

2018-04-007


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

**MEMORANDUM**

**TO :** All District/Port Collectors  
Deputy Collectors for Operations  
Chiefs, Export Divisions or equivalent units

**FROM :**   
ATTY. EDWARD JAMES A. DY BUCO  
Deputy Commissioner, AOCG

**SUBJECT :** CONFIDENTIALITY OF SPECIMEN SIGNATURES AND SEALS

**DATE :** March 28, 2018

1. Member States shall provide a list of the names, addresses, specimen signatures and specimen of official seals of its issuing authorities, in hard copy and soft copy format, through the ASEAN Secretariat for dissemination to other Member States in soft copy format. Any change in the said list shall be promptly provided in the same manner.<sup>1</sup>
2. For the Philippines, specimen signatures and seals of authorized signatories of all Export Divisions or equivalent units are submitted to the Export Coordination Division for collation and transmittal to the Bureau of International Trade Relations of the Department of Trade and Industry who subsequently transmits the same to the ASEAN Secretariat for circulation among ASEAN member states. Said specimen signatures and seals are always treated with confidentiality.
3. However, it came to our knowledge that some Export Divisions are providing copies of their specimen signatures and seals to stakeholders. This practice is discouraged to avoid questionable Certificates of Origin.
4. As agreed in the negotiation rounds of all Free Trade Agreements, specimen signatures and seals must course through proper government authorities.
5. In any case that the issued Certificate of Origin have been in question at the importing country, the matter must be communicated directly to Export Coordination Division.
6. For strict compliance.

<sup>1</sup> Rule 2 of the Operational Certification Procedures (OCP) of the ASEAN Trade In Goods Agreement (ATIGA), ASEAN-Korea Free Trade Agreement (AKFTA), ASEAN-India Free Trade Agreement (AIFTA) and ASEAN-Australia-New Zealand Free Trade Agreement (AANZFTA), respectively; Rule 13 of the OCP of the ASEAN-Japan Comprehensive Economic Partnership