



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

05 APR 2011

CUSTOMS MEMORANDUM ORDER

No. 17-2011

SUBJECT: Rationalization of the Office of the Certificate of Payment Unit (CPU)

I. OBJECTIVES

1. To streamline different offices with overlapping or duplicating functions;
2. To facilitate easy access to documents;
3. To simplify the process in the issuance and transmission of Certificates of Payment.

II. ADMINISTRATIVE PROVISIONS

To implement the objectives of this Order, the following guidelines are hereby directed:

1. As provided for in MISTG-CPU Memorandum # 01-2010 issued on 18 October 2010 by the Deputy Commissioner, MISTG, the functions of the Certificate of Payment Unit (CPU) in the issuance of Electronic Certificate of Payment were transferred to the Deputy Collector for Assessment, thereby rendering the existence of the CPU no longer necessary.
2. As such, the Certificate of Payment Unit (CPU) so named and transferred from the Office of the Commissioner to the Deputy Commissioner, MISTG under CMO 35-2010 is hereby abolished.

III. OPERATIONAL PROVISIONS

1. Upon compliance with existing rules on importations, the preparation of the CP shall follow with the retrieval of the encoded chassis, VIN and engine number by the examiner concerned from the data electronically submitted by the person applying for the CP. The encoded data shall then be forwarded to the Principal Examiner and finally, to the Principal Appraiser, who shall evaluate and review the data encoded by the examiner. It is understood that in clearing vehicle importations, the import entry filed complied with all existing customs rules, CAO 8-2007 on specific description included.

2. The electronically encoded CP shall then be forwarded to the Deputy Collector for Assessment who shall generate a hard copy of the CP before approving the same. Finally, the electronic CP shall be transmitted electronically by the Deputy Collector for Assessment upon approval of the same in the eCP System.
3. For personally owned vehicles, the Principal Examiner and Appraiser shall check the encoded data and tag the same as evaluated. Otherwise, the CP shall be returned to the Examiner for re-evaluation.
4. The electronic CP forwarded to the District Collector shall be approved thereat; otherwise he shall return the same to the Examiner, Principal Examiner/Appraiser, as the case may be.
5. For motor vehicles intended for sale, the Deputy Collector for Assessment shall approve and tag the electronic CP as such. Otherwise, he shall return the same to the concerned Examiner, Principal Examiner/Appraiser.
6. The eCP shall then be electronically transmitted by the Deputy Collector for Assessment to the Land Transportation Office' system.

For clarity, importation of personally-owned vehicle shall mean importation of not more than one (1) unit by the same person within a twelve-month period.

Importation of vehicles in the name of several buyers but represented by a single person or entity shall be deemed as importation of vehicles for resale hence subject to the ad valorem tax based on importer's selling price, pursuant to Revenue Regulation 25-2003.

The BOC shall comply with the commitments in the Memorandum of Agreement with the LTO. For this purpose, Certificate of Payments (CP) issued by the Bureau of Customs shall be transmitted electronically to the LTO, after the said CP has been passed upon and matched with the corresponding proof of payment made for the imported vehicles.

IV. REPEALING CLAUSE

All memoranda, orders and other issuances inconsistent with this Order are hereby repealed, superseded and/or modified accordingly.

V. EFFECTIVITY

This Order shall take effect immediately.

 4/4/11
ANGELITO A. ALVAREZ
Commissioner

ESTADO LIBRE ASOCIADO DE PUERTO RICO
ANGELITO A. ALVAREZ
Comisionero

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