



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

17 April 2000

**CUSTOMS MEMORANDUM ORDER**

No. 5-200

Subject: **Amendment to CMO No. 23-99**  
**(Registration of Importers)**

**I. OBJECTIVE:**

1. To clarify certain provisions of CMO 23-99.

**II. AMENDMENT:**

A. Paragraph 2, Section IV-General Provisions of CMO 23-99 is hereby amended and shall read as follows:

"2. The application form shall be supported/accompanied by the following documents:

- 2.1. Mayor's Permit
- 2.2. VAT or non-VAT certificate of applicant
- 2.3. TIN Card of the company
- 2.4. For corporations, articles of incorporation and by-laws
- 2.5. For partnerships, articles of partnership and by-laws
- 2.6. For cooperatives, registration documents with the Cooperative Development Authority (CDA)
- 2.7. For sole proprietorships, proof of registration with the Bureau of Trade Regulation and Consumer Protection, DTI
- 2.8. 2x2 pictures with official signature of the applicant
- 2.9. Audited financial statements for the past three years, if applicable
- 2.10. Summary of importation for the past three years, if applicable
- 2.11. BOI certificate of registration, if applicable
- 2.12. Income tax returns of the company, partners, proprietor/owner for the past three years, as applicable
- 2.13. Affidavit of assets - Statement of Assets and Liabilities filed with BIR
- 2.14. Name of retained-in-house broker, if applicable
- 2.15. Other documents or information that may be required, which shall be covered by a supplemental CMO to be issued from time to time.

Above documents shall be certified photocopies of the original. The originals shall be presented for comparison".

B. Par. 7, Section IV - General Provisions is hereby amended and shall read as follows:

- "7. To give importers presently registered under CMO 149-88 enough time to prepare and collate the necessary documentary requirements for purposes of filing an application for re-registration under this Order, the old CIIS registration numbers given to importers by virtue of their registration under CMO 149-88 shall be honored up to the end of June 2000, unless re-registration under this Order (CMO 23-99) has been granted sooner, in which case the new registration number will be used".

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C. Par. 8, Section VI – General Provision is hereby amended and shall read as follows:

“8. All registered applicants that are re-registered by virtue of this Order, shall be required to file a yearly update on an affidavit form, under oath, on their approved application and on the documents submitted therewith and where no update is needed to so state that there are no changes in the circumstances of the applicant as reflected in the documents earlier submitted. Failure to so comply with the requirement to file a yearly update will result in the suspension of the registration”.

D. Par. 5, Section V – Administrative Provision is hereby amended and shall read as follows:

“5. In order to effectively manage the nationwide registration of importers registration numbers shall be controlled and issued only by the Director, CIIS”.

E. Par. 5, Section VI – Operational Provision is hereby amended and shall read as follows:

“5. Once the application is approved by the Director, CIIS, the applicant shall be assigned a Registration Number.”

### III. REPEALING CLAUSE:

The relevant provisions of CMO 23-99 including all other orders inconsistent hereto are hereby amended, revoked/superseded by this Order.

### VIII. EFFECTIVITY:

This Order shall take effect immediately.

  
RENATO A. AMPIL  
Acting Commissioner