



REPUBLIC OF THE PHILIPPINES
Department of Finance
BUREAU OF CUSTOMS
MANILA 1099

October 02, 2009

CUSTOMS MEMORANDUM ORDER

No. 41-2009

**SUBJECT: PROCEDURE GOVERNING UTILIZATION OF
TAX CREDIT CERTIFICATES**

Pursuant to Sec. 608 of the Tariff and Customs Code of the Philippines (TCCP), as amended, are the following guidelines and procedure on the utilization of Tax Credit Certificates (TCC), to wit:

1. The original grantee of the TCC or the authorized transferee thereof or their duly authorized representative, must file with the TCC Secretariat a written request to utilize the TCC, attaching thereto an Affidavit of authenticity, balance and no outstanding obligation, the original TCC/s, Debit Memos if any, IEIRD copy, Bill of Lading/Airway Bill, Packing List, Invoice and other pertinent documents.
2. Upon receipt of the request with complete supporting documents, the TCC Secretariat shall forward the same to the Office of the Commissioner (OCOM) for the issuance of a Certificate of No Objection, the Collection Service for the issuance of a Certification of "no outstanding balance" and the Financial Management Office (FMO) for the issuance of a Certificate of Authenticity.
3. The above-mentioned offices shall transmit the said certificate/certification to the TCC Secretariat for consolidation.
4. Upon receipt of the aforementioned requisite Certificate/Certification, the TCC Secretariat shall forward all documents to the TCC Secretariat Chairman for appropriate action.
5. Upon approval by the Chairman, TCC Secretariat of the written request to utilize, the Financial Management Office shall trigger the specific TCC to be utilized and thereafter forward all documents to the District Collector concerned.
6. The Office of the District Collector shall then evaluate the completeness of all the documents before the issuance and release by the Cash Division of the corresponding BCOR to the claimant.

All rules and regulations inconsistent with this Order are hereby repealed, superseded or modified accordingly.

This Order shall take effect immediately.

NAPOLEON L. MORALES
Commissioner

