CUSTOMS MEMORANDUM ORDER

No. 55-2010

Subject: Redefining the Duties and Responsibilities Under CMO 35-2010 of the Offices Responsible for the Issuance of Certificates of Payment and Providing Supplemental Instructions in the Implementation thereof.

1. Objectives:

1.1 To further streamline the duties and responsibilities of the different offices involved in the clearance procedures for imported motor vehicles and the issuance of Certificates thereof.

1.2 To clearly delineate the respective duties and functions of these offices for purposes of accountability and pinpointing responsibility.

1.3 To provide for the procedures in the manual transmittal of Certificates of Engines/Chassis to the Land Transportation Office until such time the procedure for the electronic transmittal of these Certificates have been incorporated in the e-CP System.

2. Administrative Provisions:

2.1 The duties and functions exercised by the various offices with respect to the issuance of Certificates of Payment for imported motor vehicles pursuant to CMO 35-2010 are hereby redefined as follows:

2.1.1 The District Collector of Customs shall issue the Certificates of Payments for motor vehicles under the following categories:

2.1.1.1 personally-owned motor vehicles or those for personal use; and
2.1.1.2 motor vehicle importations of privileged individuals and entities (embassies, multinationals, ADB, etc.)
2.1.2 The Deputy Collectors for Assessment shall issue the Certificates of Payments for car (CBUs) importations of CAMPI and AVID members.

2.1.3 Chiefs, Section 5 of the Formal Entry Division or equivalent unit shall be responsible for the issuance of Certificates of Payment covering importations of completely-built units of heavy equipments, trucks, buses and other importations falling under the same category for which a CP is being issued.

2.2 Certificates for Engines/Chassis importations by accredited assemblers and/or manufacturers shall be issued by the Chiefs, Section 6 of the Formal Entry Division or equivalent unit.

2.3 For administrative and security reasons and pursuant to Memorandum Circular No. VPT-2010-1429 dated November 19, 2010 issued by the Assistant Secretary, Land Transportation Office (LTO), all Certificates of Engines/Chassis shall be transmitted to the LTO through the Office of the Commissioner, Bureau of Customs.


3.1 Except for the issuing offices/units concerned, the procedures prescribed in CMO 35-2010 for the issuance of Certificates of Payment for CBUs shall be followed.

3.2 Certificates for Engines/Chassis as Replacement Parts shall be issued by the Chiefs, Section 6 of the Formal Entry Division or equivalent unit and submitted to the District Collector for indorsement to the Office of the Commissioner.

3.3 The Office of the Commissioner shall then transmit subject Certificates to the LTO Central Office (attention: Certificate of Payment Encoding Unit) for registration and encoding of the motor vehicle replacement parts.

3.4 No other office in the Bureau shall indorse Certificates for Engine/Chassis to the LTO, unless with proper authorization from the Commissioner of Customs.

4. Request for Amendment/s of CP

4.1 Importers or owners of imported motor vehicles shall file their request for amendment of the CP in the Port where the CP was issued, attaching thereto a copy of the CP subject of the request.
4.2 For amendments of CPs issued prior to the implementation of the e-CP System, the request for amendment shall be indorsed by the District Collector concerned to the Office of the Commissioner for indorsement to the LTO Central Office (Attn: CPEU).

4.3 For CPs issued under the e-CP System, the request for amendment shall be directly indorsed by the District Collector concerned to the Management Information and Systems Technology Group (MISTG).

5. Transitory Provisions

5.1 The above-prescribed procedures for the manual transmission to LTO of Certificates for Engines/Chassis shall be followed until such time the same is covered by the e-CP System.

5.2 The MISTG is hereby directed to coordinate with the LTO and STRADCOM for a seamless interface of the electronic transmittal of Certificates for Engines/Chassis into the existing e-CP System.

6. Effectivity

This Order shall take effect immediately.

[Signature]

ANGELITO A. ALVAREZ
Commissioner