



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

DISTRICT COLLECTOR  
RECEIVED *1:48*  
DATE *APR 30 2014*

APR 30 2014

BUREAU OF CUSTOMS

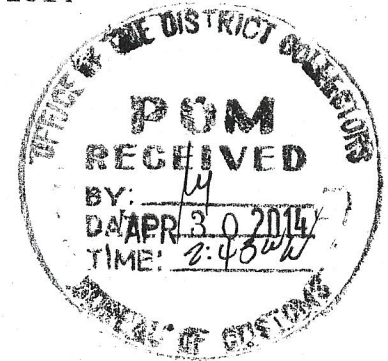
07 April 2014

**MEMORANDUM**

**FOR :** DISTRICT COLLECTORS/PORT COLLECTORS  
All Ports

**FROM :** ATTY. JEMINA M. SY-FLORES  
Chief, Account Management Office (AMO)

**SUBJECT:** Implementation of CMO 4-2014 "Policies, guidelines and procedures for the Accreditation of Importers and Customs Brokers with the Bureau of Customs (BOC) pursuant to Department Order No. 12-2014" and Department Order No. 18-2014



X-----X

Due to the implementation of CMO 4-2014- "Policies, guidelines and procedures for the Accreditation of Importers and Customs Brokers with the Bureau of Customs (BOC) pursuant to Department Order NO. 12-2014" and Department Order No. 018-2014, all District Collectors/Port Collectors are advised of the following:

- a. All applications for accreditation as NEW importer and/or brokers must comply with the documentary requirements of CMO 4-2014 specifically the securing of the Importer's Clearance Certificate (ICC) for Importers and the Brokers Clearance Certificate (BCC) for brokers from the BIR.
- b. In addition, prior to the indorsement of the application forms and its attachments to the Head Office, AMO, it is required that application forms should be properly filled out, leaving no empty/blank spaces therein, together with the complete requirements in order to avoid delay. For this purpose, copies of application form is hereby attached and disseminated together with the list of regulated commodities to serve as guidelines in the accreditation process.
- c. In Ports where there are no AMO Satellite offices, the CIIS office in the respective ports is hereby designated as the satellite office of the AMO to which the District Collector/Port Collector may designate/assign personnel to perform AMO functions. However, for purposes of monitoring and coordination, it is requested

that the names and the contact numbers of such person/s be immediately furnished to the Chief, AMO.

- d. Please be reminded that as per CMO 23-2009, all importers whose accreditations have not been renewed after more than thirty days, shall be considered as new applicant, and shall thereafter comply with the provisions of CMO 4-2014.
- e. For accreditations expiring between the period March 01, 2014 to May 31, 2014, the old rules in the application for renewal thereof shall apply, subject to submission of BIR-ICC/BCC and compliance with the new requirements under CMO 4-2014 on June 01, 2014, until further extended by the Commissioner.
- f. For new importers or brokers or those with BIR-ICC/BCC already, the new application forms hereto attached, shall be used, and shall comply with the new requirements therein. It is also required for importers to attach in word format the list of importables in the lodgement of CPRS profile, otherwise, the CPRS cannot be updated and shall be considered disapproved until the list of importables together with the tariff hearing, technical description, volume and value are indicated.

For guidance and information.



ATTY. JEMINA M. SY-FLORES  
Chief, AMO

cc:

**Gen. JESSIE D. DELLOSA (RET.)**  
Deputy Commissioner, IG