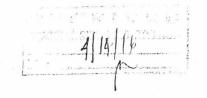
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REPUBLIC OF THE PHILIPPINES DEPARTMENT OF FINANCE BUREAU OF CUSTOMS Manila 1099



April 12, 2016

MEMORANDUM

FOR

All Deputy Commissioners

All District Collectors

SUBJECT

Renewal of Insurance Policy of Motor Vehicles

Please be informed that the insurance policy of the motor vehicles under the Bureau of Customs is due for renewal.

In this connection, may we respectfully request your good office to submit a copy of the following requirements for the renewal of the insurance policy to General Services Division, G/F OCOM_Bldg., Gate 3, South Harbor, Port Area, Manila:

1. Photocopy of Memorandum Receipt for Equipment, Semi-Expendable and Non-Expendable Property (MRE) or Acknowledgement Receipt for Equipment (ARE);

2. Photocopy of Original Receipt (OR);

3. Photocopy of Certificate of Registration (CR);

4. Colored photo of plate number; and

5. Colored photo of all sides of the motor vehicle (front, rear, left side, right side).

Thank you for your cooperation and assistance.

OIC-Internal Administration Group

1 / APR 201