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**BUREAU OF CUSTOMS**  
MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



*Medya C.*

PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

25 September 2023

**CUSTOMS MEMORANDUM CIRCULAR**  
NO. 166-2023

**TO :** ASSISTANT COMMISSIONER  
DEPUTY COMMISSIONERS  
SERVICE DIRECTORS AND DIVISION CHIEFS  
DISTRICT AND SUB-PORT COLLECTORS  
ALL OTHERS CONCERNED

The Tax Credit Certificate with Nos. 001329, 001331 and 001332 were reported misplaced or lost. To that effect, an affidavit of loss executed by Atty. Farida Nimfa Guyala-Dimailig, is herein attached.

In order to ensure that unauthorized usage thereof is avoided, it is incumbent upon the Chief of the concerned Division/Unit to keep a permanent record of all lost documents to be used as reference if secondary evidence is availed of in lieu of the lost original document, and that if recovered, the same will not be used or utilized as it is deemed cancelled.

For records purposes, please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.

For your information and guidance.

**BIENVENIDO Y. RUBIO**  
Commissioner



SEP 29 2023