



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
1099 Manila

abt
MASTER COPY

MEMORANDUM

TO : ALL DISTRICT COLLECTORS
ALL SPECIAL DEPUTY COLLECTORS
COMPOSITE DIVISIONS and/or its Equivalent Units
ALL CHIEFS, INFORMAL ENTRY DIVISION and/or its
Equivalent Units
ALL OTHERS CONCERNED

FROM : ✓ REY LEONARDO B. GUERRERO
Commissioner ✓ FEB 21 2020

SUBJECT : Registration of Small Value Importers to BOC's Client Profile Registration System for the implementation of Informal Entry System for Commercial Goods

DATE : 13 February 2020



BOC-07-00481

For the implementation of Informal Entry System for goods of a commercial nature, the Small Value Importer (SVI) is hereby required to register in BOC's Client Profile Registration System. SVI refers to importer who imports goods of a commercial nature with Free on Board (FOB) or Free Carrier At (FCA) value of less than Fifty Thousand Pesos (PhP50,000.00) but above Ten Thousand Pesos (PhP10,000.00).

The following requirements shall be submitted to the Office of the District Collector of the Collection District preferably nearest his place of business for CPRS registration as SVI:

- a. Application Form completely filled-out and signed by the applicant and duly notarized
- b. BIR Tax Identification Number (TIN)
- c. Government issued Identification Card (ID), e.g. driver's license, GSIS/SSS, Postal ID, UMID, PhilHealth or passport
- d. Notarized print out of the stored CPRS Form
- e. Special Power of Attorney (SPA) with copy of government issued ID of both principal and representative, if applying through a representative

The approval and activation of CPRS registration as Small Value Importer (SVI) shall be with the District Collector.

For your information and guidance.