



October 2, 2009

Customs Memorandum Order

No. 44-2009

Subject: CPRS Registration of Once-A-Year Importer (Previously First and Last Importation Scheme)

1. Objectives

- 1.1 To recognize the Once-A-Year Importer as a valid client under the Client Profile Registration System (CPRS) of the Electronic to Mobile (e2m) Customs System
- 1.2 To provide detailed instructions to Once-A-Year Importers.
- 1.3 To explain the privileges and limitations of a Once-A-Year Importer in the e2m Customs System clearance process
- 1.4 To facilitate the clearance of a Once-A-Year Importation.

2. General Provisions

- 2.1 A Once-A-Year Importer is an individual, company, corporation or partnership who has a single shipment covered by one Bill of Lading and one import entry declaration. The registration of an importer under this order is limited only to one importation for the period of 365 days from the date of approval by the District Collector of the port.
- 2.2 The Once-A-Year importation application shall be evaluated and recommended for approval by the CIIS Officer-in-Charge (OIC) in every port and approved by the District Collector of the port.
- 2.3 An importer previously accredited as a regular importer cannot avail of the provisions of this order.
- 2.4 The payment of duties and taxes of a Once-A-Year importation shall follow the provisions of CAO 10-2008 and CMO 6-2009 (PASS5).

- 2.5 Once-A-Year importations shall be processed under the Formal Entry (Consumption) or Informal Entry Declarations, as appropriate.
- 2.6 The application for CPRS Registration of a Once-A-Year importer shall be filed with the Value Added Service Providers (VASPs). The Once-A-Year Importer CPRS Registration Form is in Annex A.

3. Operational Provisions

3.1 Application for CPRS Registration

- 3.1.1 The Once-A-Year Importer applies for his CPRS registration through VASP using the form in Annex A.
- 3.1.2 The applicant presents his supporting documents to the CIIS OIC in the concerned collection district port.
- 3.1.3 The following are the required supporting documents:

Corporation/Company

- 3.1.3.1 TIN of Company
- 3.1.3.2 SEC Registration Number/DTI Registration
- 3.1.3.3 Bill of Lading / Airway Bill of Lading
- 3.1.3.4 IEIRD
- 3.1.3.5 Notarized e2m CPRS Application Form

Individual

- 3.1.3.6 TIN of Applicant
- 3.1.3.7 Bill of Lading / Airway Bill of Lading
- 3.1.3.8 IEIRD
- 3.1.3.9 Notarized e2m CPRS Application Form

3.2 Evaluation and Approval Process

- 3.2.1 The CIIS OIC shall evaluate the application form and the required supporting documents and accordingly recommend the approval or disapproval of the application.
- 3.2.2 The District Collector shall approve/disapprove the application, which shall be tagged in CPRS.
- 3.2.3 MISTG shall activate the approved registration.

3.3 Client Receipt of the CPRS Feedback

3.3.1 Upon approval of the CPRS Registration, the Once-A-Year Importer shall automatically receive an e-mail notification from the e2m Customs System with the Certificate of Registration (COR) as attachment, in the e-mail address that he indicated in his application for CPRS Registration.

3.3.1.1 If the Once-A-Year Importer fails to get his copy of the COR in the e-mail, he forwards his notification e-mail of approval to the MISTG e-mail address (cprs@customs.gov.ph) and request for a copy of his COR. The COR shall be re-sent to the Once-A-Year Importer's e-mail address. (Some e-mail providers and corporate e-mail accounts do not accept e-mail attachments. The applicant should indicate an e-mail address in his CPRS application that will not reject an e-mail attachment)

3.3.1.2 If the Once-A-Year Importer fails to get an e-mail notifying him of the approval of his CPRS registration, but his name is listed in the Approved List of Once-A-Year Importers in the BOC website (www.customs.gov.ph), he corrects or replaces the e-mail address in his CPRS record to where the e-mail notification and COR will be sent. (This happens when the e-mail address provided is erroneous, non-existent or inactive)

3.3.2 The List of Approved Once-A-Year Importers shall be published in the Customs website.

3.3.3 Disapproved applications for CPRS Registration may be corrected and re-lodged at the VASP by repeating steps stipulated in Section 3.1.

3.4 Enrollment with Authorized Agent Bank (AAB)

3.4.1 The Once-A-Year Importer submits his COR to any of the AABs to enroll his bank account, existing or new, from where his Customs duties and taxes shall be debited. The list of AABs is available in the BOC website.

3.4.2 The AAB completes the enrollment process and provides the Once-A-Year importer with his Bank Reference Number and electronically transmits the same to e2m Customs System through the BOC-Bankers Association of the Philippines-Philippine Clearing House Corporation (BOC-BAP/PCHC) internet portal.

3.4.3 The Once-A-Year importer shall indicate the Bank Reference Number in his once-a-year importation declaration.

4. Repealing Clause

All Customs Memorandum Orders inconsistent with the provisions of the Order are hereby deemed modified and/or amended accordingly.

5. Effectivity

This Order shall take effect immediately.

NAPOLEON L. MORALES
Commissioner



09-06787
Registration Number



DATA ITEM

INFORMATION

Business Entity / Mandatory (Individual, Company, Corporation or Partnership)

Business Name / Mandatory

Accepts the following special characters [/ ' - & ()]

First Name / Mandatory

Only for clients with business entity "Individual".

Middle Name / Mandatory

Only for clients with business entity "Individual".

Last Name / Mandatory

Only for clients with business entity "Individual".

Country of Citizenship / Mandatory

Address

Address / Mandatory

Accepts the following special characters [/ ' -]

City / Mandatory

Accepts the following special characters [/ ' -]

Zip Code / Mandatory

Country / Mandatory

Contact Information

Phone / Mandatory

Minimum must be 7 characters

Alternate Phone / Optional

Minimum must be 7 characters

Mobile Phone / Mandatory

Minimum must be 10 characters

Fax / Optional

Minimum must be 7 characters

Email / Mandatory

TIN / Mandatory

This is to certify that all information in this page are true and correct.

Applicant

R. (09-00182)

AFFIDAVIT OF ONCE-A-YEAR IMPORTATION

Annex

I _____ of _____ with post address at _____

after having been duly sworn to in accordance with law, do hereby depose and say:

1. That I/our firm is the importer, consignee of the shipment of

Description _____

Vessel _____ Voyage No. _____ B/I No. _____

1. That I/our firm is not a regular importer and has no accreditation with the Bureau of Customs

2. That the above described shipment is our Once-A Year Importation to be made within the period of 365 days from registration approval.

3. That I have executed this affidavit to attest to the truth of the foregoing facts and of an legal intent this may serve best.

AFFIANT SAYETH NAUGHT.

Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____ at Manila.

Doc No. _____

Page No. _____

Book No. _____

Series of _____

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