



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

05 July 2017

## **NOTICE TO IMPORTERS**

### **The Bureau requires that only compliant Importers remain accredited.**

Posted is a list of accredited importers with seized and/or forfeited shipments within the covered period of 01 July 2010 to 31 December 2016.

Accredited importers who have seized and/or forfeited shipments are administratively liable and be subject to cancellation or revocation of customs accreditation privileges in accordance with pertinent customs laws, rules and regulations, unless satisfactory explanation is provided to refute and dispute the same.

### **How to Submit Your Written Explanation**

In order to facilitate trade and to ensure that only compliant importers remain accredited by the Bureau, importers are given a period of fifteen (15) calendar days from date of email notification within which to submit their written explanation, unless said explanation was previously undertaken in compliance with the show cause orders of the Bureau's Account Management Office (AMO).

If the submitted email address is incorrect /erroneous, the period of fifteen (15) calendar days shall be reckoned from this date of posting in the Bureau's website which serves as sufficient notice.

This period is non-extendible.

One (1) set of said written explanation with attachments, as applicable, shall be filed with AMO and emailed to [amo@customs.gov.ph](mailto:amo@customs.gov.ph), using the attached template for explanation. The period of submission shall be counted from the receipt date of the COMPLETELY FILLED OUT written explanation. AMO, may at its discretion, require the appearance of the attorney-in-fact of the accredited importer who should be the authorized person to transact with the Bureau based on the importer's AMO Accreditation Application.

The written explanation should clearly and succinctly state the reasons why their customs accreditation privileges should not be cancelled /revoked. Failure to comply with this directive shall be deemed as a waiver on their part to provide an explanation and their customs accreditation privileges shall be cancelled or revoked.

Timeline for BOC Action:

AMO shall act on the written explanations within thirty (30) days from receipt.

Thereafter, the corresponding Memorandum, resolving the issues at hand, shall be prepared for the approval and consideration of the Commissioner, as endorsed by the Director, Legal Service, and noted by the Deputy Commissioner, RCMG.

The offices of the Director Legal Service, the Deputy Commissioner, RCMG and the Commissioner shall act on the submitted AMO memorandum within two (2) working days of receipt, or a maximum of six (6) working days.

**Please be guided accordingly.**

**GERARDO O. GAMBALA**  
Officer-In-Charge  
and Deputy Commissioner, MISTG



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Republic of the Philippines  
Department of Finance  
Bureau of Customs  
Revenue Collection Monitoring Group  
Legal Service

**ACCOUNT MANAGEMENT OFFICE**

(Name of Importer)  
(Address)

X-----X

**EXPLANATION**

(IMPORTER), in compliance with the Notice of the Commissioner, hereby alleges:

1. That (name of importer) ADMITS/DENY that it was issued a Warrant of Seizure and Detention (WSD) by the Bureau of Customs in (state the Seizure/Forfeiture Case).
2. That (name of the importer) ADMITS/DENY the subject shipment was owned by the company.
3. That the shipment was seized due to the following reasons:
  - a.
  - b.
  - c.
4. That the seizure /forfeiture of the shipment subject of the WSD should not be a ground for the suspension/revocation of the accreditation privileges for the following reasons:
  - a.
  - b.
  - c.
5. That the following documents are hereto attached to disprove any knowledge of fraud or illegality of the shipment:

- a. (The Order/Decision from the District Collector/Commissioner of Customs)
- b. ( Bill of Lading)
- c. (Commercial Invoice)
- d. (Packing List)
- e. (Import Entry)
- e.(Title of other pertinent documents, if any)

6. Additional statement/plea from importer, if any.

### **PRAYER**

WHEREFORE, (IMPORTER) prays for the following:

1. Dismiss the case; (or)
2. Leniency in the imposition of sanctions.

Other reliefs just and equitable under the premises are likewise prayed for.

Respectfully submitted.

Manila, (Date) 2017.

(Name of Importer / Responsible Officer  
with signature)

(Verification/Acknowledgement by the Notary Public)