



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

INTERNAL ADMINISTRATION GROUP
CENTRAL RECORDS MANAGEMENT DIVISION

July 10, 2019

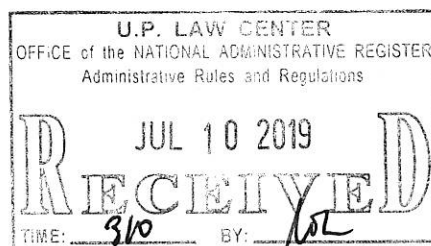
The Director

Office of the National Administrative Register (ONAR)
UP Law Center Diliman, Quezon City

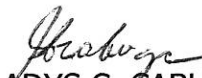
Sir/Ma'am:

Transmitted are three certified true copies and soft copy (word format in compact disc rewritable) of the following Customs Memorandum Order, to wit:

CMO 33-2019: USE OF BOC LOGOS AND MARKS BY SERVICE PROVIDERS.

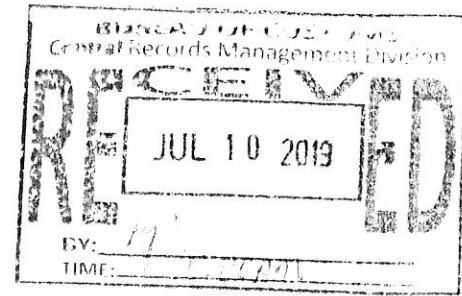


Very truly yours,


GLADYS C. CABUGAWAN
Chief, CRMD

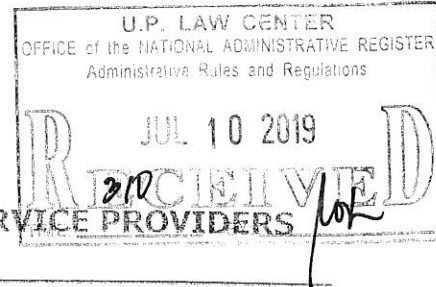


Republic of the Philippines
 Department of Finance
BUREAU OF CUSTOMS
 1099 Manila



Date July 9, 2019

CUSTOMS MEMORANDUM ORDER (CMO)
 NO. 33-2019



SUBJECT: USE OF BOC LOGOS AND MARKS BY SERVICE PROVIDERS

Section 1. Objectives.


- 1.1. To provide clear guidelines on the allowable usage of logos and marks which belong to the Bureau of Customs (BOC).
- 1.2. To prevent public confusion caused by inappropriate usage of BOC logos and marks by BOC accredited service providers.

Section 2. Scope. The guidelines contained in this Order shall apply to all documents, communications, or forms, whether in printed or electronic format, that are issued by or through service providers that work with, connect to, or anyway interact with the BOC.

Section 3. Definitions. For purposes of this CMO, the following terms are defined as follows:

- 3.1. **BOC** — shall refer to the Bureau of Customs;
- 3.2. **Document** — shall refer to any piece of written, printed, or electronic matter that provides information on, or evidence of, or that serves as an official record of, an event or transaction;
- 3.3. **Mark/s** — shall refer to any distinguishable logo, image, symbol, acronym or combination thereof that is identified with the BOC as an agency or any of its services; and

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 SVCOO
 CRMD - BOC

- 3.4. **Service providers** — shall refer to entities that work with, connect to, or anyway interact with the BOC.

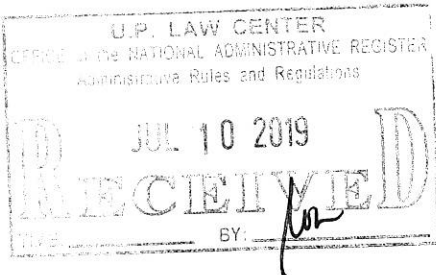
Section 4. Use of BOC Logo and Other Marks.

- 4.1. Use of the following Marks shall be reserved exclusively to the BOC for use in its official business and communications:
- 4.1.1. Logo or any identifying marks of the BOC or any of its component offices
 - 4.1.2. Logo or any identifying marks of any port or sub-port of the BOC
 - 4.1.3. E2M logo or "E2M" or "e2m" or "e2M" or any similar combination
 - 4.1.4. Acronym/s and other terms that pertain to the BOC such as: SAD, OLRs, CPRS, etc., when used in reference to any item or transaction that relates to the processes of the BOC.

A template for official BOC logo and other marks are attached as Annex A in this Order.

Service providers are enjoined from using marks and logos which are confusingly similar to any existing and/or future logos or marks associated with the BOC. Marks are considered "confusingly similar" if they are intended to create, or could reasonably be expected to create, confusion or mistake on the part of an ordinary and untrained observer as to the actual origin and/or authenticity of the document where the marks appear.

- 4.2. When used by service providers in any of its forms or on its website, the above Marks shall be used only to make accurate reference to the BOC in relation to the agency and its services. The content of the said form or website should not contain any false representations or otherwise suggest affiliation, sponsorship or approval by the BOC, such as using the Marks predominantly or in a manner inconsistent with these provisions.




Section 5. Use of Disclaimers and/or Watermarks.

- 5.1. Without prejudice to Section 6 of this Order, the forms or documents issued by service providers, whether in printed or

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electronic format, that are not submitted to the BOC for processing, shall contain the following disclaimer in plain and clear language:

"This document is for information purposes only and shall NOT be submitted or used for processing at the Bureau of Customs nor be relied upon as a basis for compliance with any legal requirement."

5.1.1 The disclaimer by the service provider must appear visibly in the top of every page of the document in text no smaller than the font used for the majority of the rest of the content.

5.1.2 The said form or document must likewise bear a visible watermark on every page stating the following words: "NOT an official BOC document"

The service provider is solely accountable on the issuance of said document or form which does not emanate from the Bureau of Customs.

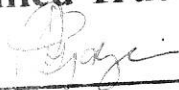
Template for form or document which is not submitted to the BOC for processing is attached as Annex B.

5.2. This requirement does not apply to documents issued by service providers that have been lodged and accepted by the BOC's e2m system which can serve as basis for rights, claims or obligations (i.e. goods declaration for consumption, transit, warehousing, OLRS and other printouts bearing an E2M entry number).

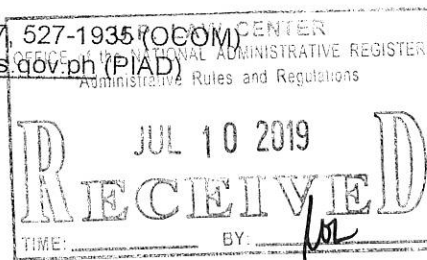
Section 6. Acceptability of Single Administrative Document (SAD) Without BOC Reference Number. The print-out of the Single Administrative Document (SAD) issued by service providers even without the BOC reference number may still be accepted for processing by the BOC under the following conditions:

- 6.1.** It shall bear a watermark with the words: "FOR BOC USE ONLY";
- 6.2.** The goods declaration is cleared under Informal Entry, Export, **or approved temporary manual process transit by Free-zone entities.**

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Website: www.customs.gov.ph . Email: Boc.cares@customs.gov.ph (PIAD) Administrative Rules and Regulations



Template for form or document which is submitted to the BOC for processing is attached as Annex C.

Section 7. Company Logo or Mark. All forms or documents issued or printed by a service provider, whether or not submitted to the BOC for processing shall bear its company logo or mark at the bottom right portion of each page thereof.

Section 8. Sanctions.


- 8.1. Failure of Service providers to comply with the provisions indicated in this Order shall be considered a ground for revocation of their accreditation status in addition to any appropriate civil and/or criminal liability, or administrative sanctions that may be imposed by the BOC.
- 8.2. The right and prerogative of the BOC to impose sanctions shall be independent of and shall not be contingent on the pendency or outcome of any civil, criminal or other proceeding.

Section 9. Transitory Clause. Pending effectivity of this CMO, all documents bearing an E2M entry number (import, export, transit SADs, OLRs printouts, etc.) that were printed with watermarks and/or disclaimers in compliance with CMO 7-2019 shall be recognized as official documents and be treated accordingly.

Section 10. Repealing Clause. CMO No. 7-2019 and all orders, memoranda, circulars and issuances inconsistent herewith are hereby repealed and/or deemed modified accordingly.

Section 11. Effectivity. This CMO shall take effect on July 9, 2019.

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CKMD - BOC

REY LEONARDO B. GUERRERO

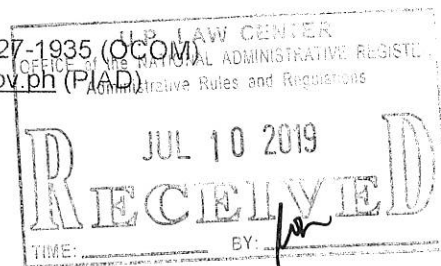
Commissioner

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BOC-02-00269

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Administrative Rules and Regulations

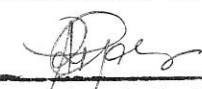
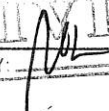
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TEMPORARY SINGLE ADMINISTRATIVE DOCUMENT

ANNEX B

I C U S T O M S I	1. Exporter - Supplier Address		DECLARATION		Office Code									
					Customs Reference									
			2. Page	4.	Registry Number									
			3. Items	5. Tot Pack	7. Reference Number									
	3. Importer - Consignee Address		TIN:		9. CRF NUMBER									
					T/S or W/S Entry No :									
14. Broker - Admtey/n-Fact. Address		TIN:		10.	11.	12. Tot. FWD. Prev. 0.00	13. T. Ref.							
				15. Country of Export		16. D.E. Code								
				15. Country of Origin		17. Country of Destination								
18. Vessel - Aircraft		19. Ct		20. Terms of Delivery										
21. Local Carrier - Airline				22. F. Cmt.		23. Total Customs Value								
						24. Exch. Rate								
25.		26.		27. Transshipment Port		28. Financial and Banking Data - Bank Code								
						Terms of Payment								
29. Port of Destination		30. Location of Goods		Bank Name		Bank Ref. Number								
				Branch										
31. Packages and Description of Goods	Marks and Numbers - Container No(s):			32. Item No.	33. HS Code		Tar Spec							
	Marks & No of Packages			1			34. D.O. Code							
	Number and Kind						35. Item Gross Weight (kg)							
	Container No(s):						36. Pref							
							37. Procedure							
						38. Item Net Weight (kg)								
						39. Qduds								
				40a. AWB / BL		40b. Previous Doc No								
				41. Suppl. Units		42. Item Customs Value (F. Cmt)								
						43. N.M.								
44. Add. Info. Doc. Product Certif. & Aut.	OT/In/EV:		INSEINFRT:		Fine:		A.I. Code							
							45. Adjustment							
							46. Dutiable Value (P&F)							
Invoice No.:		Dump Bond:												
47. Calculation of Taxes	Type	Tax Base	Rate	Amount	MF	48. Prepaid Account No		49. Identification of Warehouse						
						47a. ACCOUNTING DETAILS								
<p style="text-align: center;">Certified True Copy</p>  <p style="text-align: center;">Raquel G. De Jesus SVCOO CRMD - BOC</p> <p style="text-align: center;">Total item.</p>					Method of Payment									
					Assessment Number					Date				
					Receipt Number					Date				
					Guarantee					Date				
					Total Fees									
					Total Assessment									
50. We hereby certify that the information contained in all pages of this Declaration and the documents submitted are to the best of our knowledge and belief true and correct.						Subscribed and sworn before me								
51. AUTHORIZATION	Broker	Date	Importer - Admtey/n-Fact:			Administering Officer								
							Notary Public							
<p style="text-align: center;">U.P. LAW CENTER OFFICE of the NATIONAL ADMINISTRATIVE REGISTRE Administrative Rules and Regulations</p> <p style="text-align: center;">JUL 10 2019</p> <p style="text-align: center;">Stamp</p> <p style="text-align: center;">RECEIVED</p> <p>TIME: BY: </p>						53. Office of Destination and Country								
						52. Control at Office of Destination				54. Place and date				
Signature														

TEMPORARY SINGLE ADMINISTRATIVE DOCUMENT

ANNEX C

I C U S T O M S I	1. Exporter / Supplier Address		1. DECLARATION		Office Code		
					Customs Reference		
	2. Page		4		Registry Number		
	3. Items		5. Tot Pack		7. Reference Number		
	8. Importer / Consignee Address		TIN		9. CRF NUMBER		
					T/S or W/S Entry No. :		
	10		11		12. Tot. P.W.D. Pkg. 0.00		
	13. T. Ref.						
	14. Broker / Admte./In-Fact. Address		TIN		15. Country of Export		
					16. D.E. Code		
16. Country of Origin				17. Country of Destination			
18. Vessel / Aircraft		19. Ct		20. Terms of Delivery			
21. Local Carrier / Air				22. P. Cur. Total Customs value			
23		25		23. Exch. Rate			
24. Thru. Bank		27. Transhipment Port		28. Financial and Banking Data - Bank Code			
29. Port of Destination		30. Location of Goods		Terms of Payment			
				Bank Name			
				Branch			
				Bank Ref Number			
31. Packages and Description of Goods		Marks and Numbers - Container No(s)		32. Item No. 1			
Marks & No of Packages		Number and Kind		33. HS Code			
Container No(s)				Tar Spec			
				34. G.D. Code			
				35. Item Gross Weight (kg)			
				36. Pref			
				37. Procedure			
				38. Item Net Weight (kg)			
				39. Doubt			
				40a. AWB / BL			
				40b. Previous Doc No			
				41. Subst. Units			
				42. Item Customs Value (P. Cur)			
				43. V.M.			
44. Add. Info. Doc. Product Certif. & Aut.		OTH-INEV		INS-INFRIT			
				FINE			
Invoice No. :				Dump Bond			
47. Calculation of Taxes		Type		Tax Base			
		Rate		Amount			
		MP		48. Prepaid Account No			
				49. Identification of Warehouse			
<p style="text-align: center;">Certified True Copy</p> <p style="text-align: center;"><i>Raquel G. De Jesus</i></p> <p style="text-align: center;">Raquel G. De Jesus SVCOO CRMD - BOC Total Item</p>		47b. ACCOUNTING DETAILS		Method of Payment			
				Assessment Number		Date	
				Receipt Number		Date	
				Guarantee		Date	
				Total Fees		Total Assessment	
50. We hereby certify that the information contained in all pages of this Declaration and the documents submitted are to the best of our knowledge and belief true and correct.				Subscribed and sworn before me			
51. AUTHORIZATION		Broker		Date			
		Importer / Admte./In-Fact.					
		<p style="text-align: center;">U.P. LAW CENTER OFFICE of the NATIONAL ADMINISTRATIVE REGISTER Administrative Rules and Regulations</p>		Administering Officer Notary Public			
52. Control at Office of Destination		Code		53. Office of Destination and Country			
CONTROL AT OFFICE OF DESTINATION		Signature		54. Place and date			

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TIME: _____ BY: _____

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TEMPORARY SINGLE ADMINISTRATIVE DOCUMENT

33 INTERNAL REVENUE TAX PER BOX #45 & #47			
TAXABLE VALUE PH _____	WHARFAGE _____	OTHERS _____	
BANK CHARGES _____		TOTAL _____	
CUSTOMS DUTY _____	ARRASTRE CHARGE _____	LANDED COST PH _____	
BROKERAGE FEE _____	DOCUMENTARY STAMP _____	TOTAL VAT PH _____	

DESCRIPTION IN TARIFF TERMS SHOULD BE

54 SECTION	56 NO. OF PACKAGES EXAMINED	EXAMINATION RETURN			59 DATE RECEIVED	57 DATE RELEASED	
ITEM NO.	58	DESCRIPTION IN TARIFF TERMS SHOULD BE	QTY	UNIT	UNIT VALUE	TARIFF HEADING	RATE

PLEASE REFER TO RIDERS FOR FINDINGS ON OTHER ITEMS

REVISED CHARGES				LIQUIDATION	
59 CHARGES	60 DECLARATION	61 FINDINGS	62 DIFFERENCES	65 LIQUIDATED Amount	
Duty				66 SHORT/EXCESS	
BIR Taxes					
VAT				67 REMARKS	
Excise Tax Ad Valorem					
Others					
Surcharges					
TOTAL					
63 ACTION DIRECTED/RECOMMENDED		64		68	
		DATE		CCO III	DATE
		DATE		69	
				CCO V	DATE

<p>CONTINUATION FROM BOX # 31 Container Numbers continuation:</p>	<p>FREE DISPOSAL</p>				
<p style="font-size: 1.2em; font-weight: bold;">Certified True Copy</p> <p style="font-size: 1.2em; font-weight: bold;">Raquel G. De Jesus</p> <p style="font-weight: bold;">SVCOO CRMD - BOC</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; border: none;"></td> <td style="width: 20%; border: none; text-align: right;"> <p>Total Item Tax 0.00</p> </td> </tr> <tr> <td style="border: none; text-align: center;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p style="font-size: 0.8em; margin: 0;">U.P. LAW CENTER OFFICE of the NATIONAL ADMINISTRATIVE REGISTER Administrative Order and Regulations</p> <p style="font-size: 1.5em; font-weight: bold; margin: 5px 0;">RECEIVED</p> <p style="font-size: 1.2em; font-weight: bold; margin: 0;">JUL 10 2019</p> <p style="font-size: 0.8em; margin: 0;">TIME: _____ BY: <i>[Signature]</i></p> </div> </td> <td style="border: none; text-align: right;"> <p>Total Global Tax 0.00</p> <p style="text-align: right;">0.00</p> </td> </tr> </table>		<p>Total Item Tax 0.00</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p style="font-size: 0.8em; margin: 0;">U.P. LAW CENTER OFFICE of the NATIONAL ADMINISTRATIVE REGISTER Administrative Order and Regulations</p> <p style="font-size: 1.5em; font-weight: bold; margin: 5px 0;">RECEIVED</p> <p style="font-size: 1.2em; font-weight: bold; margin: 0;">JUL 10 2019</p> <p style="font-size: 0.8em; margin: 0;">TIME: _____ BY: <i>[Signature]</i></p> </div>	<p>Total Global Tax 0.00</p> <p style="text-align: right;">0.00</p>
	<p>Total Item Tax 0.00</p>				
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p style="font-size: 0.8em; margin: 0;">U.P. LAW CENTER OFFICE of the NATIONAL ADMINISTRATIVE REGISTER Administrative Order and Regulations</p> <p style="font-size: 1.5em; font-weight: bold; margin: 5px 0;">RECEIVED</p> <p style="font-size: 1.2em; font-weight: bold; margin: 0;">JUL 10 2019</p> <p style="font-size: 0.8em; margin: 0;">TIME: _____ BY: <i>[Signature]</i></p> </div>	<p>Total Global Tax 0.00</p> <p style="text-align: right;">0.00</p>				

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