



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

January 14, 2014

**MEMORANDUM to –**

**The District Collectors**  
NAIA/MICP/POM

**SUBJECT: Tax Treatment of Professional Instruments, Equipment and Accessories of International Media Participants for the World Economic Forum (WEF) on East Asia (May 21-23, 2014)**

Pursuant to the memorandum dated 03 January 2014 of Undersecretary Carlo A. Carag, Revenue Operations and Legal Affairs Group, Department of Finance, on the above-mentioned subject, the following shall be observed in the processing and release from customs custody of accompanying baggage of **International Media Participants** for the said event:

1. The bringing in of professional instruments, equipment, and accessories by media participants may be given conditionally-free entry pursuant to the provisions of Section 105 of the Tariff and Customs Code of the Philippines, as amended, relating to Temporary Importations, subject to their re-exportation on or before May 25, 2014, upon written commitment of the media participant of the assumption and payment of corresponding taxes, duties and other applicable charges due thereon should they fail to re-export the same, and subject to the submission of the following documents upon arrival of the participant concerned.
  - a. Confirmation of WEF registration of the media participants for the event;
  - b. Duly accomplished embarkation documents [using Bureau of Customs and Bureau of Immigration Forms] by the media participant concerned; and
  - c. DOF-BOC Declaration Form [attached hereto as Annex 'A'] stating media participant's name, equipment and declared value, among others.
2. Media equipment and accessories which will not be re-exported shall be subject to the corresponding payment of duties, taxes and other applicable charges due thereon.
3. All media participant shall be required to present and surrender the DOF-BOC Declaration Form upon/prior to their departure.


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4. The rules herein stated shall not be applicable to media participants who fail to present their WEF registration/accreditation.
5. For media equipment and accessories which are brought into the country by sea freight or air freight not forming part of the participant's accompanying baggage, the regular procedure pursuant to Section 105 of the Tariff and Customs Code shall be observed in their processing and release from customs custody.

Further, it is hereby directed that report on this matter be submitted to this office not later than June 5, 2014 for consolidation purposes. The report shall include:

- a. Copies of the DOF-BOC Declaration Form submitted by each media participant (Annex A);
- b. Copies of the Customs Declaration Forms (B.C. Form No. 117) submitted by the participants;
- c. Report using format Annex B hereof; and
- d. Report using format Annex C.

Please be guided accordingly.

  
**JOHN P. SEVILLA**  
Commissioner



14-00353  
24-Jan-2014



Republic of the Philippines  
**DEPARTMENT OF FINANCE**

Roxas Boulevard Corner Pablo Ocampo, Sr. Street  
 Manila 1004

*Annex A*

**MASTER COPY**

**MEDIA DECLARATION FORM**  
**DOF – BOC Form No. 2014 – 001**

Name (Appearing on the Passport): \_\_\_\_\_

Passport No. \_\_\_\_\_ Place and Date of Issue: \_\_\_\_\_

Country of Origin: \_\_\_\_\_ Nationality: \_\_\_\_\_

Date of Arrival: \_\_\_\_\_ Flight Details: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Flight Details: \_\_\_\_\_

WEF Accreditation/Registration No. \_\_\_\_\_

DESCRIPTION OF MEDIA EQUIPMENT, ACCESSORIES, ETC.	QTY	IDENTIFYING FEATURES (BRAND, SERIAL NO. ETC)	VALUE In USD	ARRIVAL REMARKS	DEPARTURE REMARKS

**I hereby certify that I personally caused the entries on this form and declare the same to be true and correct based on my own personal knowledge. I fully understand that should fail to re-export the items listed above upon my departure, I shall be liable to pay the corresponding duties, taxes and other applicable charges on the same.**

Signature Over Printed Name

Examining Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature Over Printed Name

**NOTE: This form should be accomplished in DUPLICATE. The Second Copy shall be surrendered to the Examination Officer on Duty upon departure for Clearance Purposes.**

Collectric District No. \_\_\_\_\_

Port: \_\_\_\_\_  
 Report on Media Declaration Form/DOF-BOC Form No. 2014-001 Filed by  
 The International Media Participants to the World Economic Forum (WEF) on East Asia (May 21-23, 2014)

Name of Passenger (Appearing in Passport)	Passport			Country of Origin	Nationality	Arrival Details		Departure		WEF Accreditation / Registration No.	Description of Media Equipment, Accessories, etc.	QTY	Identifying Features (Brand, Serial No., Etc)	Value in USD	ARRIVAL REMARKS	DEPARTURE REMARKS	Observation / Remarks / Incident Report	
	Number	Place of Issue	Date Issued			Date	Flight / Voyage	Date	Flight / Voyage									

NOTED:

Prepared by: \_\_\_\_\_

\_\_\_\_\_  
 Signature Over Printed Name of the  
 District Collector

\_\_\_\_\_  
 Signature Over Printed Name  
 of the Deputy Collector for  
 Passenger Service/Operations

Collectric District No. \_\_\_\_\_  
 Port: \_\_\_\_\_

Report on The International Media Participants to the World Economic Forum (WEF) on East Asia (May 21-23, 2014)  
 (Not Bringing In Media Equipment)

Name of Passenger (Appearing in Passport)	Passport			Country of Origin	Nationality	Arrival Details		Departure		WEF Accreditation / Registration No.	Observation / Remarks / Incident Report
	Number	Place of Issue	Date Issued			Date	Flight / Voyage	Date	Flight / Voyage		

NOTED:

Prepared by:

\_\_\_\_\_  
 Signature Over Printed Name of the  
 District Collector

\_\_\_\_\_  
 Signature Over Printed Name  
 of the Deputy Collector for  
 Passenger Service / Operations