

2019-04-010



Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
Manila 1099

hmd
MASTER COPY

April 4, 2019

MEMORANDUM

**To : Deputy Commissioner, IG
District Collectors
Chief, AMO
CIIS District Supervisors
All Others Concerned**

Subject: DECENTRALIZED ISSUANCE OF ACCREDITATION

Pursuant to RA 11032, otherwise known as "The Ease of Doing Business and Efficient Government Service Delivery Act of 2018", the renewal of accreditation of customs brokers and the Client Profile Registration System (CPRS) activation of entities accredited by other government agencies shall be decentralized to the level of the District Collectors.

Enumerated below are the documentary requirements and accreditation procedure for the guidance of all concerned:

I. DOCUMENTARY REQUIREMENTS

A. Customs Brokers (Renewal)

- Updated Application Form;
- Bureau of Customs Official Receipt (BCOR) evidencing payment of Renewal Fee (Php 1,000);
- Valid PRC card (if the brokers retain its maiden name submit marriage contract);
- Updated list of clients with complete addresses and contact details (if no clients, submit affidavit of no clients using AMO form);
- Updated list of representatives with personal details, photos and specimen signature (if no representative, submit affidavit of no representative using AMO form);
- Updated Printed CPRS profile of applicant and updated notification of "STORED" status;
- Income Tax Return (ITR) for the past three (3) years; and
- Updated Professional Profile;
- NBI Clearance; and
- Certificate of Good standing issued by a PRC accredited national organization of Customs Brokers.

B. Stakeholders Accredited by Other Government Agencies

- PEZA – Notification from PEZA or printed CPRS that the company is already accredited, and BCOR
- SHIPPING LINES – Letter request from shipping agent, Marina Accreditation and Permit to Operate
- CBW Exporter/Importer – Letter request and certification from operator, accreditation of the operator signed by commissioner.
- CBW Operator – Indorsement from AOCG for activation.
- BOI – Good Standing
- PHILEXPORT – Email notification from the agency
- CDC - Email notification from the agency
- SBMA - Email notification from the agency
- EMB - Email notification from the agency
- AFAB - Email notification from the agency
- CAB - Email notification from the agency
- DDP TAGGING - Email notification from the agency

II. ACCREDITATION PROCEDURE

A. Customs Brokers

- 1st Step – Customs Broker files application with the CIIS District office at the Collection District nearest its principal place of business. All complete applications are forwarded to the Collection Division
- 2nd Step – Cashier of Collection Division issues Bureau of Customs Official Receipt (BCOR) for payment of the processing fee and forwards the application to Office of the District Collector (ODC).
- 3rd Step – District Collectors reviewer evaluates the application to ensure completeness of documents and to be in compliance with accreditation rules and regulations.
- 4th Step – District Collector concerned approves/disapproves the application base on the recommendation of the evaluator.
- 5th Step – Collection District forwards the approved application to AMO thru the CIIS District Office.
- 6th Step – AMO activates the CPRS of the approved application.
- 7th Step – AMO forwards the issued Certificate of Accreditation (COR) to the Collection District concerned.

B. Stakeholders Accredited by Other Government Agencies

- 1st Step – Endorsed officially by the Accrediting Government Agency by official electronic mail or by the official messenger or thru a secured courier service to the Collection District.
- 2nd Step - Activation of CPRS by the District Collector

Relative to this, all CIIS Districts Offices are hereby ordered to function as AMO satellite offices to assist the District Collector in the processing of applications for accreditation.

FOR STRICT COMPLIANCE



REY LEONARDO B. GUERRERO

Commissioner / APR 12 2013



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