



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

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**CUSTOMS MEMORANDUM ORDER (CMO)**  
No. 05-2019

**SUBJECT: RULES AND REGULATIONS ON REGISTRATION OF TRUCKERS**

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**Introduction.** Pursuant to Section 1226 in relation to Section 202 and other relevant provisions of Republic Act No. 10863, entitled "An Act Modernizing the Customs and Tariff Administration", otherwise known as "Customs Modernization and Tariff Act (CMTA)", the following guidelines on the registration of truckers are hereby prescribed.

**Section 1. Scope and Coverage.** This Order shall apply to all truckers dealing directly with the Bureau, for and on behalf of the importer or exporter relating to the transportation of goods. The term "Truckers" shall refer to the operators of land carriers that transport imported goods from Port of entry to another Port of entry as exit point, Customs Facilities and Warehouses (CFWs), Customs Bonded Warehouses (CBWs), Freezones, and to the consignee's premises.

**Section 2. Objectives.**

- 2.1.** To identify and recognize Truckers who may be authorized to transact with the Bureau in relation to the transport of imported goods; provide the rules and regulations governing the conduct of their dealings with the Bureau, and to define their corresponding duties and obligations.
- 2.2.** To gather sufficient information about the Truckers for the establishment of a database for risk management and enforcement purposes, and improve compliance level for trade facilitation;
- 2.3.** To simplify the registration procedures for Truckers including the use of mandatory receipt of electronic notices;
- 2.4.** To establish and implement a registration information management system making full use of Information and Communications Technology (ICT) enabled system; and

- 2.5. To provide for specific conditions when Truckers may directly transact with the Bureau and for valid reasons, may be barred from transacting with the Bureau.

**Section 3. Registration of Truckers with the Bureau.** All Truckers are required to be registered with the Bureau before they may be authorized to transport imported goods. Provided that, prior to the filing of application for registration with the Bureau, all Truckers shall first register with the Bureau's Client Profile Registration System (CPRS), in accordance with existing rules and regulations.

**3.1. Registration Office.** Truckers or its duly authorized representative shall file their registration application with Account Management Office (AMO) if the applicant is within Metro Manila, or with the Office of the District Collector nearest to its principal place of business, if the applicant is outside Metro Manila. The AMO shall provide the application form to be accomplished by the applicant. Refer to Annex "A".

**3.2. Procedure of New Application for Registration.** A duly accomplished application for registration under oath and a copy shall be filed with the AMO upon payment of registration fee of five thousand pesos (Php5,000.00), the Bureau of Customs Official Receipts (BCOR) of which shall be attached to the application. The application shall be accompanied with the following supporting documents:

- a. Copy of the Certificate of Public Convenience (CPC), Registration, Accreditation or Permit to Operate issued by the concerned government agency in accordance with their respective charters or their own existing rules and regulations;
- b. Bureau of Customs Official Receipt (BCOR) evidencing payment of registration fee (Php 5,000.00) (green copy);
- c. List of Clients;
- d. Corporate Secretary Certificate (Corp.) / Affidavit (Sole Proprietorship) / Partnership Resolution (Partnership) / Cooperative Resolution (Coop) designating its authorized signatories to represent the company and to sign the Application Form;
- e. Two (2) valid government issued IDs (with picture) of applicant, President, Proprietor, Partners, Chairman and Vice-chairman, as the case may be. (Clear Copy);
- f. Original copy of NBI Clearance of Applicant;

- g.** Latest General Information (Corporation) Sheet / DTI (Sole) / Articles of Partnership (Partnership) (Cooperative Development Authority (Coop));
- h.** Personal Profile of Applicant, President, Proprietor, Partners, Chairman and Vice-chairman, as the case may be (w/ 2x2 photo);
- i.** List of drivers and helpers - include bio-data, 2x2 ID picture, and clearance from NBI.
- j.** Certificate of Registration of the Trucks, Trailer Chassis, Tractor Heads and their plate numbers;
- k.** Proof of existence and sufficiency of Garage *i.e* title if owned by the applicant, lease contract for commercial purpose minimum 1 year (no virtual garage shall be allowed for registration purposes);
- l.** Printed CPRS profile and updated email notification of "STORED" ORS Profile;
- m.** BIR Registration (2303);
- n.** Certificate of Good Standing as member of an organization duly recognized by concerned government agency, if applicable;
- o.** Valid Mayor's Permit (Certified True Copy by the BPLO); and
- p.** Indorsement from the Collector, if applicable.

**Section 4. Inspection of Office Address.** The Bureau may conduct an on-site verification or a post-inspection to ascertain whether the declared office provided in the application is correct. For this purpose, AMO shall request assistance from the Intelligence Group (IG), subject to issuance of appropriate Mission Order by the Commissioner. If during the inspection it was found out that the Applicant is not maintaining the declared office and garage, the registration shall be disapproved.

**Section 5. Approval or Disapproval of Application for Registration.** Pending the restructuring of BOC offices, all applications for registration shall be approved or disapproved by the Commissioner of Customs, upon the recommendation of the Deputy Commissioner Intelligence Group (Accounts Management Office).

Applications shall be processed and evaluated by AMO within five (5) working days from receipt of complete documentary requirements.

In case of discrepancy in the documents submitted, AMO shall inform the applicant through email to submit compliance.

**5.1. Certificate of Registration.** Approved application for registration shall be evidenced by a Certificate of Registration, which is automatically issued under the CPRS.

**5.2. Grounds for Denial of Application.** Submission of spurious documents or making untruthful statements shall warrant denial of application for registration with the Bureau.

**Section 6. Validity Period of Registration.** The registration of truckers with the Bureau shall be valid for 3 years from the date of its approval, unless sooner revoked or suspended. In case the issued CPC provides for a shorter period of its validity, the period of registration with the Bureau shall be valid with the same duration as that of its CPC. Applications for renewal should be filed at least thirty (30) days prior to the expiration of the validity period to ensure continuous validity of accreditation.

**Section 7. Security.** Truckers that transport imported goods that shall be placed under customs transit from a port of entry to other ports, shall post a general transportation security amounting to at least fifty thousand pesos (P50,000.00). Such security shall ensure the complete and immediate delivery of goods to the customs officer at the port of destination and the payment of pertinent customs charges and expenses and other transfer costs. The amount of the security may be adjusted by the Commissioner, upon approval of the Secretary of Finance.<sup>1</sup>

**Section 8. Renewal of Registration.** The procedure provided under Section 3 of this Order shall likewise apply to renewal of Certificate of Registration.

**Section 9. Reportorial Requirements.** Any change in the information provided to the Bureau in any of the above-mentioned documentary requirements must be reported to the Account Management Office (AMO) by submitting an Affidavit stating such change attaching thereto the relevant supporting document/s for said purpose. The report shall be made within thirty (30) days from the occurrence of such change which include, but not limited to the following:

- a. Change of telephone number, e-mail address and physical address such as the office and/or garage address (with the corresponding proof of lawful occupancy);
- b. Change of business name (with proof of change of business name);
- c. Change ownership, corporate directors and officers/partners/cooperative directors and officers (with proof of registration of change of ownership);
- d. Updated list of clients, drivers and helpers;

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<sup>1</sup> CMTA, Title VI, Chapter 1, Section No. 602.

- e. Amendment/s to Articles of Incorporation/Partnership/Cooperation and By-Laws, as approved by the appropriate government agencies (with proof of filing amended AOI and By-Laws received by SEC);
- f. Dissolution or closure/stoppage of business;
- g. Change in the signatories (bearing the name and specimen signature);
- h. Mergers/insolvencies; and
- i. Change/additional list of Clients

**9.1. Change in CPRS Registration.** In case of change of circumstances in the CPRS registration of the Trucker, the following shall be submitted, to wit:

- a. Affidavit of Change of Circumstance/s with supporting documents such as mayor's permit, DTI registration, general information sheet, amended articles of incorporation, Certificate of Public Convenience, Registration, Accreditation or Permit to Operate, etc.
- b. Letter-request for amendment/cancellation of CPRS.

Upon receipt of the foregoing documents and if found proper, AMO shall cancel the CPRS registration of the Truckers. Thereafter, the concerned Trucker shall relodge its CPRS with the corresponding changes.

**9.2. Annual Documentary Updating for Registered Truckers.** Registered Truckers shall be required to submit annually to AMO within fifteen (15) days, to be counted from the date of approval of BOC Registration the following documents:

- a. Updated GIS (Corporation)/DTI registration (Sole Proprietorship)/Articles of Partnership (Partnership)/CDA Registration (Cooperatives);
- b. Certificate of Public Convenience, Registration, Accreditation or Permit to Operate issued by the concerned regulatory agency;
- c. Company Profile with pictures of office with proper and permanent signage;
- d. Updated list of clients, drivers and helpers (if applicable);
- e. Proof of lawful occupancy of office
- f. Updated list of clients (if applicable);
- g. Printed CPRS profile and updated "STORED" CPRS notification
- h. Income Tax Return (ITR) for the last preceding year; and

- i. Valid mayor's permit.

For all applications, Truckers are required to submit the complete documentary requirements as stated above. Applications with incomplete or lacking documents shall not be received by AMO.

## **Section 10. Responsibilities of a Registered Trucker.**

**10.1. Place of Business.** A Registered Trucker shall at all times keep and maintain a principal place of business where he shall conduct his business operations. Said principal place of business shall be declared as such in its accreditation application, as well as in all government registrations and permits. Virtual offices shall not be allowed since such address is solely for mailing purposes and not for conduct of business.

**10.2. Business Name Signage.** For proper identification of its declared place of business, a Registered Trucker, at all times, permanently keep and maintain a signage of its business name and/or identity, to be displayed conspicuously in the business premises.

**10.3. Vehicle Markings.** For proper identification, truckers shall paint or display the BOC Registration Number outside the vehicle where it can be seen by Customs Officers. The marking must be clearly readable at a distance of five (5) meters.

For this purpose, the Bureau shall design and issue an official emblem to properly monitor and identify compliant truckers.

**10.4. Declaration of Correct Information.** A Registered Trucker shall be truthful in the declaration of information required in the application form and in other registration documents and papers. He shall ensure the correctness and veracity thereof under pain of perjury and falsification.

**10.5. Submission of True and Authentic Documents.** A Registered Trucker shall submit documents, which are true and authentic. He shall ensure the veracity, authenticity and genuineness thereof in order to preclude the submission of false, spurious and forged documents.

**10.6. Declaration of Responsible Officers.** For proper representation before the Bureau, a Registered Trucker shall fully and truthfully declare its officers, if any, authorized to represent the same and shall be equally responsible in dealings and transactions with the Bureau.

**10.7. Protection and Security of Customs Registration.** A Registered Trucker shall protect and secure his customs

accreditation from any misuse or abuse vis-à-vis the commission of unlawful or fraudulent customs transactions. Any unauthorized use thereof shall be for the account of the Trucker.

**10.8. Reporting of Changes in Business Circumstances.** In the event of any change in the information provided in the registration application, as well as in its business circumstances, a registered Trucker shall immediately report the same to the Bureau as prescribed under Section 9 herein.

**10.9. Cooperation in Customs Investigations.** During any investigation conducted by the Bureau, a registered Trucker shall fully cooperate when directed to submit pertinent papers and documents, as well as issue statements, affidavits and attestations.

**10.10. Compliance to Customs Laws, Rules and Regulations.** In its dealings and transactions with the Bureau, a registered Trucker shall undertake to follow and comply with customs laws, rules and regulations.

**Section 11. Presumptive Receipt of Notices and Communication to Truckers.** It shall be mandatory for registered Truckers to provide the AMO their existing, accurate and official e-mail addresses and contact numbers, and changes, modification or update thereto where the Bureau shall send notices and communications.

Notices and communications sent to the registered Trucker's official e-mail addresses shall be deemed received, unless there is an electronic system notification of non-delivery.

**Section 12. Cancellation and Revocation of Registration of Trucker.** Any complaint or recommendation for suspension, revocation or cancellation and reactivation of the registration of the Trucker shall be filed with the Chief, AMO, who shall prepare a disposition for consideration of the Commissioner. Any recommendation for suspension, revocation or cancellation, including a recommendation for activation of previous registration after a previous decision to suspend, revoke or cancel, shall be subject to approval of the Commissioner. The final order on the matter shall be endorsed to AMO for immediate implementation.

**12.1. Suspension.** Without prejudice to the filing of the criminal case as the circumstance may warrant, a registered Trucker shall be sanctioned with suspension of registration privileges of one (1) month and one (1) day to three (3) months for the following infractions:

**12.1.1.** Failure to report changes in requirements after approval of registration as required under this CMO; and

**12.1.2.** Late submission of application for renewal.

**12.2. Revocation.** Without prejudice to the filing of the criminal case as the circumstance may warrant, the Bureau shall impose the sanction of cancellation/revocation against said Trucker for any of the following acts, to wit:

**12.2.1.** Facilitating the transportation of fraudulently imported or exported articles or any article the importation of which is prohibited or contrary to law;

**12.2.2.** Knowingly transports goods or merchandise unlawfully removed from vessels, CFWs or CBWs or otherwise in customs custody or control;

**12.2.3.** Failure to report to the proper customs authorities any fraud upon customs revenue which has come to its knowledge or cognizance.

**12.2.4.** Material misrepresentation, or submission of false information or document in the application or renewal of Customs registration or in any transactions with the bureau, such as, but not limited to the following:

- a. Fictitious applicant or non-existent officer/s;
- b. Fictitious BIR Tax Identification Number (TIN);
- c. Inexistent office address; and
- d. Other analogous circumstances.

**12.3. Mitigating/Aggravating Circumstances.** In the determination of the sanction to be imposed, the following attendant mitigating and/or aggravating circumstances are to be appreciated:

- a. Business track record or standing;
- b. First time offender;
- c. Good faith or lack of malice;
- d. Admission of the infraction;
- e. Habituality;
- f. Actual or material loss to the government;
- g. Wanton disregard of customs laws, rules and regulations;
- h. Remorse or the lack thereof; and
- i. Other analogous circumstances.

**12.4. Motion for Reconsideration.** If aggrieved, the registered Trucker may file for a Motion for Reconsideration (MR) with the Commissioner (Attention: The Chief, AMO) within five (5) calendar days from receipt of notice suspension or cancellation/revocation. Thereafter, the corresponding resolution shall be prepared by the AMO within five (5) working days from receipt of the MR for the



approval and consideration of the Commissioner. The decision of the Commissioner shall be final and executory.

**12.5. Compliance Records Database.** The Bureau shall establish an operational procedure and system for the creation of a compliance records database of Truckers. For this purpose, all customs offices concerned shall submit to AMO on a periodic basis its corresponding record pertaining to compliance of Truckers to customs laws, rules and regulations, as well as non-compliance thereto.

**Section 13. Repealing Clause.** All Orders, Memoranda or Circulars which are inconsistent with the provisions of this CMO or any part hereof are hereby deemed repealed or amended accordingly.

**Section 14. Separability Clause.** If any part of this CMO is declared unconstitutional or contrary to existing laws, the other parts not so declared shall remain in full force or effect.

**Section 15. Effectivity.** This CMO shall take effect thirty (30) 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.



**REY LEONARDO B. GUERRERO**  
Commissioner, BOC

FEB 04 2019





Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
1099 Manila

**APPLICATION FORM FOR REGISTRATION OF TRUCKERS TRANSACTING WITH THE BUREAU OF CUSTOMS**

**I. Type of ownership**

- Sole proprietorship       Corporation  
 Partnership               Cooperative

**II. For individual operator (To be accomplished and signed by the proprietor)**

DTI registered Business Name: \_\_\_\_\_

Head Office Address: \_\_\_\_\_

Branch Office/s Address (use separate sheet if necessary): \_\_\_\_\_

TIN: \_\_\_\_\_ Email: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Full name of Proprietor: \_\_\_\_\_

Home address: \_\_\_\_\_

Contact No/s: \_\_\_\_\_ Email: \_\_\_\_\_

Number of authorized units: \_\_\_\_\_

Garage Address (use separate sheet if necessary): \_\_\_\_\_

Specimen signature of proprietor: \_\_\_\_\_

**III. For Partnership/Corporation/Cooperatives**

Business Name: \_\_\_\_\_

Head Office Address: \_\_\_\_\_

Branch Office/s Address (use separate sheet if necessary): \_\_\_\_\_

SEC/CDA Registration No.: \_\_\_\_\_ TIN: \_\_\_\_\_

Contact No./s: \_\_\_\_\_ Email: \_\_\_\_\_

Full Name of Authorized Representative: \_\_\_\_\_

Position/Designation: \_\_\_\_\_ TIN: \_\_\_\_\_

Contact No./s: \_\_\_\_\_ Email: \_\_\_\_\_

Number of authorized units: \_\_\_\_\_

Garage Address (use separate sheet if necessary): \_\_\_\_\_

Specimen signature of authorized representative: \_\_\_\_\_

IV. Enclosed are the following supporting documents (please check):

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- Copy of the Certificate of Public Convenience (CPC), Registration, Accreditation or Permit to Operate issued by the concerned government agency in accordance with their respective charters or their own existing rules and regulations;
- Bureau of Customs Official Receipt (BCOR) evidencing payment of registration fee (Php 5,000.00) (green copy);
- List of Clients;
- Corporate Secretary Certificate (Corp.) / Affidavit (Sole Proprietorship) / Partnership Resolution (Partnership) / Cooperative Resolution (Coop) designating its authorized signatories to represent the company and to sign the Application Form;
- Two (2) valid government issued IDs (with picture) of applicant, President, Proprietor, Partners, Chairman and Vice-chairman, as the case may be. (Clear Copy);
- Original copy of NBI Clearance of Applicant;
- Latest General Information (Corporation) Sheet / DTI (Sole) / Articles of Partnership (Partnership) (Cooperative Development Authority (Coop));
- Personal Profile of Applicant, President, Proprietor, Partners, Chairman and Vice-chairman, as the case may be (w/ 2x2 photo);
- List of drivers and helpers - include bio-data, 2x2 ID picture, and clearance from NBI.
- Certificate of Registration of the Trucks, Trailer Chassis, Tractor Heads and their plate numbers;
- Proof of existence and sufficiency of Garage *i.e* title if owned by the applicant, lease contract for commercial purpose minimum 1 year (no virtual garage shall be allowed for registration purposes);
- Printed CPRS profile and updated email notification of "STORED" ORS Profile;
- BIR Registration (2303);
- Certificate of Good Standing as member of an organization duly recognized by concerned government agency, if applicable;
- Valid Mayor's Permit (Certified True Copy by the BPLO); and
- Indorsement from the Collector, if applicable.

I hereby certify under oath that all the above information are true and correct, all documents have been verified by the undersigned and are correct, complete and true; and that any misrepresentation and/or manifestation of fraud in this application shall be a ground for the disapproval of this application, suspension/cancellation of the registration.



\_\_\_\_\_  
Printed Name of Proprietor/ Authorized Representative  
& Signature

Date: \_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ in \_\_\_\_\_, Philippines, affiant exhibiting to me his/her \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

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