



19 February 2019

CUSTOMS MEMORANDUM ORDER
NO. 10 2019

**Subject: Revised Procedure Governing Utilization of
Tax Credit Certificates**

Pursuant to Customs Memorandum Order No. 41-2009, dated 2 October 2009, and the Customs Modernization and Tariff ACT (CMTA) of 2016, the following are the revised guidelines and procedure on the utilization of Tax Credit Certificates (TCC), to wit:

1. The original grantee of the TCC or the authorized transferee/representative must file with the TCC Secretariat a written request to utilize the TCC, attaching thereto the Affidavit of Authenticity, balance and no outstanding obligation, original TCC/s, Debit Memos if any, IEIRD copy, Bill of Lading/Airway Bill, Packing List, Invoice and other pertinent documents.
2. Upon receipt of the request with the complete supporting documents, the TCC Secretariat shall forward the same to the Collection Service for the issuance of a Certificate of "no outstanding balance", and to the Financial Management Office (FMO) for the issuance of a Certificate of Authenticity.
3. The Collection Service and the FMO shall return the said request with the required certificates and complete supporting documents to the TCC Secretariat for Consolidation.

4. After consolidating the aforesaid documents, the TCC Secretariat shall forward the same to the Commissioner for approval.
5. Upon approval of the Commissioner of the written request to utilize the TCCs, including the percentage of utilization (i.e. 50%, 70% or 100%), the FMO shall trigger the specific TCCs to be utilized and thereafter forward all documents to the concerned District Collector.
6. The Office of the District Collector shall evaluate the completeness of all documents before the issuance and release by the Cash Division of the corresponding BCOR to the claimant.

All rules and regulations inconsistent with this Order are hereby repealed, superseded or modified accordingly.

This Order shall take effect immediately.


REY LEONARDO B. GUERRERO

Commissioner

FEB 20 2013

