




A. J. P. P.

MEMORANDUM

TO : ALL DEPUTY COMMISSIONERS
ALL DISTRICT AND SUB-PORT COLLECTORS
ALL FORMAL ENTRY DIVISION PERSONNEL
ALL OTHERS CONCERNED

FROM : REY LEONARDO B. GUERRERO
Commissioner ✓ APR 17 2020  BOC-02-02043

SUBJECT : SUPPLEMENTAL GUIDELINES FOR ONLINE FILING OF
GOODS DECLARATION

DATE : 17 April 2020

Pursuant to the extended period of the Enhanced Community Quarantine (ECQ) and in order to effectively implement the directives under previously issued Memoranda on Online Filing of Goods Declaration, the following supplemental guidelines are hereby implemented:

1. This Memorandum shall cover Bureau stakeholders who opted to avail of the Online Filing of Goods Declaration with an undertaking to submit the original copy of the supporting documents uploaded in the Customer Care Portal System (CCPS) upon lifting of the ECQ.
2. Original copy of the supporting documents uploaded in the CCPS shall be submitted **upon lifting of the ECQ or within three (3) days thereafter.**
3. The Liquidation and Billing Division (LBD) or equivalent unit of the concerned Collection District is hereby directed to monitor the submissions of the original copy of the supporting documents **upon lifting of the ECQ or within three (3) days thereafter** and shall submit a report of non-compliant importers, brokers or declarant to the District Collector.
4. Failure to submit the original copy of the supporting documents within the prescribed period may cause the suspension of accreditation as an importer or broker and be barred from transacting with the Bureau.

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A. Flores

Except for the foregoing modifications, all other guidelines provided under previously issued Memoranda on Online Filing of Goods Declaration shall remain effective throughout the declaration of ECQ.

For compliance.