



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



AOCG Memo No. 281 - 2020

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BOC-01-04408

MEMORANDUM

TO : ALL DISTRICT COLLECTORS
ALL PORT COLLECTORS
ALL OTHERS CONCERNED

FROM : **ATTY. EDWARD JAMES A. DY-BUCO**
Deputy Commissioner
Assessment and Operations Coordinating Group

SUBJECT : **Guidelines for Exporters in Payment of Penalties, Fines and/or Surcharges for Clerical Errors, Misdeclaration, Misclassification and Undervaluation Relative to the Implementation of CAO 01-2020**

DATE : 22 December 2020

To effectively facilitate trade and ensure the monitoring of proper collection of penalties, fines, and surcharges for Clerical Errors, Misdeclaration, Misclassification and Undervaluation pursuant to CAO 01-2020, below are the guidelines in payment of the same.

- 1) Exporter must secure an Order of Payment Form for additional customs duties, taxes, and other charges thru the BOC portal (Attn: Export Division or its Equivalent Unit) of the port concerned where they have filed their E-SAD.
- 2) Thru the BOC portal, the Exporter or its authorized representative and the Customs Officers of the port shall coordinate with each other with regard to needed details in filling out an Order of Payment Form.
- 3) Given all the details needed, the Customs Officers shall then print the Order of Payment Form, have it signed and notify the Exporter or its authorized representative thru the port's Customer Care Center concerned.
- 4) After securing an Order of Payment Form, the Exporter's or its authorized representative will proceed to payment thru the port's Cash Division or its equivalent unit.



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- 5) Once payment is made, the Exporter can now relodge its E-SAD and continue the usual processing thereof.

Please be guided accordingly.