CUSTOMS MEMORANDUM ORDER
No. C-3 -2015

Subject: Regulations for Accreditation of PEZA Locators in accordance with Department of Finance Department Order 107-2014

A. Introduction, Repealing Clauses, Transitory Provisions, and General Principles

1. This Customs Memorandum Order (CMO) are the rules and regulations for implementation of Department of Finance Department Order (DOF-DO) No. 107-2014, as referred to in Section 4 of that order.

2. PEZA locators who have obtained BOC importer accreditation in accordance with CMO 4-2014, as amended by CMO 11-2014, are not covered by this CMO. Their accreditations will continue to be valid.

3. PEZA locators who have not yet obtained BOC importer accreditation in accordance with CMO 4-2014, as amended by CMO 11-2014, but have submitted complete requirements as per those two CMOs to the Bureau of Customs, are not covered by this CMO. Their applications will continue to be processed in accordance with those two CMOs.

4. PEZA locators who have not yet submitted complete requirements as per CMO 4-2014, as amended by CMO 11-2014, or who have not applied for applied for BOC importer accreditation as of 12 January 2015, are covered by this CMO.

5. Effective 12 January 2015, this CMO repeals CMO 4-2014 and CMO 11-2014, as they relate to PEZA locators who have not submitted complete requirements for importer accreditation in accordance with CMO 4-2014 and CMO 11-2014, or who have not applied for importer accreditation with the BOC.

6. All other orders and issuances the provisions of which are inconsistent herewith are hereby revoked/modified accordingly.

7. Company or companies as referred to in this CMO refer to corporations, partnerships cooperatives, or sole proprietorships which are PEZA locators.
8. A corporation, partnership, or cooperative applying for accreditation must designate:

a. The Applicant, who will sign the Application for Accreditation and Registration. The Applicant will be the main point of contact between the company and the Bureau of Customs throughout the validity of the company’s accreditation. The Applicant shall receive notices from the Bureau of Customs regarding the application for accreditation, ensure that the Bureau of Customs is notified of any changes in the information contained in the application for accreditation, including change in business name and personalities of the most Senior Officers and Responsible Officers. For Corporations or Cooperatives, the Applicant must be a Responsible Officer. For Partnerships, the Applicant must be a Partner.

b. The two most Senior Officers of the company. The two most Senior Officers of the company will be responsible for notifying the Bureau of Customs of any changes in Responsible Officers, including the Applicant, throughout the validity of the company’s accreditation.

c. Responsible Officers, who will be responsible and liable for the actions of the company.

i. For corporations and cooperatives: the two most senior officers of the company must be designated as Responsible Officers; there is no limit to the number of Responsible Offices a corporation or cooperative may designate.

ii. For partnerships, at least two of the Partners, must be Senior Officers and Responsible Officers.

d. At least one Authorized Signatory for Import Entries to be filed with the Bureau of Customs. Each authorized signatory must be a Responsible Officer.

9. For Sole Proprietorships, the Proprietor will automatically fulfill the role of the two most Senior Officers, Responsible Officer, Authorized Signatory, and Applicant as described in Section A.3 A Sole Proprietorship may, but need not, designate additional Authorized Signatories.

For Sole Proprietorships, the proprietor will be the main point of contact between the company and the Bureau of Customs throughout the validity of the company’s accreditation. The proprietor shall receive notices from the Bureau of Customs regarding the application for accreditation, ensure that the Bureau of Customs is notified of any changes in the information contained in the application for accreditation, including change in business name and personalities of the Authorized Signatories.
B. Procedures for Application

1. All importers and customs brokers are required to apply for registration under the BOC Client Profile Registration System (CPRS) through one of the BOC’s Value-Added Service Providers (VASPs). After the application is “STORED” in the system, the applicant shall then print the CPRS profile which shall form part of the application.

2. All applicants shall pay a processing fee equivalent to One Thousand Philippine Pesos (PhP1,000.00) upon submission of its application. The fee can be paid at any BOC office’s Collection Division. Thereafter, a Bureau of Customs Official Receipt (BCOR) shall be issued upon payment of said processing fee.

3. Documents to be submitted, as listed in Sections C and D must be original copies, except when it is indicated in those Sections that certified true copies are acceptable. The original copies may be required for presentation by the BOC-AMO for purposes of comparison in case of doubt as to the authenticity of the certified true copies.

4. Documents should be submitted to:

   Account Management Office
   Bureau of Customs
   Ground Floor, Port of Manila Building
   Gate 3, South Harbor, Port Area, Manila

C. Documents to be Submitted by a Corporation, Partnership, or Cooperative

1. A completely filled up Application for Accreditation and Registration (found in Appendix A)

2. An executed and notarized Sworn Certification and Undertaking (found in Appendix B)

3. For Corporations and Cooperatives: An executed and notarized Secretary’s Certificate (found in Appendix C-1).

   For Partnerships: An executed and notarized Certificate of Partnership Resolution (found in Appendix C-2)

4. Bureau of Customs Official Receipt evidencing payment of the Application Fee (Certified True Copy acceptable)

5. One of the following: (Certified True Copy acceptable)
<table>
<thead>
<tr>
<th>For Corporations:</th>
<th>Certificate of Incorporation issued by the Securities and Exchange Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Partnerships:</td>
<td>Certificate of Partnership issued by the Securities and Exchange Commission</td>
</tr>
<tr>
<td>For Cooperatives</td>
<td>Certificate of Incorporation issued by the Cooperative Development Authority</td>
</tr>
</tbody>
</table>

6. General Information Sheet, stamped “received” by the Securities and Exchange Commission or Cooperative Development Authority and dated not more than 12 months before application with the Bureau of Customs. (Certified True Copy acceptable)

7. Company Profile, with pictures of the company’s office with signage and storage facilities.

8. Print-out of CPRS profile (Certified True Copy acceptable)

9. Updated e-mail notification of “Stored CPRS” (Certified True Copy acceptable)

10. Valid PEZA Certificate of Registration (Certified True Copy acceptable)

11. Previous Certificate of BOC Accreditation, if the company was previously accredited by the Bureau of Customs. (Certified True Copy acceptable)

12. For each Responsible Officer

   a. NBI Clearance issued not earlier than three months before application with the Bureau of Customs.

   b. Two valid government-issued I.D.s from the list below, each containing a picture of the Responsible Officer. At least one of the two must be a primary ID, as defined below. Certified True Copies are acceptable.

<table>
<thead>
<tr>
<th>Primary ID</th>
<th>Secondary ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Passport</td>
<td>1. Philhealth ID</td>
</tr>
<tr>
<td>2. Driver’s License</td>
<td>2. Tax Identification</td>
</tr>
<tr>
<td>3. GSIS ID</td>
<td>Number (TIN) ID</td>
</tr>
<tr>
<td>4. SSS ID</td>
<td>3. Postal ID</td>
</tr>
<tr>
<td>5. Unified Multi-Purpose ID</td>
<td>4. Voter’s ID</td>
</tr>
<tr>
<td>6. Professional Regulatory Commission ID</td>
<td>5. Senior Citizen ID</td>
</tr>
<tr>
<td></td>
<td>6. Integrated Bar of the Philippines ID</td>
</tr>
</tbody>
</table>

   c. Personal Profile of the Responsible Officer (found in Appendix D)
13. A CD containing scanned copies of the twelve documents listed above.

D. Documents to be submitted by a Sole Proprietorship

1. A completely filled up Application for Accreditation and Registration (found in Appendix E)

2. An executed and notarized Affidavit and Sworn Undertaking (found in Appendix F)

3. An executed and notarized Special Power of Attorney (found in Appendix G). This document needs to be submitted only if, as contemplated in Section A.4, the Sole Proprietorship designates any Authorized Signatories in addition to the Sole Proprietor.

4. Bureau of Customs Official Receipt evidencing payment of the Application Fee (Certified True Copy acceptable)

5. Certificate of Business Name Registration issued by the Department of Trade and Industry. (Certified True Copy acceptable)

6. Company Profile, with pictures of the company's office and storage facilities.

7. Print-out of CPRS profile (Certified True Copy acceptable)

8. Updated e-mail notification of “Stored CPRS” (Certified True Copy acceptable)

9. Valid PEZA Certificate of Registration (Certified True Copy acceptable)

10. Previous Certificate of BOC Accreditation, if the company was previously accredited by the Bureau of Customs. (Certified True Copy acceptable)

11. NBI Clearance of the Sole Proprietor issued no earlier than three months before application with the Bureau of Customs.

12. Two valid government-issued I.D.s from the list below, each containing a picture of the Responsible Officer. At least one of the two must be a primary ID, as defined below. Certified True Copies are acceptable.
<table>
<thead>
<tr>
<th>Primary ID</th>
<th>Secondary ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Passport</td>
<td>1. Philhealth ID</td>
</tr>
<tr>
<td>2. Driver’s License</td>
<td>2. Tax Identification Number (TIN) ID</td>
</tr>
<tr>
<td>3. GSIS ID</td>
<td>3. Postal ID</td>
</tr>
<tr>
<td>4. SSS ID</td>
<td>4. Voter’s ID</td>
</tr>
<tr>
<td>5. Unified Multi-Purpose ID</td>
<td>5. Senior Citizen ID</td>
</tr>
<tr>
<td>6. Professional Regulatory Commission ID</td>
<td>6. Integrated Bar of the Philippines ID</td>
</tr>
</tbody>
</table>

13. Personal Profile of the Applicant (found in Appendix D)

14. For each additional Authorized Signatory:
   a. NBI Clearance issued no earlier than three months before application with the Bureau of Customs.
   
   b. Two valid government-issued ID.s from the list below, each containing a picture of the Responsible Officer. At least one of the two must be a primary ID, as defined below. Certified True Copies are acceptable.

<table>
<thead>
<tr>
<th>Primary ID</th>
<th>Secondary ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Passport</td>
<td>7. Philhealth ID</td>
</tr>
<tr>
<td>8. Driver’s License</td>
<td>8. Tax Identification Number (TIN) ID</td>
</tr>
<tr>
<td>9. GSIS ID</td>
<td>9. Postal ID</td>
</tr>
<tr>
<td>10. SSS ID</td>
<td>10. Voter’s ID</td>
</tr>
<tr>
<td>11. Unified Multi-Purpose ID</td>
<td>11. Senior Citizen ID</td>
</tr>
<tr>
<td>12. Professional Regulatory Commission ID</td>
<td>12. Integrated Bar of the Philippines ID</td>
</tr>
</tbody>
</table>

   c. Personal Profile of the Responsible Officer (found in Appendix D)
   d. Executed and Notarized Sworn Undertaking of Responsible Officer (found in Appendix E)

15. A CD containing scanned copies of the fourteen documents listed above.

E. Action on Applications for Accreditation

1. Upon submission of the complete list of documents listed in Sections C or D above, as the case may be, the Bureau of Customs Account Management Office shall notify the company of the decision on its application, as far as practicable, within 15
working days from receipt of the application. All notices shall be sent through the e-mail address of the Applicant as shown in Appendix A or Appendix E, Section 2.1.f.

2. Once approved, the accreditation of the company with the Bureau of Customs will be valid for as long as its PEZA registration is valid, provided the reporting requirements in Section F below are followed.

F. Reporting Requirements

1. If any of these changes in the company take place, it is the individual responsibility of each of the two most Senior Officers of the company to report such changes to the Bureau of Customs Account Management Office, within fifteen days from the occurrence of such change, along with the following documents:

<table>
<thead>
<tr>
<th>Change of business name</th>
<th>Corporation</th>
<th>Partnership</th>
<th>Cooperative</th>
<th>Sole Proprietorship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amended Certificate of Incorporation, issued by SEC</td>
<td>Amended Certificate of Partnership, issued by SEC</td>
<td>Amended Certificate of Registration, issued by CDA</td>
<td>Amended Certificate of Registration, issued by DTI</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Change in two most senior officials</th>
<th>Corporation</th>
<th>Partnership</th>
<th>Cooperative</th>
<th>Sole Proprietorship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary’s certificate of board resolution with new names</td>
<td>Certificate of Partnership Resolution by the partners with new names</td>
<td>Secretary’s certificate of board resolution with new names</td>
<td>(not applicable)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Change in responsible officers</th>
<th>Corporation</th>
<th>Partnership</th>
<th>Cooperative</th>
<th>Sole Proprietorship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary’s certificate of board resolution with new names</td>
<td>Certificate of Partnership Resolution by the partners with new names</td>
<td>Secretary’s certificate of board resolution with new names</td>
<td>Special Power of Attorney with new names</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Change in signatories for entries</th>
<th>Corporation</th>
<th>Partnership</th>
<th>Cooperative</th>
<th>Sole Proprietorship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary’s certificate of board resolution with new names</td>
<td>Certificate of Partnership Resolution by the partners with new names</td>
<td>Secretary’s certificate of board resolution with new names</td>
<td>Special Power of Attorney with new names</td>
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</tr>
</tbody>
</table>

Any delay or failure to update the Bureau of Customs Account Management Office may be grounds for the cancellation or suspension of the company’s accreditation. Furthermore, Senior Officers, Responsible Officers, and Authorized Signatories will continue to be considered as such by the Bureau of Customs, empowered to transact on behalf of the company and bind the company in transactions with the Bureau of Customs, and liable for their actions and inactions to the Bureau of Customs.

2. All corporations, partnership, cooperatives and sole proprietorships should also submit the following documents no later than 31 March of every year after accreditation.
a. Updated General Information Sheet and company profile in case of corporations; the company or trade profile in case of cooperatives, partnership and sole proprietors

b. Updated PEZA registration

c. Mayors Permit and Proof of lawful occupancy of office

JOHN P. SEVILLA
Commissioner

JAN 13 2015
Appendix A

APPLICATION FOR ACCREDITATION & REGISTRATION
(CORPORATION/PARTNERSHIP/COOPERATIVE)
(For PEZA Locator)

________________________________________
(Date)

Intelligence Group (IG)

Account Management Office (AMO)

I, _______________________________________, of legal age, with postal
address at __________________________________ after having been duly sworn in
accordance with law, hereby depose and say that:

1. I am the ______________________, a responsible officer of
   ______________________, duly authorized to file this application
   for accreditation and registration with the Bureau of Customs, as evidenced by
   Resolution No. ____, Series of ____, as contained in the attached Secretary’s
   Certificate or Certificate of Partnership Resolution.

2. I hereby present the following information for accreditation with the Bureau of
   Customs;

   2.1. Name of the Firm _____________________________________________
       a. Head Office Address ___________________________________________
          Year/s of Stay in the premises:
          Nature of occupation: ( )owned ( )leased ( )shared
          ( )others __________________________
       b. Warehouse Address ___________________________________________
          Year/s of stay in the premises:
          Nature of occupation: ( )owned ( )leased ( )shared
          ( )others __________________________
       c. Branch Office _________________________________________________
       d. Year/s of Stay in the premises:
          Nature of occupation: ( )owned ( )leased ( )shared
          ( )others __________________________
       e. Telephone Number/s ________________________________
       f. Facsimile Number/s ________________________________
       g. Email Address of Applicant _________________________________
       h. Email Address of Company _________________________________
       i. Number of employees ________________________________
       j. Nature of company ________________________________
       k. TIN No. __________________________________________

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2.1 Two most Senior Officers

Name : ____________________________
Position : ________________________
Address : _________________________
Email : __________________________
Contact No.: _____________________

Name : ____________________________
Position : ________________________
Address : _________________________
Email : __________________________
Contact No.: _____________________

2.2 Responsible Officers (Responsible Officers must include the two most Senior Officers)

Name : ____________________________
Position : ________________________
Address : _________________________
Email : __________________________
Contact No.: _____________________

Name : ____________________________
Position : ________________________
Address : _________________________
Email : __________________________
Contact No.: _____________________

*Use separate sheet if necessary.*

2.2. Authorized signatory/signatories for the Import Entry/ies, which must be Responsible Officer/s.

Name : ____________________________
Position : ________________________
Address : _________________________
Email : __________________________
Contact No.: _____________________

Name : ____________________________
Position : ________________________
Address : _________________________
Email : __________________________
Contact No.: _____________________

*Use separate sheet if necessary.*

3. List of Importable Items with clear description in technical and tariff terms, estimated volumes and values for the next twelve (12) months *(Use separate sheet if necessary).*
<table>
<thead>
<tr>
<th>Commodity (General Terms)</th>
<th>Tariff Heading</th>
<th>Technical Description</th>
<th>Volume</th>
<th>Value</th>
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</thead>
<tbody>
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4. I hereby attach the following documents for the Corporation:

<table>
<thead>
<tr>
<th>Document Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A filled up Application for Accreditation and Registration (found in Appendix A)</td>
</tr>
<tr>
<td>An executed and notarized Sworn Certification and Undertaking (found in Appendix B)</td>
</tr>
<tr>
<td>An executed and notarized Secretary’s Certificate (found in Appendix C-1)</td>
</tr>
<tr>
<td>Bureau of Customs Official Receipt evidencing payment of the Application Fee</td>
</tr>
<tr>
<td>Certificate of Incorporation issued by the Securities and Exchange Commission (SEC)/Certificate of Registration issued by the Cooperative Development Authority/ Certificate of Partnership issued by the SEC</td>
</tr>
<tr>
<td>General Information Sheet Submitted, stamped “received” by the Securities and Exchange Commission and dated not more than 12 months before application with the Bureau of Customs.</td>
</tr>
<tr>
<td>Company Profile, with pictures of the company’s office with signage and storage facilities.</td>
</tr>
<tr>
<td>Print-out of CPRS profile</td>
</tr>
<tr>
<td>Updated e-mail notification of “Stored CPRS”</td>
</tr>
<tr>
<td>Valid PEZA Certificate of Registration</td>
</tr>
<tr>
<td>Previous Certificate of BOC Accreditation, if the company was previously accredited by the Bureau of Customs.</td>
</tr>
</tbody>
</table>
Appendix A

| A CD containing scanned copies of all the documents submitted with this application, including the documents for each Responsible Officer. |

5. I hereby attach the following documents for each Responsible Officer:

| NBI Clearance issued no earlier than three months before application with the Bureau of Customs. |
| Two valid government-issued I.D.s, each containing a picture of the Responsible Officer. |
| Personal Profile of the Responsible Officer (found in Appendix D) |
Appendix B: Sworn Certification and Undertaking of Applicant

REPUBLIC OF THE PHILIPPINES )
___________________________ ) S.S.

SWORN CERTIFICATION AND UNDERTAKING

We hereby certify under oath that all the above information are true and correct; all documents submitted in support of this application are true copies of the original, subject to verification; any misrepresentation and/or manifestation of fraud in this application shall be a ground for the disapproval of our application, and blacklisting of our firm and the undersigned as the applicant/responsible officers in this and any other company/ies.

The individual below designated as Applicant undertakes to (a) receive notices from the Bureau of Customs by e-mail throughout the validity of our accreditation, if approved, at the e-mail addresses of our company/partnership/cooperative or its Responsible Officers provided with this application, and (b) to notify the BOC-AMO of any changes in the information contained in the application for accreditation to include change in business name, personalities of the most senior and responsible officers and signatories in the import entries.

The two individuals below designated as the Senior Officers undertake to notify the Bureau of Customs of any changes in Responsible Officers, including the Applicant, throughout the validity of the company’s accreditation.

We undertake (a) to strictly abide, and cause all Authorized Signatories to strictly abide, with existing rules and regulations on the Statement of Full Description of Imported Articles covered by entry declarations, and (b) to obtain knowledge of the contents of a declaration, and to attest to the veracity thereof;

We bind ourselves to be held liable for all the acts of the corporation/partnership/cooperative/ relative to importation, including those of the Authorized Signatories for any Import Entries filed in the name our corporation/partnership/cooperative and fully understand that failure to comply with this undertaking will result in the cancellation and revocation of the accreditation as importer, without prejudice to the imposition of any other criminal/civil sanction for violation of the Tariff and Customs Code of the Philippines, and other customs laws and regulations against the company and the undersigned.

AFFIX 2x2 picture of Incorporator/ Applicant
Latest photo, should
Not be more than 3 Month old)

Very truly yours,

_______________________________
APPLICANT’S NAME & SIGNATURE

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Appendix B: Sworn Certification and Undertaking of Applicant

RESPONSIBLE OFFICER’s NAME & SIGNATURE

SENIOR OFFICER’s NAME & SIGNATURE

SUBSCRIBED AND SWORN to before me this __________ day of
________________________ in Manila, Philippines, affiant exhibiting to me his/her
________________________ issued at __________________ on ________________.

Doc No. ___________________
Page No. ___________________
Book No. ___________________
Series of ___________________

NOTARY PUBLIC
SECRETARY’S CERTIFICATE

I, ________________, of legal age, Filipino, with office address at the ________________, after having been duly sworn to in accordance with law, do hereby depose and state that:

1. I am the duly elected and qualified corporate secretary of ________________, a corporation/cooperative duly organized and existing under the laws of the Republic of the Philippines with office address at ________________;

2. I hereby certify that during the regular meeting of the Board of Directors of the Corporation held at ________________ on ____________ wherein a quorum was present and acting throughout, the following resolution was unanimously approved:

Resolution No. ________ , Series of ________

“RESOLVED, That the Board of Directors of ________________ (the “Corporation” or the “Cooperative”) authorize as it hereby authorizes the Corporation/Cooperative, represented by ________________, to apply for Accreditation as an Importer with the Bureau of Customs – Account Management Office (BOC-AMO), The Applicant will be the main point of contact between the company and the Bureau of Customs throughout the validity of the company’s accreditation. The Applicant shall receive notices from the Bureau of Customs regarding the application for accreditation, ensure that the Bureau of Customs is notified of any changes in the information contained in the application for accreditation, including change in business name and personalities of the most Senior Officers and Responsible Officers;

“RESOLVED, that the Corporation’s/Cooperative’s two most Senior Officers are ________________ and ________________, and are responsible for all acts of the corporation/cooperative relative to importation and for notifying the Bureau of Customs of any change in Responsible Officers, including the Applicant, throughout the validity of the company’s accreditation.

Name: ______________________

Position: _____________________
Appendix C-1: Secretary’s Certificate

Specimen Signature:

__________________________  __________________________  __________________________

Name: ______________________________
Position: __________________________
Specimen Signature:

__________________________  __________________________  __________________________

"RESOLVED, FURTHER, that the Corporation/Cooperative authorize as it hereby authorizes __________________, to be the corporation’s responsible officers who will be responsible and liable for the actions of the company relative to all transactions with the BOC, to include notification to BOC in case of any change in circumstance of the corporation/cooperative;

Name: ______________________________
Position: __________________________
Specimen Signature:

__________________________  __________________________  __________________________

Name: ______________________________
Position: __________________________
Specimen Signature:

__________________________  __________________________  __________________________

"RESOLVED, FURTHER, that the Corporation/Cooperative authorize as it hereby authorizes __________________, to sign the import entries pertaining to the corporation/cooperative.
3. I hereby certify that the foregoing resolution is in full force and effect and that it
has not been revoked, amended or cancelled.

IN WITNESS WHEREOF, I have hereunto set my hand this ___________
day of ___________ 2014 at ____________.

__________________________________
Corporate Secretary

SUBSCRIBED AND SWORN to be before me this ____________, 2014
____________________, affiant exhibited to me his/her government issued ID
____________________ issued by ______________ on ____________.

NOTARY PUBLIC
CERTIFICATE OF PARTNERSHIP RESOLUTION

KNOW ALL MEN BY THESE PRESENTS:

I, __________________________, of legal age, married, with postal address at __________________________, being the Managing Partner, of __________________________, a Partnership organized and existing under the laws of the Philippines, with principal office at __________________________, under oath certify, depose and state that:

1. At the duly constituted meeting of the Partners of the said partnership held at its principal office at __________________________ on __________________________ the following resolution/s consistent with the Articles of Partnership and By-Laws was/were duly approved and recorded in the minutes and have not been amended or rescinded:

   Resolution No. ______ Series of ______

   “RESOLVED, That the Partners of __________________________ authorize __________________________, to apply for Accreditation as an Importer with the Bureau of Customs –Account Management Office (BOC-AMO), The Applicant will be the main point of contact between the company and the Bureau of Customs throughout the validity of the company’s accreditation. The Applicant shall receive notices from the Bureau of Customs regarding the application for accreditation, ensure that the Bureau of Customs is notified of any changes in the information contained in the application for accreditation, including change in business name and personalities of the most Senior Officers and Responsible Officers;

   “RESOLVED FURTHER, that the two most Senior Officers of the Partnership are __________________________ and __________________________. The Senior Officers are responsible for notifying the Bureau of Customs of any changes in Responsible Officers, including the Applicant, throughout the validity of the company’s accreditation.

   Name: __________________________

   Position: __________________________

   Specimen Signature: __________________________
Appendix C-2: Partnership Resolution

Name: ______________________
Position: ______________________
Specimen Signature: ______________________

"RESOLVED, FURTHER, that the Partners authorize ________________, to be the partnership's responsible officers who will be responsible and liable for the actions of the company;

Name: ______________________
Position: ______________________
Specimen Signature: ______________________

Name: ______________________
Position: ______________________
Specimen Signature: ______________________

"RESOLVED, FURTHER, that the Partners authorize ________________, to sign the import entries pertaining to the partnership.

Name: ______________________
Position: ______________________
Specimen Signature: ______________________
2. The foregoing Partnership Resolution shall remain valid and binding on the Partnership until the same is expressly revoked by the partners of the company."

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of __________ at __________.

__________________________
AFFIANT

SUBSCRIBED AND SWORN TO before me in _______this_______ day of ______________, affiant exhibiting to me his/her government issued Ids namely________________ and________________.

__________________________
NOTARY PUBLIC
# Personal Profile of Responsible Officer

<table>
<thead>
<tr>
<th>COMPLETE NAME:</th>
<th>COMPANY POSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE OF BIRTH:</td>
<td>SEX: CIVIL STATUS: CITIZENSHIP:</td>
</tr>
<tr>
<td>RESIDENCE ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>EMAIL ADDRESS:</td>
<td>TIN:</td>
</tr>
</tbody>
</table>

**Academic Background:**

<table>
<thead>
<tr>
<th>Education</th>
<th>Name of Institution (Write in full)</th>
<th>Dates of Attendance</th>
<th>Degree Received (Write in Full)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secondary</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>College</td>
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<td></td>
</tr>
<tr>
<td>Vocational/Trade Course</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Studies</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## EMPLOYMENT HISTORY

<table>
<thead>
<tr>
<th>INCLUSIVE DATES</th>
<th>NAME OF COMPANY</th>
<th>POSITION / TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Date Accomplished

Affix 2x2 latest photo (not more than 3 months old)

Printed Name & Signature
APPLICATION FOR ACCREDITATION & REGISTRATION
(SOLE PROPRIETORSHIP)
(For PEZA Locator)

__________________________ ____________________________
(Date) (Date)

Intelligence Group (IG)

Account Management Office (AMO)

I, ________________________________, of legal age, with postal
address at __________________________ after having been duly sworn in
accordance with law, hereby depose and say that:

1. I am the OWNER/PROPRIETOR of

__________________________________________________________

2. I hereby present the following information for accreditation with the Bureau of
Customs;

2.1. Name of the Firm __________________________________________

a. Head Office Address __________________________________________

Year/s of Stay in the premises: __________________________
Nature of occupation: ( )owned ( )leased ( )shared
( )others __________________________

b. Warehouse Address __________________________________________

Year/s of Stay in the premises: __________________________
Nature of occupation: ( )owned ( )leased ( )shared
( )others __________________________

c. Branch Office __________________________________________

d. Year/s of Stay in the premises: __________________________
Nature of occupation: ( )owned ( )leased ( )shared
( )others __________________________

e. Telephone Number/s _________________________________________
f. Facsimile Number/s __________________________________________
g. Email Address of Applicant ________________________________
h. Email Address of the Company ________________________________
i. Number of employees _______________________________________
j. Nature of Company __________________________________________
k. TIN No. ________________________________

2.1 Responsible Officers, if applicable
Appendix E: Application for Accreditation and Registration for Sole Proprietorship

Name: 
Position: 
Address: 
Email: 
Contact No.: 

Name: 
Position: 
Address: 
Email: 
Contact No.: 

*Use separate sheet if necessary.*

2.2. Authorized signatory/signatories for the Import Entry/ies, which must be the Applicant or Responsible Officers

Name: 
Position: 
Address: 
Email: 
Contact No.: 

Name: 
Position: 
Address: 
Email: 
Contact No.: 

*Use separate sheet if necessary.*

3. List of Importable Items with clear description in technical and tariff terms, estimated volumes and values for the next twelve (12) months (*Use separate sheet if necessary*).
4. I hereby attach the following documents:

<table>
<thead>
<tr>
<th>Document</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>A filled up Application for Accreditation and Registration (found in Appendix E)</td>
<td></td>
</tr>
<tr>
<td>An executed and notarized Affidavit and Sworn Undertaking (found in Appendix F)</td>
<td></td>
</tr>
<tr>
<td>If appointing additional Responsible Officers and/or Authorized Signatories: An executed and notarized Special Power of Attorney (found in Appendix G)</td>
<td></td>
</tr>
<tr>
<td>Bureau of Customs Official Receipt evidencing payment of the Application Fee (Certified True Copy acceptable)</td>
<td></td>
</tr>
<tr>
<td>Certificate of Business Name Registration issued by the Department of Trade and Industry. (Certified True Copy acceptable)</td>
<td></td>
</tr>
<tr>
<td>Company Profile, with pictures of the company’s office and storage facilities.</td>
<td></td>
</tr>
<tr>
<td>Print-out of CPRS profile (Certified True Copy acceptable)</td>
<td></td>
</tr>
<tr>
<td>Updated e-mail notification of “Stored CPRS” (Certified True Copy acceptable)</td>
<td></td>
</tr>
<tr>
<td>Valid PEZA Certificate of Registration (Certified True Copy acceptable)</td>
<td></td>
</tr>
<tr>
<td>Previous Certificate of BOC Accreditation, if the company was previously accredited by the Bureau of Customs. (Certified True Copy acceptable)</td>
<td></td>
</tr>
<tr>
<td>NBI Clearance issued no earlier than three months before application with the Bureau of Customs.</td>
<td></td>
</tr>
<tr>
<td>Two valid government-issued I.D.s, each containing a picture of the Responsible Officer.</td>
<td></td>
</tr>
<tr>
<td>Personal Profile of the Responsible Officer (found in Appendix D)</td>
<td></td>
</tr>
<tr>
<td>A CD containing scanned copies of all the documents submitted with this application, including the documents for each additional Authorized Signatory.</td>
<td></td>
</tr>
</tbody>
</table>
6. I hereby attach the following documents for each additional Authorized Signatory (only if appointing additional Authorized Signatories)

<table>
<thead>
<tr>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>NBI Clearance issued no earlier than three months before application with the Bureau of Customs.</td>
</tr>
<tr>
<td>Two valid government-issued I.D.s, each containing a picture of the Authorized Signatory.</td>
</tr>
<tr>
<td>Personal Profile of the Authorized Signatory (found in Appendix D)</td>
</tr>
</tbody>
</table>
AFFIDAVIT AND SWORN UNDERTAKING

I _____________________________, a Filipino, of legal age, with office address at _____________________________, after having been sworn in accordance with law hereby depose and state that:

1. I am applying for importer’s accreditation of _____________________________, with the Bureau of Customs-Account Management Office (BOC-AMO);

2. I am the sole proprietor of my company;

3. I am authorized to sign on behalf of my company in its import entry/ies and other related documents for purposes of facilitating the release of my importation from the Bureau of Customs;

4. I hereby certify under oath that all the above information are true and correct; all documents submitted in support of this application are true copies of the original, subject to verification; any misrepresentation and/or manifestation of fraud in this application shall be a ground for the disapproval of my application, and blacklisting of our firm and the undersigned as the applicant.

5. I hereby undertake to (a) to receive notice by e-mail throughout the validity of my company’s accreditation, if approved, at the e-mail addresses of my company provided with this application; (b) to notify the BOC-AMO of any changes in the information contained in the application for accreditation to include change in business name, personalities of the signatories in the import entries; (c) to strictly abide, and cause all Authorized Signatories to strictly abide, with existing rules and regulations on the Statement of Full Description of Imported Articles covered by entry declarations, (d) to obtain knowledge of the contents of a declaration, and to attest to the veracity thereof.

6. I bind myself to be held liable for all the acts of the company relative to the Bureau of Customs, and fully understand that failure to comply with this undertaking will result in the cancellation and revocation of the accreditation as importer, without prejudice to the imposition of any other criminal/civil sanction for violation of the Tariff and Customs Code of the Philippines, and other customs laws and regulations against the company and the undersigned.

7. I am executing this affidavit to attest to the foregoing facts and for whatever legal purpose this may serve.

AFFIX 2x2 picture of Proprietor/Applicant
Latest photo, w/c should Not be more than 3 Month old)

Very truly yours,

APPLICANT’S NAME & SIGNATURE

Page 27 of 30
IN WITNESS WHEREOF, I have hereunto affixed my signature this _______ of
________________ 2014 in the City of ______________ Philippines

FURTHER AFFIANT SAYETH NAUGHT.

________________
Affiant

SUBSCRIBED AND SWORN to before me this ___________ day of
_____________________ in Manila, Philippines, affiant exhibiting to me his/her
_____________________ issued at ___________ on ___________.

NOTARY PUBLIC

Doc No. __________________
Page No. __________________
Book No. __________________
Series of __________________
SPECIAL POWER OF ATTORNEY

1, _________________, Filipino, of legal age, and resident of ____________________________, do hereby name, constitute and appoint the following persons, to be my true and lawful attorney-in-fact, for and in my name, place and stead, to do and perform the following acts:

1. To sign import entries pertaining to the corporation

   Name: ____________________________

   Address: ____________________________

   Position: ____________________________

   Specimen Signature

   ____________________________

2. To do and perform any or all acts necessary to carry out the power and authorities herein granted, and to do all other acts, deeds, matters and things whatsoever consistent with the authority granted unto my attorney.

HEREBY GIVING AND GRANTING unto the aforesaid Attorney-in-Fact/s full power and authority to do any and all acts whatsoever requisite, necessary or proper to be done in or about the premises as fully and to all intents and purposes as I might or could lawfully do if personally present, and hereby ratifying and confirming all that the aforesaid Attorney-in-Fact has done, shall do or cause to be done under and by virtue of these presents.

IN WITNESS WHEREOF, I have signed this Special Power of Attorney this ____________________________.

_________________________   ____________________________
Principal                  Attorney-in-Fact/s

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the ____________________________, this ____________________________, the following:

Page 29 of 30
Appendix G: Special Power of Attorney

Name

ID

personally known to me and to me known to be the same person who executed the foregoing Special Power of Attorney, and he acknowledged to be that the same is his own free and voluntary act and deed.

WITNESS MY HAND AND SEAL on the date and at the place above written.

NOTARY PUBLIC

Doc.
Page.
Book No.
Series of