Copy of Latest/Current Mayor's Permit.
 - f. Certified Copy of BOC approved accreditation as member of CCBW.
 - g. Certification from the Common Bonded Warehouse Division, MICP or equivalent unit that the applicant-firm is an active member of the concerned CCBW.
3. For strict compliance.



MEMORANDUM

TO : DEPUTY COMMISSIONERS
ASSISTANT COMMISSIONER
THE DISTRICT COLLECTORS
DEPUTY COLLECTOR FOR OPERATIONS
CHIEFS, COMMON BONDED WAREHOUSE
DIVISION OR EQUIVALENT UNITS
ALL OTHERS CONCERNED

FROM : **REY LEONARDO B. GUERRERO**
Commissioner, BOC
OCT 21 2020

SUBJECT : **PROCEDURES FOR ACCREDITATION OF MEMBERS
OF CUSTOMS COMMON BONDED WAREHOUSES
WITH THE CLIENT PROFILE REGISTRATION SYSTEM
AS WAREHOUSE OPERATOR.**

DATE : 16 October 2020



BOC-01-03698

I. OBJECTIVE:

To establish procedures to be observed in the accreditation of Members of Customs Common Bonded Warehouses (CCBW) with the Client Profile Registration System (CPRS) as warehouse operator.

II. ADMINISTRATIVE PROCEDURES:

1. The CCBW Member concerned shall electronically file its request for accreditation with the CPRS as Warehouse Operator to the Bureau of Customs through its Value-Added Service Provider (VASP).
2. The CCBW member-applicant concerned, thru the operator of the CCBW, shall submit its request to the Office of the Deputy Commissioner,

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Assessment and Operations Coordinating Group (AOCG), for the approval of its stored request for accreditation with the CPRS as warehouse operator, with the following attachments:

- a. Duly Notarized CPRS Profile
 - b. Copy of Email Alert showing that the electronic submission made through the VASP has been stored.
 - c. Certified Copy of Latest Copy of Certificate of Registration as Importer.
 - d. Certified Copy of Latest/Current Mayor's Permit.
 - e. Certified Copy of BOC approved accreditation as member of CCBW.
 - f. Certification from the Common Bonded Warehouse Division, MICP or equivalent unit that the applicant-firm is an active member of the concerned CCBW.
3. The Deputy Commissioner, AOCG, shall direct the assigned Reviewer/Evaluator to initially evaluate the hard copy of the request and reconcile the same with the documents submitted electronically through the VASPs, and determine whether the CPRS accreditation of the member maybe registered. In case of unfavorable recommendation, state the reasons thereto.
 4. In the event the reason/s which gave rise to the failure of the original request for CPRS accreditation as warehouse operator has been addressed by the CCBW member-applicant, the said applicant shall notify, thru email, the Deputy Commissioner, AOCG, of such compliance for approval.

III. EFFECTIVITY:

This Order shall take effect immediately and shall last until revoked.