

**[ BOC CUSTOMS MEMORANDUM ORDER NO. 18-97,  
July 11, 1997 ]**

**GUIDELINE IN THE PROCESSING OF WITHDRAWAL PERMITS  
FOR DUTY FREE GOODS & SUBIC AND CLARK  
FREEPORT/SPECIAL ECONOMIC ZONES**

**I**

**OBJECTIVES**

1. To comply with the Memorandum Order of the President dated 12 June 1997 directing the implementation of a computerized accounting system to track the duty free importations at the freeports and special economic zones.
2. To properly implement CAO 1-97 which requires the filing of Withdrawal Permits for the utilization of duty free goods of the duty free shop and trading warehouse locators at the Subic Bay Freeport and Clark Special Economic Zone.

**II**

**ADMINISTRATIVE PROVISIONS**

- 2.1 The purpose of the Withdrawal Permit is to account to the Bureau of Customs for the withdrawal of goods from a Warehouse for transferring to another Warehouse or for transferring to a Duty Free Shop.
- 2.2 So as to assist those responsible for completing the Withdrawal Permit it is designed to ensure minimal input is necessary. For that reason those boxes not included in the Definition of Terms are either not required or will be automatically input by ACOS. A copy of the Withdrawal Permit is attached as Annex A\*\*. Attached as Annex B\*\* is a Definition of Terms for the completion of the Withdrawal Permit.
- 2.3 Information is to be declared in each nominated Box of the Withdrawal Permit. Shaded boxes are mandatory fields to be filled out by declarant. Withdrawal Permits with mandatory fields not properly filled out will be automatically rejected by the ACOS system.

For Direct Trade Input (DTI) clients, boxes marked with \* will be automatically completed by the system.

**III**

**GENERAL PROVISIONS**