

**[BOC CUSTOMS MEMORANDUM ORDER NO. 37-
2011, November 08, 2011]**

**GUIDELINES ON THE ACCREDITATION OF BUREAU OF CUSTOMS
MEDIA PRACTITIONERS**

Adopted: 08 November 2011

Date Filed: 24 January 2012

I. SCOPE

This Order shall provide for the guidelines and procedures in the accreditation of Bureau of Customs Media Practitioners to ensure that only *bona fide* media professionals and bona fide media organizations are allowed entry to the Bureau of Customs to cover events therein.

II. ADMINISTRATIVE PROVISIONS

The Chief, Public Information and Assistance division (PIAD) shall be directly responsible for the approval/revocation of accreditation of Bureau of Customs media practitioners.

The Chief, PIAD shall submit to the Office of the Commissioner a list of all accredited media practitioners.

III. OPERATIONAL PROVISIONS

III. 1 Requirements for Accreditation

a. Publication

1. Completed Application Form;
2. For partnerships and corporations, Certified True Copy of Securities & Exchange Commission (SEC) Registration, Articles of Partnership/Incorporation, By-Laws and latest General Information Sheet;
3. For sole proprietorships, Certified True Copy of Department of Trade & Industry (DTI) Registration;
4. Certified True Copy of Mayor's Permit;
5. Certified True Copy of Bureau of Internal Revenue (BIR) Certificate of Registration;

6. Publisher's Association of the Philippines, Inc. Certificate of Registration;
7. Proof that the publication has been consistently in circulation for at least six (6) months;
8. Proof that the publication has a weekly circulation of at least 3,000 copies;

b. Reporters/Writers/Photographers

1. Completed Application Form;
2. Letter of Assignment on Official Letterhead of a media Organization/Publication signed by the Publisher or Editor-in-Chief indicating the name and duration of assignment of the reporter/journalist/writer/photographer;
3. Bureau of Internal Revenue (BIR) Identification Card;
4. Print media representatives are required to submit two articles published within the past month and a copy of the publication;
5. Radio and Television representatives are required to submit two recordings of reports broadcast within the past month;
6. Photographers are required to submit original photographs published within the past month and a copy of the publication;

III.2.1 Accreditation Procedure

1. All applications shall be submitted to the Office of the Public Information and Assistance Division (PIAD);
2. Within 5 days from the submission of the complete requirements, the Chief, PIAD shall issue the Bureau of Customs Identification Card to the accredited media practitioner.

III.2.2 Issuance of Ad Hoc Passes

1. Columnists shall be granted visitation pass to enter the BOC premises and conduct media rounds whenever necessary;
2. Columnists must provide clear documentation that they are on assignment from a specific news organization or publication;
3. Issuance of the special visitation pass shall be done through the PIAD;

IV. TERMS AND CONDITIONS