



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

CUSTOMS ADMINISTRATIVE ORDER
NO. 3-2013

28 JUN 2013

TO: All District Collectors
All Deputy Collectors for Passenger Service/Equivalent
Officers
And Others Concerned
All International Airports of Entry

SUBJECT: SIMPLIFIED PROCEDURE FOR THE SUBMISSION OF
BAGGAGE DECLARATION FORM (B.C. Form No 117)

I. OBJECTIVES

1. To prescribe a standard Customs Declaration Form (CDF) for arriving passengers and crew members of international airline including chartered planes in all international airports in the country.
2. To amend CAO 7-2006 by simplifying the submission of the Customs Declaration Form and facilitate the clearance of inbound passengers at the international airports and their accompanied baggage.

II. GENERAL PROVISIONS

1. The Baggage Declaration Form (B.C. form 117) revised under customs Memorandum Order No. 25-80 dated 11 September 1980 will continue to be used to harmonize the same with the standard form for use in the ASEAN region.
2. The new Customs Declaration Form shall be for the exclusive use of the Bureau of Customs and shall henceforth be separate and distinct from the carbonized form currently being used by the Bureau of Customs and the Bureau of Immigration.

3. The Bureau of Customs may produce and print or cause the production and printing of the new Customs Declaration Form. Initially, the Customs Declaration will form part as a detachable portion of the Customs Passenger guidelines for distribution to all airline.
4. Airlines shall thereafter, upon request of the Bureau of customs and as the need arises, reproduce and print the new Customs Declaration Form. For easy identification and monitoring purposes, the printing Customs Declaration Forms must be pre-fixed by the letter code of the airline. (e.g. PR for Philippine airlines or CX for Cathay Pacific).

III. OPERATIONAL PROVISIONS

1. All travelers and crew members of international airlines in international airports of entry in the country shall provide all information and fill up completely and legibly the Customs Declaration Form. If traveling with a family, only one (1) declaration is required to be made by the head or any responsible member of the family.
2. The Customs Declaration Forms shall be distributed to all passengers and crew members on board international airlines within reasonable time before arrival or disembarkation at the airport of entry in the Philippines.
3. Customs Examiners (COO III) assigned at the arrival area, shall require the presentation of the duly accomplished Customs Declaration Form together with the Passport of the passenger or crew member before commencing an examination or clearance of his baggage.
4. If the Customs Declaration shows that the Passenger or crew member has "nothing to declare" and the same is verified to be satisfactory or found to be true, the Customs Examiner shall clear the passenger/crew member and authorize the release of the baggage by affixing his signature above the stamped or printed name indicating his Code No., Lane No. and Date in the appropriate spaces provided for under the column "FOR CUSTOMS USE ONLY". The Customs Examiner shall then return the Passport of the passenger and compile the customs declaration forms collected by him during his tour of duty and officially turn over the forms to the custodian of the permanent file of records for future reference and/or disposal in accordance with the existing rules and regulations.
5. If the Customs Declaration shows that some articles are declared dutiable, the Customs Examiner shall conduct an examination and report his findings and appraisal in the Declaration Form under column "FOR

CUSTOMS USE ONLY", indicating therein the quantity, description of articles, dutiable value and rate of duty and tax, together with the summary of duties and the Flight Supervisors/Customs Appraiser (COO V) above that printed name, designation and date. The Customs Examiner shall then request a non-lane Customs Officer to escort the passenger to the Cashier/Collecting Officer, turning over the assessed Customs Declaration and the Passport.

6. After payment of the duties and taxes, the Cashier/Collecting Officer shall issue the validated/original official receipt and return the Passport to the passenger or crew member. The Cashier/Collecting Officer shall retain a copy of the official receipt together with the assessed Customs Declaration Form for purposes of reporting.

IV. REPEALING CLAUSE

Provisions of CAO 7-2006 which are not affected and/or modified by this Order shall remain in effect.

V. EFFECTIVITY

This Order shall take effect fifteen (15) days after its publication in two (2) newspapers of general circulation.

Rozzano Rufino B. Blazon
 ROZZANO RUFINO B. BLAZON
 Commissioner



12 MAR 2013

APPROVED:

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 Secretary of Finance
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