

RCIL 09-07

MASTER COPY



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

APR 14 2016
[Handwritten signature]

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.


EXEQUIEL C. CEMPRON |
 OIC-Internal Administration Group
 BUREAU OF CUSTOMS
 EXEQUIEL C. CEMPRON
 OIC - Deputy Commissioner
 Internal Administration Group
 2016-000227
 12 APR 2016