



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

April 16, 2019

CUSTOMS MEMORANDUM ORDER

NO. 19-2019

**Subject :** DECENTRALIZING THE CPRS ACTIVATION OF ENTITIES ACCREDITED BY OTHER GOVERNMENT AGENCIES AND THE RENEWAL OF ACCREDITATION OF CUSTOMS BROKERS TO THE DISTRICT COLLECTORS.

**Section 1. Scope.** This Order shall apply to all importers and exporters accredited by other government agencies and customs brokers transacting with the Bureau of Customs.

Importers shall refer to the person who imports goods into customs territory or the consignee, or the holder of the bill of lading or air waybill, or other equivalent transport document if duly endorsed by the consignee therein, or, if consigned to order, duly endorsed by the consignor.

Customs Broker shall refer to any person who is a bona fide holder of a valid certificate of registration and Professional Identification Card issued by Professional Regulatory Board for Customs Broker and Professional Regulation Commission pursuant to Republic Act No. 9280, as amended, otherwise known as the "Customs Brokers Act of 2004", as further amended by R.A. 9853.

**Section 2. Objectives:**

- 2.1 To simplify the accreditation procedures for entities accredited by other government agencies and the renewal of registration/accreditation of Customs Brokers.
- 2.2 To implement Republic Act (RA) No. 11032 or the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018".

- 2.3 To delineate the functions and obligations of concerned BOC offices in the processing of applications for accreditation and renewal of registration/accreditation of certain stakeholders.

### Section 3. Documentary Requirements.

#### 3.1 For Renewal of Customs Brokers Registration/Accreditation.

All brokers who are transacting with the Bureau shall file an application for renewal of registration and are required to submit the following documentary requirements:

- a) Updated Application Form (notarized and completely filled out);
- b) Updated Professional Profile;
- c) Green Copy of Bureau of Customs Official Receipt (BCOR) evidencing payment of application fee (Php 1,000);
- d) Clear photocopy of Valid PRC Identification Card, back to back. For married female brokers, if the name reflected in the PRC ID is that of her maiden name, submit copy of her Marriage Contract issued by the Philippine Statistics Authority (PSA);
- e) Updated List of clients with complete address and contact details. If still without clients until time of renewal of accreditation/registration, submit Affidavit of No Client, use AMO form;
- f) Updated List of representatives with personal details, photos and specimen signature. If none submit Affidavit of No Customs Representative, use AMO form;
- g) Updated printed CPRS profile of applicant and updated notification of "STORED" status;
- h) Income Tax Return (ITR) duly received by the BIR for the last three (3) years;
- i) Valid NBI Clearance (original) of Customs Broker;
- j) Certificate of Good Standing issued by a PRC accredited national organization of Customs Brokers.

#### 3.2 For Registration of Importers/Exporters Accredited by Other Government Agencies, Entities or Offices . Other government agencies as used in this Order shall refer to any of the various units of the government of the Philippines, including a department, bureau, office, instrumentality or government-owned or controlled corporation, or any of the Free-zone authorities (PEZA, SBMA, AFAB, CDA, etc.)



<b>Stakeholders</b>	<b>Accrediting Agencies</b>	<b>Requirements to be submitted</b>
Airlines	Civil Aeronautics Board	Email Notification from concerned agency
Shipping Lines	Maritime Industry Authority	Letter indorsement from Shipping Agent, MARINA Accreditation and valid Permit to Operate
Exporters Registered with Investment Promotions Agencies	Board of Investment	Email Notification and Good Standing from concerned agency
	Philippine Economic Zone Authority	BCOR and CPRS Notification from concerned agency
	Clark Development Corp.	Email Notification from concerned agency
	Subic Bay Metropolitan Authority	Email Notification from concerned agency
	Cagayan Special Economic Zone Authority	Email Notification from concerned agency
	Zamboanga City Special Economic Zone Authority	Email Notification from concerned agency
	Tourism Infrastructure Enterprises Zone Authority	Email Notification from concerned agency
	Export Marketing Bureau	Email Notification from concerned agency
	Authority of the Freeport Area of Bataan	Email Notification from concerned agency
Other Exporters	Philippine Exporters Confederation, Inc.	Email Notification from concerned agency
	Custom Bonded Warehouse Operators	License to Operate issued by the BOC and indorsement from the Deputy

		Commissioner, AOCG for activation of the CPRS profile
Other Importers	Philippine Economic Zone Authority	BCOR and CPRS Notification from concerned agency

## Section 4. Operational Provisions.

### 4.1 For Renewal of Registration/Accreditation of Brokers.

- 4.1.1 **Where to File.** Filing of Application for Renewal shall be filed with the CIIS District Office at the Collection District nearest the Broker's principal place of business. The CIIS Office must pre-evaluate the application to ensure that all the documentary requirements as stated in Section 3.1 of this order are submitted by the Broker or his authorized representative together with the application are complete. Once complete, the OIC-CIIS or his authorized representative shall issue an Order of Payment (OP) for payment of the required Processing Fee to be paid at the Collection Division/Unit of the Port.
- 4.1.2 **Payment of Processing Fee.** The Customs Cashier accepts payment of the processing fee from the Broker or his authorized representative and issues the BCOR evidencing payment thereof and attach the green copy of the BCOR to the application before it is forwarded to the District Collector.
- 4.1.3. **Review by Evaluator at the Office of the District Collector.** The evaluator assigned at the Office of the District Collector reviews the application and the supporting documents submitted to ensure that the same are complete and in compliance with the existing rules and regulations on accreditation. Based on the documents submitted, the Evaluator shall submit his recommendation to the District Collector on whether to approve or deny the application.
- 4.1.4 **Action by the District Collector.** The District Collector shall, based on the recommendation of the Evaluator approve or deny the application for renewal filed by the Broker. The District Collector shall endorse to the Accounts Management Office (AMO) the list of approved applications. However, the application itself shall be left in the Office of the District Collector for filing and safe keeping.

4.1.5 **Activation of CPRS Profile.** The AMO Head Office, shall immediately activate the Broker's CPRS Profile upon receipt of the indorsement from the District Collector.

4.1.6 **Certificate of Accreditation.** The AMO Head Office shall prepare the Certificate of Accreditation (COA) of the activated renewed accreditation of the Customs Broker to be signed by the Commissioner. Once the COA is signed, AMO shall send the COA to the District Collector concerned for release to the Customs Broker.

**4.2 CPRS Activation of Entities Accredited by Other Government Agencies.** Activation of CPRS of entities, natural or juridical, that are accredited by other government agencies shall be done by the District Collector only upon receipt of the endorsement with attached requirements from the concerned government agency, sent either thru its official email, official messenger or a secured courier.

**Section 5. Liability of BOC Personnel.** BOC Personnel delaying the processing of applications for accreditation or renewal of registration or accreditation without justifiable reasons shall be dealt with accordingly pursuant to existing Civil Service Law, rules and regulations and other related laws.

The provisions of existing CMOs and rules and regulations inconsistent herewith are hereby revoked or modified/amended accordingly.

This Order shall take effect immediately.



BOC-09-01415

**REY LEONARDO B. GUERRERO**

Commissioner

APR 30 2019