



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

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PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

U.P. LAW CENTER  
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER  
Administrative Rules and Regulations

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## CUSTOMS MEMORANDUM ORDER (CMO)

NO. 08-2022

### SUBJECT: ADDENDUM TO CMO NO. 31-2019 ENTITLED AMENDMENT TO CMO NO. 05-2018 (REVISED GUIDELINES FOR ACCREDITATION OF IMPORTERS AND CUSTOMS BROKERS)

1. To enhance the Bureau's risk management and enforcement capabilities, Section IV of CMO No. 05-2018 is further amended as follows:

Section IV. The following are the documentary requirements for accreditation of importers and customs brokers:

#### IV.1 For new importers, the following pertinent documents are to be submitted:

- a. Duly notarized accomplished Application Form and signed by owner (for Sole Proprietorship), Responsible Officer (for Corporation), Chairman (for Cooperative) and authorized partner (for Partnership);
- b. Bureau of Customs Official Receipt (BCOR) evidencing payment of processing fee (Php1,000.00);
- c. Corporate Secretary Certificate (Corporation) / Affidavit (Sole Proprietorship) / Partnership Resolution (Partnership) / BOD Resolution (Cooperative) designating its authorized signatories in the import entries;
- d. Two (2) valid government issued IDs (with picture) of Applicant, President and Responsible Officers (i.e., passport, UMID Card, SSS ID, Driver's License, Alien Certificate of Registration and Alien Employment Permit for aliens);
- e. NBI Clearance of applicant (issued within three (3) months prior to the application)
- f. Photocopy of DTI Registration or SEC Registration/Articles of Partnership and Latest General Information Sheet, or Cooperative Development Authority Registration and latest Cooperative Annual Progress Report, whichever is applicable;
- g. Personal Profile of Applicant, President and Responsible Officers;
- h. Company Profile with GEOTAGGED PHOTOS of office with proper and permanent signage and GEOTAGGED PHOTOS<sup>1</sup> of warehouse/storage area;

<sup>1</sup> Geotagged photos are images that undergone the process of adding geographical information to various media in the form of metadata. The metadata usually consists of coordinates like latitude and longitude, but may even include bearing, altitude distance and place names. (cf. CMO No. 37-2021)

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- i. Proof of Lawful Occupancy of Office Address and Warehouse (i.e., Updated Lease Contract under the name of the Corporation or Proprietor, Affidavit of Consent from the owner and the Title of the Property under his/her name in case the property is used for free, Certification from the Lessor or Oner allowing the sharing of office in case of Sublease);
- j. Printed CPRS of the Company and updated notification of "STORED" status;
- k. BIR Registration (2303);
- l. Income Tax Return (ITR) for the past three (3) years duly received by the BIR, if applicable;
- m. Valid Mayor's Permit as certified by the Bureau of Permits and Licensing Office;
- n. Proof of Financial Capacity to import goods (Bank Certificate or other forms of financial certification) (Top 1000 Taxpayers and under SGL Companies are exempted); and
- o. Endorsement from the District Collector, if applicable.

**IV.2** For renewal of importer's application, the importer shall submit the following pertinent documents:

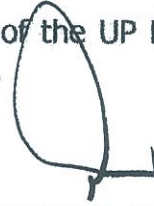
- a. Duly accomplished and notarized Application Form for Renewal.
- b. Updated General Information Sheet (Corporation) / DTI (Sole Proprietor) / Articles of Partnership / Certificate of Compliance (Cooperative);
- c. Bureau of Customs Official Receipt (BCOR) evidencing payment of processing fee (Php1,000.00);
- d. If there are updates/changes in Company Information, necessary supporting documents must be submitted;
- e. If there is no change in material information previously declared and submitted, a duly accomplished and notarized Affidavit of No Change in Company Information (i.e. Business Name, Business Ownership, Office Address, Warehouse/Storage address, Responsible Officers, Line of Business, Contact Numbers, Email Address, Importable Items and Designated Signatories in the Import Entry) using the prescribed form (Annex A);
- f. Updated Printed CPRS of the company and updated notification of "STORED" status;
- g. Latest Income Tax Return (ITR);
- h. Valid Mayor's Permit (certified true copy by the BPLO);
- i. **Proof of Financial Capacity to import goods (Bank Certificate or other forms of financial certification) (Top 1000 Taxpayers and under SGL Companies are exempted); and**
- j. **GEOTAGGED Photo of the applicant's office address, and warehouse/storage facility if applicable.**

2. All other provisions of CMO No. 31-2019 and CMO No. 05-2018 not affected by this Order shall remain in full force and effect.

3. This Order shall take effect immediately.

**MASTER COPY**

The Office of National Administrative Register (ONAR) of the UP Law Center shall be provided three (3) certified copies of this Order.



**REY LEONARDO B. GUERRERO**

Commissioner



BOC-02-09951

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