



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

June 25, 2007

CUSTOMS MEMORANDUM ORDER

NO: 16-2007

SUBJECT: ADDITIONAL GUIDELINES ON CAO 4-2007 AND EXECUTIVE ORDER NO. 592

To facilitate the collection of Container Security Fee, the following additional guidelines are hereby adopted:

SECTION 1. Acceptance of payment for CSF with Land Bank of the Philippines (LBP) and Philippine National Bank (PNB).

Selected branches of the Land Bank of the Philippines and Philippine National Bank may be allowed to receive payments for Container Security Fees under the following general terms and conditions:

- a. The accepting banks shall have previous authority to accept payments for additional duties, taxes and other charges;
- b. The CSF shall be paid by the importer/broker through the banks, which are duly deputized as Collection Officers for the Bureau of Customs. The 75% of the CSF shall be deposited to the General Fund, using BCOR Form BC-38A as the Official Receipt thereof. The remaining 25% of the CSF shall be deposited to the Trust Account, using Accountable Form No. 51 as the Official Receipt thereof.

To effectively implement this Section, the General Services Division shall furnish the bank with BC-38A and Accountable Form No. 51. The BOC Records and Management Division shall furnish the bank a copy of the BSP Circular of the exchange rate for the week every Friday afternoon before closing hours.

A Memorandum of Agreement shall be entered into between BOC and the accepting bank to stipulate on the terms and conditions on the acceptance of CSF payments.

SECTION 2. Payment through BOC authorized Collecting Officers.

The collecting officers at the port's Collection Division shall continue receiving payments for Container Security Fee in addition to those accepted by the banks.

SECTION 3. Reporting System.

1. A Daily Collection Report shall be transmitted by the accepting bank after closing hours of the day, to the following offices:
 - a. To the Revenue Accounting Division (RAD) and the Collection Division or equivalent unit of the port, the daily collection report for the 75% CSF;
 - b. To the Accounting Division of the Bureau's Financial Management Office and the Collection Division or equivalent unit of the port, the daily collection report for the 25% CSF;
 - c. To the Office of the Commissioner, through the office of the X-ray Inspection Project, a consolidated report for the two accounts;
2. A monthly summary collection of CSF to be furnished to the Office of the Commissioner, through the Office of the X-ray Inspection Project;
3. The bank shall issue appropriate Certifications, upon request, on the collection of the CSF;
4. This reporting system shall complement the Collection Reporting System provided for under paragraph 5 of CAO 4-2007, in which case, the report shall be submitted to the Office of the Commissioner, through the office of the X-ray Inspection Project.

SECTION 4. Responsibilities of BOC Officials and personnel.

The Chief of the port's Entry Processing Unit shall make sure that appropriate computation for the payment of CSF is done or that the payment thereof has already been made. In all instances, the Chief shall inform the importer/broker of the CSF payment.

The Chief, Collection Division or equivalent unit of the port shall make sure that CSF has been duly paid and that the verifiers have thoroughly checked evidence of such payment.

The Principal Appraisers, upon receipt of the import documents, shall check whether the Official Receipts corresponding payments of CSF are attached to the import entry or any documents of importation. It is understood that the COOIII shall clearly indicate the total number of containers and their sizes to the pre-disposal portion found at the at the back of the import entry (continuation of box 31) to facilitate the verification of container sizes and numbers.

For transshipment permits, the document examiner/processor shall make sure that Official Receipts for CSF are attached.

Failure on the part of these officials and continuation personnel to perform their respective responsibility shall be a ground for disciplinary action pursuant to Civil Service Rules and Regulation as well as Section 3604 of the Tariff and Customs Code of the Philippines, as amended.

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SECTION 5. Repealing Clause.

All other orders, memoranda or circulars which are inconsistent therewith are hereby deemed revoked or amended, accordingly.

SECTION 5. Effectivity.

This Order shall take effect immediately.

NAPOLEON L. MORALES
Commissioner

