



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

CUSTOMS MEMORANDUM ORDER

No. 03 -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)

For Corporations:	Certificate of Incorporation issued by the Securities and Exchange Commission
For Partnerships:	Certificate of Partnership issued by the Securities and Exchange Commission
For Cooperatives	Certificate of Incorporation issued by the Cooperative Development Authority

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.

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

- 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.

Primary ID	Secondary ID
1. Passport	1. Philhealth ID
2. Driver's License	2. Tax Identification Number (TIN) ID
3. GSIS ID	3. Postal ID
4. SSS ID	4. Voter's ID
5. Unified Multi-Purpose ID	5. Senior Citizen ID
6. Professional Regulatory Commission ID	6. Integrated Bar of the Philippines ID

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 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.

Primary ID	Secondary ID
7. Passport	7. Philhealth ID
8. Driver's License	8. Tax Identification Number (TIN) ID
9. GSIS ID	9. Postal ID
10. SSS ID	10. Voter's ID
11. Unified Multi-Purpose ID	11. Senior Citizen ID
12. Professional Regulatory Commission ID	12. Integrated Bar of the Philippines ID

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:

	Corporation	Partnership	Cooperative	Sole Proprietorship
Change of business name	Amended Certificate of Incorporation, issued by SEC	Amended Certificate of Partnership, issued by SEC	Amended Certificate of Registration, issued by CDA	Amended Certificate of Registration, issued by DTI
Change in two most senior officials	Secretary's certificate of board resolution with new names	Certificate of Partnership Resolution by the partners with new names	Secretary's certificate of board resolution with new names	(not applicable)
Change in responsible officers	Secretary's certificate of board resolution with new names	Certificate of Partnership Resolution by the partners with new names	Secretary's certificate of board resolution with new names	Special Power of Attorney with new names
Change in signatories for entries	Secretary's certificate of board resolution with new names	Certificate of Partnership Resolution by the partners with new names	Secretary's certificate of board resolution with new names	Special Power of Attorney with new names

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

**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. _____

Appendix A

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*).

Appendix A

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

Appendix B: Sworn Certification and Undertaking of Applicant

RESPONSIBLE OFFICER's NAME
& SIGNATURE

RESPONSIBLE OFFICER's NAME
& SIGNATURE

SENIOR 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 _____.

NOTARY PUBLIC

Doc No. _____
Page No. _____
Book No. _____
Series of _____

REPUBLIC OF THE PHILIPPINES)
_____) S.S

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.

Appendix C-1: Secretary's Certificate

Name: _____

Position: _____

Specimen Signature:

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

Doc. _____
Page. _____
Book No. _____
Series of _____

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:

Appendix C-2: Partnership Resolution

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

Doc. _____
Page. _____
Book No. _____
Series of _____

Appendix D: Personal Profile of Responsible Officer

PERSONAL PROFILE OF RESPONSIBLE OFFICER

COMPLETE NAME:		COMPANY POSITION:	
DATE OF BIRTH:	SEX:	CIVIL STATUS:	CITIZENSHIP:
RESIDENCE ADDRESS:			
EMAIL ADDRESS:		TIN:	
ACADEMIC BACKGROUND:			
Education	Name of Institution (Write in full)	Dates of Attendance	Degree Received (Write in Full)
Primary			
Secondary			
College			
Vocational/ Trade Course			
Graduate Studies			

Appendix D: Personal Profile of Responsible Officer

EMPLOYMENT HISTORY

INCLUSIVE DATES	NAME OF COMPANY	POSITION / TITLE

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)

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*).

<u>Commodity</u> (General Terms)	<u>Tariff</u> <u>Heading</u>	<u>Technical</u> <u>Description</u>	<u>Volume</u>	<u>Value</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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Appendix E: Application for Accreditation and Registration for Sole Proprietorship

_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

4. I hereby attach the following documents:

	A filled up Application for Accreditation and Registration (found in Appendix E)
	An executed and notarized Affidavit and Sworn Undertaking (found in Appendix F)
	If appointing additional Responsible Officers and/or Authorized Signatories: An executed and notarized Special Power of Attorney (found in Appendix G)
	Bureau of Customs Official Receipt evidencing payment of the Application Fee (Certified True Copy acceptable)
	Certificate of Business Name Registration issued by the Department of Trade and Industry. (Certified True Copy acceptable)
	Company Profile, with pictures of the company's office and storage facilities.
	Print-out of CPRS profile (Certified True Copy acceptable)
	Updated e-mail notification of "Stored CPRS" (Certified True Copy acceptable)
	Valid PEZA Certificate of Registration (Certified True Copy acceptable)
	Previous Certificate of BOC Accreditation, if the company was previously accredited by the Bureau of Customs. (Certified True Copy acceptable)
	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)
	A CD containing scanned copies of all the documents submitted with this application, including the documents for each additional Authorized Signatory.

Appendix E: Application for Accreditation and Registration for Sole Proprietorship

6. I hereby attach the following documents for each additional Authorized Signatory (only if appointing additional Authorized Signatories)

	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 Authorized Signatory.
	Personal Profile of the Authorized Signatory (found in Appendix D)

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

Appendix F: Affidavit and Sworn Undertaking of Sole Proprietor

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 _____

REPUBLIC OF THE PHILIPPINES)

_____) S. S.

SPECIAL POWER OF ATTORNEY

I, _____, 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 _____ in the _____.

Principal

Attorney-in-Fact/s

ACKNOWLEDGMENT

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

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 _____