



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

CUSTOMS MEMORANDUM ORDER (CMO)

NO. _____

SUBJECT: PROCEDURE FOR THE COLLECTION OF CUSTOMS DUES, FEES AND CHARGES

Section 1. Scope. This Order implements Customs Administrative Order (CAO) No. 2-2024 on Customs Service Dues, Fees, Charges, and additional customs service fees pursuant to Section 1508 of the Customs Modernization and Tariff Act (CMTA).

Section 2. Objectives.

- 2.1.** To provide the procedure for the billing and/or collection of Customs Dues, Fees and Charges as mandated under CAO No. 2-2024.
- 2.2.** To prescribe the rates for additional customs service fees and
- 2.3.** To provide a standardized system in the collection of charges imposed by the Bureau.

Section 3. General Procedure for the Payment of Customs Dues, Fees and Charges.

- 3.1.** Payments shall be covered by a Billing Statement and/or Order of Payment, unless other forms of notice or order are currently used by the Bureau such as, among others, the use of BOC Form 51C.

For reference, a template of a Billing Statement and Order of Payment is attached as Annex "A" and Annex "B", respectively.

- 3.2.** The payment shall be made either in Cash or Manager's Check including other modes of payment, such those integrated in the E2M or other payment systems implemented by the Bureau.

- 3.2.1.** In case of Manager's Check, the payee shall be made as follows:

<LBPBranch> IFO <PayorsName> For the Account of the Bureau of Customs



where:

LBP Branch – should be the LBP branch where the deposit will be made

Payors Name – should be the company/person's name as indicated in the checking account of the payor

e.g.

***LBP SOUTH HARBOR BRANCH IFO BISCOCHO
FILIPINA INC FAO BUREAU OF CUSTOMS***

3.2.2. Payments of Customs Supervision Fee shall be made in accordance with the procedure provided for under this Order.

3.3. Unless already available for the purpose, the Revenue Collection Monitoring Group (RCMG) shall request with the Bureau of the Treasury (BTr) for Trust Fund Accounts to be assigned to the seventeen (17) Collection Districts.

However, pending the creation of Trust Fund Accounts, the Bureau shall use the Bureau of the Treasury (BTr – Other than IATF (Trust Fund) as clearing account in remitting their collections.

The Chief, Accounting Division, Financial Management Office, Internal Administration Group shall furnish all Collection Divisions or equivalent office of the Collection Districts, the LBP and DBP Account Numbers and Fund Code for the purpose.

3.4. The Customs Service Fees for Air Express Cargo Operators (AECO) shall be governed by CAO No. 5-2020 entitled "Customs Clearance Procedures on Express Shipments" as implemented by CMO No. 9-2021 due to the special nature of their operations as provided for under Section 439 of the CMTA. The exemption from coverage includes Aircraft Supervision Fee, Underguarding Fee for Transfers, Off-Hours Fee and CFW Fee.

Section 4. Procedure in the Collection of Customs Service Fee.

4.1. Vessel Supervision Fee. Payment shall be made in the following manner:

4.1.1. The Deputy Collector for Operations, upon

recommendation of the Chief of the Division or office who approved the requested Customs Service, shall send the Billing Statement to the shipping line through its designated agent or representative prior to the departure of the vessel;

4.1.2. The Billing Statement shall serve as the Order of Payment for purposes of receiving the payment from the shipping line;

4.1.3. The shipping line shall pay to the Bureau the billed Supervision Fee/s immediately upon receipt of the Billing Statement. Proof of payment thereof shall serve as additional supporting document for the issuance of Vessel Departure Clearance;

4.1.4. If the vessel intends to stay for a longer period, the Billing Statements shall be sent every 15th and 30th day of the month and shall be paid within fifteen (15) days from receipt thereof;

4.1.5. The national collecting officer of the port shall receive the payment and shall deposit the same under a Trust Fund Account which is specifically created for the purpose; and

4.1.6. The Chief of the Collection Division or equivalent office of the port shall inform the Chief of the Division or office who approved the requested Customs Service the confirmation of the payment within five (5) calendar days from receipt of validated deposit coming from the bank.

4.2. Aircraft Supervision Fee. Payment shall be made in the following manner:

4.2.1. The Deputy Collector for Operations, upon the recommendation of the Chief of the relevant Division or Office, shall send the Billing Statement to the airline through its designated agent or representative. This shall be done every 20th of the month for arrivals and departures for the 1st to 15th, and every 5th of the following month for arrivals and departures for the 16th to 30th/31st.

4.2.2. The Billing Statement shall serve as the Order of

Payment for purposes of receiving the payment from the airline;

4.2.3. The airline shall pay to the Bureau the billed Supervision Fee within fifteen (15) calendar days from receipt of the Billing Statement;

4.2.4. The national collecting officer of the port or its equivalent unit, shall receive the payment and issue the corresponding Official Receipt pertaining to the Trust Fund Account; and

4.2.5. The Chief of the Collection Division or equivalent office of the port shall inform the Chief of the Division or office who approved the requested Customs Service the confirmation of the payment within five (5) calendar days from receipt of validated deposit coming from the bank.

4.3. Free Zone Locator Supervision Fee. Payment shall be made in the following manner:

4.3.1. It shall be paid by a Free Zone Locator or requesting party for every request for underguarding services to supervise and monitor the movement of goods to and from the free zone areas;

4.3.2. The payment shall be made prior to the rendering of underguarding service. Otherwise, no transfer shall be allowed;

4.3.3. The payment shall be payable to the Bureau of Customs;

4.3.4. The national collecting officer of the port or its equivalent unit, shall receive the payment and issue the corresponding Official Receipt pertaining to the Trust Fund Account; and

4.3.5. The Chief of the Collection Division or equivalent office of the port shall inform the Chief of the Division or office who approved the requested Customs Service the confirmation of the payment within five (5) calendar days from receipt of validated deposit coming from the bank.

4.4. AEO Annual Supervision Fee. Payment shall be made in the

following manner:

4.4.1. It shall be paid by the AEO at the date of approval and every year thereafter.

4.4.2. The payment shall be payable to the Bureau of Customs;

4.4.3. The national collecting officer of the port or its equivalent unit, shall receive the payment and issue the corresponding Official Receipt pertaining to the Trust Fund Account; and

4.4.4. The Chief of the Collection Division of the port or equivalent office shall inform the Head of the AEO Office of the confirmation of the payment within five (5) calendar days from receipt of validated deposit coming from the bank.

4.5. Underguarding Fee for Transfers. In case the underguarding is prescribed, payment shall be made in the following manner:

4.5.1. The payment shall be made prior to the rendering of underguarding service. Otherwise, no transfer shall be allowed;

4.5.2. The payment shall be payable to the Bureau of Customs;

4.5.3. The national collecting officer of the port or its equivalent unit, shall receive the payment and issue the corresponding Official Receipt pertaining to the Trust Fund Account; and

4.5.4. The Chief of the Collection Division or equivalent office of the port shall inform the Chief of the Division or office who approved the requested Customs Service the confirmation of the payment within five (5) calendar days from receipt of validated deposit coming from the bank.

4.6. Off-Hours Fee. Off-Hours Fee shall be made in the following manner:

4.6.1. It shall be paid upon request by the Free Zone locator or its authorized agent, representative, or freight forwarder. Otherwise, no transit goods declaration shall be processed;

4.6.2. The national collecting officer of the port, or its equivalent unit, shall receive the payment and issue the corresponding Official Receipt pertaining to the Trust Fund Account; and

4.6.3. The Chief of the Collection Division or equivalent office of the port shall inform the Chief of the Division or office who approved the requested Customs Service the confirmation of the payment within five (5) calendar days from receipt of validated deposit coming from the bank.

4.7. Special Flight Supervision Fee. Payment shall be made in the following manner:

4.7.1. The Deputy Collector for Operations, upon recommendation of the Chief, Aircraft Operations Division or equivalent office, shall issue an Order of Payment to the aircraft owner through its designated agent or representative, for the purposes of collecting the fees;

4.7.2. The payment shall be payable to the Bureau of Customs;

4.7.3. The national collecting officer of the port or its equivalent unit, shall receive the payment and issue the corresponding Official Receipt pertaining to the Trust Fund Account; and

4.7.4. The Chief of the Collection Division or equivalent office of the port shall inform the Chief of the Division or office who approved the requested Customs Service the confirmation of the payment within five (5) calendar days from receipt of validated deposit coming from the bank.

4.8. Bulk and Break-Bulk Discharge Port Survey Fee. The payment of supervision fee for Bulk and Break-Bulk Discharge Port Survey shall be made in the following manner:

4.8.1. The Chief of the Division or office who approved the requested Customs Service shall issue an Order of Payment for purposes of receiving the payment from the importer;

- 4.8.2.** The payment shall be payable to the Bureau of Customs;
- 4.8.3.** The national collecting officer of the port or its equivalent unit, shall receive the payment and issue the corresponding Official Receipt pertaining to the Trust Fund Account; and
- 4.8.4.** The Chief of the Collection Division or equivalent office of the port shall inform the Chief of the Division or office who approved the requested Customs Service the confirmation of the payment within five (5) calendar days from receipt of validated deposit coming from the bank.
- 4.9. Super Green Lane (SGL) Processing Fee for List of Importables (LOI).** This Fee shall be imposed for every amendment of LOI of existing members. Payment shall be made in the following manner:
- 4.9.1.** The SGL Committee which approved the requested Customs Service shall issue an Order of Payment for purposes of receiving the payment;
- 4.9.2.** The payment shall be payable to the Bureau of Customs;
- 4.9.3.** The national collecting officer of the port or its equivalent unit, shall receive the payment and issue the corresponding Official Receipt pertaining to the Trust Fund Account; and
- 4.9.4.** The Chief of the Collection Division or equivalent office of the port shall inform the SGL Committee Chairman, Attn: Head Secretariat, the confirmation of the payment within five (5) calendar days from receipt of validated deposit coming from the bank.
- 4.10. Service and Storage Fees (for in-bond baggage).** Payment shall be made in the following manner:
- 4.10.1.** The Chief of the Division or equivalent office who approved the requested Customs Service shall issue an Order of Payment for purposes of receiving the payment;
- 4.10.2.** To facilitate the transaction, payment may be collected by the Bureau through some other means allowed by the

Commissioner for the purpose;

4.10.3. The payment shall be payable to the Bureau of Customs;

4.10.4. The national collecting officer of the port, or its equivalent unit, shall receive the payment and issue the corresponding Official Receipt pertaining to the Trust Fund Account; and

4.10.5. The Chief of the Collection Division or equivalent office of the port shall inform the Chief of the Division or equivalent office who approved the requested Customs Service the confirmation of the payment within five (5) calendar days from receipt of validated deposit coming from the bank.

4.11. CFW Fee. Payment shall be made in the following manner:

4.11.1. The Chief of the Division or office who approved the requested Customs Service shall send the Billing Statement within five (5) calendar days from the completion of the requested Customs Service;

4.11.2. The Billing Statement shall serve as the Order of Payment for purposes of receiving the payment from the airline or shipping line;

4.11.3. The requesting party shall pay to the Bureau the billed CFW Fee within fifteen (15) calendar days from receipt of the Billing Statement;

4.11.4. The payment shall be payable to the Bureau of Customs;

4.11.5. The national collecting officer of the port or its equivalent unit, shall receive the payment and issue the corresponding Official Receipt pertaining to the Trust Fund Account; and

4.11.6. The Chief of the Collection Division or equivalent office of the port shall inform the Chief of the Division or office who approved the requested Customs Service the confirmation of the payment within five (5) calendar days from receipt of validated deposit coming from the bank.

4.12. Monitoring and Supervision Fee. Payment shall be made in the following manner:

4.12.1. The third party service provider shall render a report every fifth (5th) day of the month to the Chief, Accounting Division, of the total amount of collection for the preceding month, including the computation of the Supervision Fee pursuant to Section 4.12 of CAO 2-2024;

The report shall include among others, number of Goods Declarations, manifest submissions and other services performed by the Service Provider.

4.12.2. The Chief, Accounting Division shall forward the report and computation to the office of Deputy Commissioner, MISTG for validation;

4.12.3. Upon verification of the amount, the Chief of the Collection Division or equivalent office shall issue an Order of Payment for purposes of receiving the payment from the service provider;

4.12.4. The service provider shall pay to the Bureau the billed Monitoring and Supervision Fee within fifteen (15) calendar days from receipt of the Order of Payment;

4.12.5. The payment shall be payable to the Bureau of Customs;

4.12.6. The national collecting officer of the port or its equivalent unit, shall receive the payment and issue the corresponding Official Receipt pertaining to the Trust Fund Account; and

4.12.7. The Chief of the Collection Division or equivalent office of the port shall inform the Chief, Accounting Division the confirmation of the payment within five (5) calendar days from receipt of validated deposit coming from the bank.

Section 5. Procedure in the Collection of Customs Dues and Charges. The Customs Dues and charges imposable under CAO No. 2-2024 shall be collected as follows:

5.1. Dues and charges shall be collected and shall accrue to the General Fund;

- 5.2. The office of the Bureau which is responsible in the computation of the dues and charges shall issue the Order of Payment which shall include the details of the payment;
- 5.3. The concerned National collecting officer of the port or equivalent office shall receive the payment and issue corresponding Official Receipt for the purpose, unless other modes of payment or proofs of payment are allowed for the purpose;
- 5.4. Pending the designation of national collecting officer/s in every Group of the Bureau, the national collecting officer of the Port of Manila is authorized to receive payments of dues and charges imposed by specific divisions or units within the Group; and
- 5.5. Appeal Fees shall be paid to the Collection District which rendered the decision, order or resolution.
- 5.6. The Office of the Deputy Commissioner MISTG shall issue the Order of Payment for request for data (soft copy), including issuance of certified true copy or photocopy of documents which originate from their office.

Section 6. Reimbursement of Meal, Transportation and Lodging Allowance. Pursuant to the authority of the Commissioner under Section 1508 of the CMTA to charge additional customs service fees when applicable, customs personnel shall be entitled to reimbursable expenses for meals, transportation and lodging allowance subject to the following conditions:

6.1. For Seaports.

6.1.1. The reimbursement can be availed only during their travel commencing from the time they leave their official station and ending upon boarding the vessel and/or commencing from the time of disembarkation and ending upon reaching their official station.

6.1.2. Meal allowance shall be paid only if the travel time embraces any part of the following periods:

Breakfast	-	6:00 AM to 8:00 AM
Lunch	-	12:00 Noon to 1:00 PM
Supper	-	6:00 PM to 8:00 PM
Midnight Repast	-	11:00 PM to 1:00 AM

- 6.1.3.** Meal allowance shall not be reimbursed if the food is provided free by the shipping line/requesting party.
- 6.1.4.** Land transportation allowance shall be based on existing published fare or current market rate for the latest means of public transport such as airline economy fare, deluxe class boat ticket and air-conditioned bus.
- 6.1.5.** Transportation allowance for any category shall not be reimbursed if transportation or the tickets are provided free by the shipping line/requesting party.
- 6.1.6.** Hotel or lodging accommodation shall also be provided by the shipping line/requesting party. Otherwise, claims for reimbursement shall be based on standard room rates within the area where the services are rendered.

6.2. For Airports.

- 6.2.1.** Customs personnel assigned to render overtime services in connection with the arrivals and departure of aircraft shall be entitled to meal allowance, including midnight repast at a flat rate of ONE HUNDRED TEN PESOS (P110.00) per meal Provided, however, that the overtime services rendered embrace any part of the following periods:

Breakfast	-	6:00 AM to 8:00 AM
Lunch	-	12:00 Noon to 1:00 PM
Supper	-	6:00 PM to 8:00 PM
Midnight Repast	-	11:00 PM to 1:00 AM

Provided, further, that no meal allowance for lunch shall be charged during regular working days. Provided, finally that no customs personnel shall charge more than one meal allowance for the same meal period authorized under this paragraph irrespective of the number of flights/aircraft to which he/she is assigned or airline served.



6.2.2. Customs personnel assigned to continuous underguarding duty outside NAIA shall be provided by the requesting party with free board and lodging or reimbursement for all reasonable and necessary expenses incurred for board and lodging duly covered by official receipts. Provided, that claims and payment for reimbursement of such expenses shall be coursed through the District Collector of Customs-NAIA who may approve, modify or deny payment of an expense.

Section 7. Repealing Clause. All other rules and regulations issued by the Bureau which are inconsistent with this Order, specifically provisions on charges and fees, are deemed repealed or modified accordingly.

Section 8. Separability Clause. If any part of this Order is declared unconstitutional or contrary to existing laws, the other parts not so declared shall remain in full force and effect.

Section 9. Effectivity. This Order shall take effect immediately.

The Office of National Administrative Register (ONAR) of the UP Law Center shall be provided three (3) certified copies of this Order.

BIENVENIDO Y. RUBIO
Commissioner