

**[CUSTOMS MEMORANDUM ORDER NO. 05-2018,
May 02, 2018]**

**SUPPLEMENTAL TO CUSTOMS MEMORANDUM ORDER (CMO) NO.
11-2014, REVISED GUIDELINES FOR REGISTRATION OF
IMPORTERS AND CUSTOMS BROKERS WITH THE BUREAU OF
CUSTOMS (BOC)**

*Adopted: 24 April 2018
Date Filed: 02 May 2018*

I. Pursuant to Department Order No. 011-2018 dated February 9, 2018 duly signed by the Secretary of Finance, CARLOS G. DOMINGUEZ, the authority to accredit and register importers and customs brokers was reverted solely to the Bureau of Customs for purposes of simplification of process pursuant to Section 1200 of R.A. 10863, otherwise known as the Customs Modernization and Tariff Act (CMTA).

II. The same Department Order effectively repealed Department Order Nos. 12-2014 and 18-2014 as well as other orders, circulars, memoranda and other issuances, or parts thereof, which are inconsistent with this Department Order.

III. Consequently, the submission of BIR-ICC and BIR-BCC as requirements for the accreditation and registration of importers and customs brokers, respectively, were necessarily repealed, hence, the same were removed from the list of requirements for accreditation and registration with the Bureau. It is noteworthy however, that the Department Order was created to simplify the process and to streamline the requirements for the accreditation and registration of importers and customs brokers.

IV. The following are the documentary requirements for accreditation of importers and customs brokers:

IV.1 For new importer, the following pertinent documents are to be submitted:

- a. Application Form (notarized and completely filled out);
- b. Bureau of Customs Official Receipt (BCOR) evidencing payment of Processing Fee (Php 1,000);
- c. Corporate Secretary Certificate (Corporation) / Affidavit (Sole Proprietorship) / Partnership Resolution (Partnership) / BOD Resolution (Coop) designating its authorized signatories in the import entries;

- d. Two (2) valid government issued IDs (with picture) of Applicant and Responsible Officers;
- e. NBI Clearance of applicant (issued within three (3) months prior to the application);
- f. Latest General Information Sheet (Corp.) / DTI (Sole) / Articles of Partnership / Cooperative Development Authority (Coop.);
- g. Personal Profile of Applicant, President and Responsible Officers (with 2x2 id picture);
- h. Company Profile with pictures of office w/ proper and permanent signage;
- i. Address of warehouse owned or leased by the importer where the imported goods are intended to be stored;
- j. Proof of Lawful Occupancy of Office Address and Warehouse;
- k. List of Importables;
- l. Printed CPRS Record and updated "STORED" CPRS notification of CPRS;
- m. Indorsement from the collector, if applicable;
- n. BIR Registration (2303);
- o. Latest Income Tax Return (ITR) duly received by the BIR;
- and p. Valid Mayor's Permit

IV.2 For renewal of importer's application, the importer shall submit the following pertinent documents:

- a. Updated General Information Sheet (Corp.) / DTI (Sole) / Articles of Partnership / Certificate of Compliance (Coop.);
- b. Company Profile with pictures of office w/ proper and permanent signage;
- c. Address of warehouse owned or leased by the importer where the imported goods are intended to be stored;
- d. Proof of Lawful Occupancy of Office Address and Warehouse;
- e. Updated List of Importables;
- f. Printed CPRS Record and updated "STORED" CPRS