



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF CUSTOMS  
MANILA 1099

May 18, 1999

CUSTOMS MEMORANDUM ORDER

NO. 12-99

TO All Collectors of Customs  
Customs Officials & Employees  
Importers, Authorized Agent Banks  
Customs Brokers and Others Concerned

New form for Irrevocable Domestic Standby Letter of  
Credit (SBLC)

Pursuant to Section 608 of the Tariff and Customs Code, Executive Order 292, otherwise known as Revised Administrative Code of 1987 and CAO 1-66, a new Bureau of Customs form to be used by banks duly accredited to issue irrevocable Standby Letter of Credit as guarantee for imports subject to re-exportation is hereby prescribed. This form shall be referred to as BOC Form No. 243 which shall be printed by the issuing authorized agent banks.

1. Objectives:

- 1.1 To provide guidelines for the use of the SBLC.
- 1.2 To provide adequate control and supervision over all guarantees issued as security for imports subject to re-exportation.

2. Administrative provisions

- 2.1 The new SBLC shall be pre-printed by the authorized agent bank. It shall be pre-numbered using the alpha initials of the bank and four numerics, i.e.:

CITI - 0001 - for Citibanks form starting from 0001

- 2.2 All the blank positions are self-explanatory and are based on the import documents (Commercial Invoice, Bill of Lading, etc.)
- 2.3 The Import Entry No. and year series shall be filled by the Bonds Division

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- 2.4 For Customs purposes, the SBLC shall be in seven (7) copies to be distributed as follows:


Original - White	-	Bonds Custodian
		Bonds Division of the Port
Duplicate - Yellow	-	Working copy of the Import Entry
		& Internal Revenue Declaration
		(IEIRD - Customs)
Triplicate - Pink	)	Bonds Examiner
Quadruplicate - Blue	)-	Data Bank copy
		Bonds Division of the Port
Quintuplicate - Green	-	Bank copy
Sixtuplicate - Gray	-	Importer/Broker

- 2.5 The SBLC shall be fully accomplished at the bank and shall be delivered to the BOC by the bank's official messenger.
- 2.6 The SBLC must be approved by the Chief, Bonds Division for and behalf of the Collector of Customs of the port of entry before the IEIRD is fully processed.

3. Effectivity Clause -

This Order shall be made effective immediately.

All concerned shall be guided accordingly.

  
NELSON A. TAN  
Acting Commissioner <sup>6/10</sup>

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**Bank Letterhead**

No. \_\_\_\_\_

**IRREVOCABLE STANDBY LETTER OF CREDIT**  
**(SBLC)**

Date: \_\_\_\_\_

The District Collector of Customs  
Port of \_\_\_\_\_

Gentlemen:

At the request and for account of \_\_\_\_\_ (Importer) with address  
at \_\_\_\_\_, we hereby issued our  
Irrevocable Standby Letter of Credit Number \_\_\_\_\_ in favor of the Bureau  
of Customs up to an aggregate amount of \_\_\_\_\_  
to  
guarantee performance of obligations of accountee under your Import Entry NO.  
\_\_\_\_\_ covering shipments of \_\_\_\_\_ (hereunder described) on board  
\_\_\_\_\_, Bill of Lading/AWB No. \_\_\_\_\_.

<u>MARK &amp; Nos.</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>
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Drawings against the credit is available by your drafts at sight drawn on us duly accompanied by the following documents:

1. Your certification that accountee has failed to perform its obligations  
Under Import Entry No. \_\_\_\_\_ Series of \_\_\_\_\_.
2. Original copy of this Standby Letter of Credit No. \_\_\_\_\_.

All drafts drawn under this credit must be marked "Drawn under (Name of Bank)  
Irrevocable Standby Letter of Credit No. \_\_\_\_\_.

This standby credit is valid up to \_\_\_\_\_ (year).

We hereby undertake that all drafts drawn under and in compliance with the terms  
and conditions of this credit will be duly honored by us upon presentation of  
documents specified herein \_\_\_\_\_ (bank & address) if  
presented on or before (expiry date).

This Standby Letter of Credit is subject to the Uniform Customs and Practice for  
Documentary Credits (1993) Revisions, International Chamber of Commerce  
Publication No. 500.

The herein Bank Company and the Principal hereby agree to settle immediately upon  
maturity the monetary value of the Standby Letter of Credit, should the importer fail  
to fulfill the condition herein guaranteed even without the production of the original  
entry and its supporting documents.

Very truly yours,

\_\_\_\_\_  
Name of Signatory  
Position

\_\_\_\_\_  
Principal  
TIN No. \_\_\_\_\_

\_\_\_\_\_  
APPROVED  
Collector of Customs

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ACKNOWLEDGEMENT

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REPUBLIC OF THE PHILIPPINE)  
CITY OF MANILA ) S.S.

SBLC NO.-----

In the City of Manila, Philippines Island, this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_  
personally appeared before me.

NAME	Res. Cert. No.	ISSUED	
		ON	AT

and Mr. \_\_\_\_\_ with Res. Cert. No. \_\_\_\_\_  
Issued at \_\_\_\_\_ on \_\_\_\_\_ for and in behalf of  
\_\_\_\_\_ ( bank & address \_\_\_\_\_ with Res. Cert. No.  
\_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_ to me known to be  
the same persons who signed and executed the following instrument and  
acknowledged before me that same is of their own voluntary act and deed.

In witness whereof, I have hereunto set my hand and affixed my notarial seal  
at the place and date first above written.

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Series of -----

NOTARY PUBLIC

REPUBLIC OF THE PHILIPPINES)  
CITY OF MANILA ) S.S.

\_\_\_\_\_ (Bank Official) \_\_\_\_\_ of  
the \_\_\_\_\_ (bank & address) \_\_\_\_\_ having  
been duly sworn, states and deposes that the said  
\_\_\_\_\_ (bank) \_\_\_\_\_ is a corporation duly organized and  
existing under and by virtue of the laws of the Philippines with its principal office at  
\_\_\_\_\_, and is duly authorized to execute  
and furnish SBLC for all purposes within the said Philippines; and that it is actually  
worth the amount specified in the foregoing undertaking to wit:

(P \_\_\_\_\_ ) pesos, Philippine Currency, over and above all just debts and  
obligations and property exempt from execution.

By: \_\_\_\_\_  
Authorized official of the Bank

Subscribed and sworn to before me this \_\_\_\_\_ day of  
\_\_\_\_\_ 19\_\_\_\_ at Manila, Philippines. Affiant exhibited to me his Residence  
Certificate and that of the Corporation as above.

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