



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

22 May 2014

**CUSTOMS MEMORANDUM ORDER NO. 11-2014**

**SUBJECT: REVISED GUIDELINES FOR REGISTRATION OF IMPORTERS AND CUSTOMS BROKERS WITH THE BUREAU OF CUSTOMS (BOC) PURSUANT TO DOF DEPARTMENT ORDER NO. 33-2014**

**1. Objectives**

- a. To implement DOF Department Order No. 33 - 2014;
- b. To prescribe, revise and simplify rules for the accreditation of an importer or customs broker;
- c. To ensure the effective and proper enforcement of the Tariff and Customs Code of the Philippines, as amended (TCCP) and all other relevant laws, rules and regulations by ensuring that only legitimate entities are accredited as importers and customs brokers;
- d. To guard the interest of the government against abuse of accreditation privileges; and for other purposes.

**2. Coverage**

Unless otherwise provided, this Order shall apply to all importers and customs brokers intending to or transacting with the Bureau of Customs, except:

- a. Once-a-year importation;
- b. Importation by parcel post or by informal entry;
- c. Importation of the Philippine Government, its agencies and instrumentalities;
- d. Importation of personal effects, vehicles, motorcycles and household goods of a balikbayan and his/ her family under R.A. No. 6768, as amended, Overseas Contract Workers and other returning residents;
- e. Importation of foreign embassies, consulates, legations, agencies of other foreign governments and international organizations with diplomatic status and recognized by the Philippine government (e.g. Asian Development Bank, World Health Organization). This shall include importation of

personal effects and household goods of foreign workers and consultants, and officials and employees of foreign embassies, legations, consular officers and other representatives of foreign governments;

Unless otherwise provided for as an exception above, the term "importer" covered by these rules refers to any person who brings goods into the Philippines, whether or not made in the course of his trade or business. It includes non-exempt persons or entities who acquire tax-free imported goods from exempt persons, entities or agencies.

3. Application for BIR-Importer Clearance Certificate (BIR ICC) or BIR-Broker Clearance Certificate (BIR BCC)

In compliance with DOF DO 33 – 2014 and BIR Revenue Memorandum Order 10-2014, all importers and customs brokers shall first apply for accreditation with the BIR for the issuance of their respective BIR ICC or BIR BCC, as the case may be. Thereafter, upon securing the BIR ICC or BIR BCC, importers and customs brokers shall file an application for accreditation with the BOC-Account Management Office (BOC-AMO) as described in this CMO.

However, importers and customs brokers who have already complied in full with the requirements of CMO 04 - 2014 are not covered by this CMO.

4. Deadlines for Compliance with the Requirements of this CMO

a. For All Importers

<i><b>Nature of Application</b></i>	<i><b>Documents To Submit</b></i>	<i><b>Deadline</b></i>
1. New Applicants	Documents listed in Section 5.c.I	None
2. I-CARE accreditation expired before March 1, 2014 and not renewed	Documents listed in Section 5.c.I	None
3. I-CARE accreditation was scheduled to expire sometime between March 1, 2014 and May 31, 2014 but automatically extended to May 31, 2014 pursuant to OCOM Memo dated February 26, 2014	Documents listed in Section 5.c.I	May 31, 2014
4. Importers with I-CARE accreditation expiring between June 1 – 30, 2014	Documents listed in Section 5.c.I	<b>On or before date of expiration of existing I-CARE accreditation (June 1 – 30, 2014)</b>

5. I-CARE accreditation will expire from July 1, 2014 onwards (all other importers not covered by above items 1 - 4)	Documents listed in Section 5.c.I	June 30, 2014
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## b. For All Customs Brokers

<i>Nature of Application</i>	<i>Documents To Submit</i>	<i>Deadline</i>
1. New Applicants	Documents listed in Section 5.c.II	As submitted
2. I-CARE accreditation expired and not renewed	Documents listed in Section 5.c.II	As submitted
3. I-CARE accreditation expired or will expire on or before May 31, 2014 but automatically renewed pursuant to OCOM Memo dated February 26, 2014	Documents listed in Section 5.c.II	May 31, 2014
4. I-CARE accreditation expiring between June 1 – 30, 2014	Documents listed in Section 5.c.II	On or before date of expiration of I-CARE existing accreditation (June 1 – 30, 2014)
5. I-CARE accreditation will expire from July 1, 2014 onwards (all customs brokers not covered by above items 1 – 4)	Documents listed in Section 5.c.II	June 30, 2014

Failure to comply with the foregoing requirements on or before the scheduled deadlines shall result to the cancellation of existing accreditation of importers and customs brokers, without prejudice to the re-filing of the same upon compliance with the requirements.

## 5. Procedure for Accreditation

## a. Apply for BOC-Client Profile Registration System (CPRS)

All importers and customs brokers are required to apply for registration under the BOC Client Profile Registration System (CPRS). After the application is "STORED" in the system, the applicant shall then print the CPRS profile which shall form part of the application.

## b. Payment of Processing Fee



All importers and customs brokers shall pay a processing fee equivalent to One Thousand Philippine Pesos (PhP1,000.00) upon submission of its application. Thereafter, a Bureau of Customs Official Receipt (BCOR) shall be issued upon payment of said processing fee.

c. Submission of Documentary Requirements

All importers and customs brokers shall submit original copies or certified true copies of documentary requirements provided below.

The original copies may be required for presentation by the BOC- AMO for purposes of comparison in case of doubt as to the authenticity of the certified true copies.

I. For importers (List A)

- a. Application Form (*Appendix 1-A and 1-B*) with Sworn Undertaking to accept notice by electronic mail and to strictly abide with existing rules and regulations on the Statement of Full Description of Imported Articles covered by entry declarations;
- b. Depending on whether the applicant is a first time applicant or not:
  - i. For applicants not accredited by BOC at the time of application:
    - Original or certified true copy of BIR Importer Clearance Certificate (ICC)
  - ii. For applicants accredited by BOC at the time of application, either of the following:
    - Original or certified true copy of BIR Importer Clearance Certificate (ICC);
    - Official receipt and follow-up stub issued by the BIR upon application by the Importer for the BIR-ICC.
- c. Official Receipt evidencing payment of processing fee
- d. List of Expected Imports, including, if possible, clear description in both technical and tariff terms, estimated volume and values for the incoming 12 months.

- e. Corporate Secretary Certificate or Special Power of Attorney for Designated Signatories (with sample original signatures) in the import entries;
  - f. Two (2) valid government-issued I.D. with picture (e.g. passport, driver's license, SSS, GSIS I.D, PRC card, UMID, IBP card) of the applicant and responsible officers (i.e President, CEO, Vice President, Managing Partner, and responsible officers declared in the CPRS)
  - g. In case of corporations or partnerships or cooperatives, the applicant's original copy of NBI clearance issued within the last three (3) months prior to the date of application for accreditation; in case of sole proprietors or individuals, original copy of NBI clearance issued within the last three (3) months prior to the date of application for accreditation.
  - h. Printed CPRS profile of the importer and updated email notification of "STORED" CPRS profile
  - i. For corporations or partnerships or cooperatives, General Information Sheet (GIS) and company profile (with pictures of office premises and warehouse/storage facility); company or trade profile in case of sole proprietors and individuals (with picture of office premises and warehouse/storage facility, if applicable)
  - j. Personal profile (*Appendix 2*) of the applicant and responsible officers
  - k. Previous Certificate of Accreditation, if any.
- II. For customs brokers (List B)
- a. Application Form (*Appendix 3*), which includes the following:
    - three (3) sample original signature
    - Sworn Undertaking to accept notice by electronic mails and to strictly abide with existing rules and regulations on the Statement of Full Description of Imported Articles covered by entry declarations
    - Sworn undertaking that the customs broker has actual knowledge of the contents of the declaration and attests to its truthfulness

- b. Depending on whether the applicant is a first time applicant or not:
  - i. For applicants not accredited by BOC at the time of application:
    - Original or certified true copy of BIR Broker Clearance Certificate (BCC)
  - ii. For applicants accredited by BOC at the time of application, either of the following:
    - Original or certified true copy of BIR Broker Clearance Certificate (BCC);
    - Official receipt and follow-up stub issued by the BIR upon application by the Importer for the BIR-BCC.
- c. Official Receipt evidencing payment of processing fee
- d. Valid PRC I.D.
- e. List of clients with complete address and contact details (not applicable for customs brokers applying for accreditation the first time)
- f. List of authorized representatives with personal details, photos and specimen signature.
- g. Printed CPRS profile and updated email notification of "STORED" CPRS profile
- d. Where to submit the documents:
  - i. Within Metro Manila: to BOC-AMO
  - ii. Outside of Metro Manila: the application, together with the supporting documents, may be coursed through the Office of the District Collector concerned, who shall then indorse said application to BOC-AMO.
- e. Approval/Denial of Application

As far as practicable, all applications for accreditation shall be acted upon not later than fifteen (15) working days upon receipt of said application, together with the documentary requirements. The period of fifteen (15) days will not run if any document required herein is lacking. All notices shall be sent through email.



6. Validity of Accreditation

- a. If the importer submits a BIR-ICC, or a customs broker submits a BIR-BCC, in fulfillment of the requirements in Section 5.c.I or Section 5.c.II, then the importer's or customs broker's accreditation shall be valid for the same duration as that of its BIR-ICC or BIR-BCC.
- b. If the importer submits proof of application for BIR-ICC, or a customs broker submits proof of application for BIR-BCC, in fulfillment of the requirements in Section 5.c.I or Section 5.c.II, then the BOC accreditation shall be temporary. This temporary BOC accreditation shall expire on the following dates:
  - i. If the BIR formally denies the application for a BIR-ICC or BIR-BCC, the temporary BOC accreditation shall expire 30 days after the date either the BIR or the BOC notifies the importer or customs broker that its application for BIR-ICC or BIR-BCC has been denied, whichever comes earlier. Upon expiration of the temporary BOC accreditation, the importer or customs broker shall no longer be accredited to transact with the BOC.
  - ii. If the BIR issues the BIR-ICC or BIR-BCC, the BOC accreditation shall remain valid for the same duration as that of its BIR-ICC or BIR-BCC.
  - iii. If the BIR issues a provisional BIR-ICC or BIR-BCC, the temporary BOC accreditation shall expire 30 days after the expiration of the provisional BIR-ICC or BIR-BCC. If after issuing a provisional BIR-ICC or BIR-BCC, the BIR subsequently issues a BIR-ICC or BIR-BCC before the expiry of the provisional BIR-ICC or BIR-BCC, the importer or customs brokers' accreditation shall be valid for the same duration as that of its BIR-ICC or BIR-BCC.
- c. If the importer or customs broker submits proof of application for BIR-ICC or BIR-BCC, either the BIR or BOC will inform the importer or customs broker of the outcome of that application. Such notification will be done by e-mail to the e-mail address stated in the application form. It is the responsibility of the importer or customs broker to provide an accurate e-mail address and regularly check it to receive updates on the status of its applications with the BIR or BOC.

7. Reportorial Requirements after Approval of Accreditation

- a. Any change in the information provided to the BOC-AMO in any of the documents in Section 5.c.I or Section 5.c.II must be reported to the BOC-AMO within 30 days from the occurrence of said change. Such change include, but are not limited to, the following:

- i. Change of telephone number, e-mail address, and physical address, i.e. office address and/or warehouse address;
  - ii. Change of business name;
  - iii. Change of ownership, Corporate Directors and Officers / Partners/ Cooperative Directors and Officers;
  - iv. Amendment/s to Articles of Incorporation/ Partnership / Cooperation and By-Laws, as approved by the appropriate government agencies;
  - v. Dissolution or closure / stoppage of business;
  - vi. Change in the Signatories;
  - vii. Mergers/Insolvencies; and
  - viii. Change in the list of importables
- b. In case of change of any circumstance of the importer or customs broker, the same should be communicated to the AMO, through the submission of the following, to wit:
- i. Affidavit of Change of Circumstance with supporting documents (i.e. mayor's permit, DTI registration, general information sheet, amended articles of incorporation etc.)
  - ii. Letter-request for amendment/cancellation of CPRS

After receipt of the foregoing documents and if found proper, AMO shall cancel the CPRS registration of the importer/customs broker. Thereafter, the concerned importer/customs broker shall relodge its CPRS, with the corresponding changes. After receipt of the CPRS of the importer/customs broker by AMO, the latter shall then reactivate the CPRS of the former.

- c. Annual submissions

All importers and customs brokers shall submit yearly within fifteen (15) days, to be counted from the date of approval of BOC accreditation, the following documents, to wit:

I. For All Importers

- a. Updated General Information Sheet and company profile; the company or trade profile in case of sole proprietors or individuals



- b. Mayors Permit and Proof of lawful occupancy of office
- c. Updated List of Expected Imports, including, if possible, clear description in both technical and tariff terms including estimated volume and values for the incoming 12 months.
- d. Original or certified true copy of renewed BIR-ICC (to be submitted every 3 years)

II. For All Customs Brokers

- a. Updated Professional Profile
- b. Valid PRC I.D.
- c. Updated list of clients with complete address and contact details
- d. List of authorized representatives with personal details, photos and specimen signature
- e. Original or certified true copy of renewed BIR-BCC (to be submitted every 3 years)

8. Suspension or Cancellation of Accreditation

If at any time during the validity of a BOC accreditation, any of the following occurs, to wit:

- a. the BOC-AMO discovers any inaccuracy in any of the documents submitted in the application process with the BOC;
- b. the accredited importer or customs broker does not comply with any requirement after approval of accreditation as outlined in Section 7;
- c. the BOC discovers any violation of law or regulation by the accredited importer or customs broker;

the BOC may suspend or cancel the accreditation of the erring importer or customs broker, without prejudice to the right of the importer or customs broker to appeal such suspension or cancellation, or to re-apply for accreditation.

9. Passwords

Passwords or codes in whatever form given to the applicant as a consequence of the accreditation shall be personal only to the accredited importer or customs broker. Any use, misuse or unauthorized use of this password shall be the sole responsibility of the importer or customs broker.

10. Information sharing between BOC and BIR

- a. The BOC-AMO shall regularly provide the BIR-Accounts Receivable Monitoring Division (BIR-ARMD) with the following information:
  - i. List of importers and customs brokers that were able to secure a BIR-ICC and/or BIR-BCC but were nevertheless disqualified from accreditation under these rules.
  - ii. List of importers and customs brokers whose accreditations were suspended or cancelled by the BOC.
- b. The BIR-ARMD shall likewise provide the BOC-AMO with the list of importers and customs brokers who have been issued either provisional or full BIR-ICCs and BIR-BCCs.

11. Risk Management within BOC

The BOC-AMO shall provide internal guidelines for the risk profiling of importers and customs brokers (high/medium/low risk). The risk profile of importers shall form as basis for membership under the Super Green Lane program or its equivalent. High risk importers and customs brokers shall be subjected to strict standards for processing entries with BOC. The BOC-AMO shall likewise conduct monitoring of activities of importers and customs brokers which shall aide in the risk profiling of importers and customs brokers.

12. Repealing Clause

Any order, rule or regulation contrary or inconsistent with this order or any of its provision are hereby repealed or amended accordingly.

  
JOHN P. SEVILLA  
Commissioner



MAY 23 2014

APPENDIX 1-A

APPLICATION FOR ACCREDITATION & REGISTRATION  
(CORPORATION-PARTNERSHIP- COOPERATIVE)

\_\_\_\_\_  
(Date)

Intelligence Group (IG)

Account Management Office (AMO)

I, \_\_\_\_\_, of legal age, with  
postal address at \_\_\_\_\_ after having been  
duly sworn in accordance with law, hereby depose and say that:

1. I am the \_\_\_\_\_ of  
\_\_\_\_\_ duly authorized to file this  
application for accreditation and registration with the Bureau of Customs, as  
evidenced by the written authority from the company.

2. I hereby present the following information for accreditation with the Bureau of  
Customs;

- 2.1. Name of the Firm \_\_\_\_\_
- a. Head Office Address \_\_\_\_\_  
Year/s of Stay in the premises: \_\_\_\_\_  
Nature of occupation: ( ) owned ( ) leased ( ) shared  
( ) others \_\_\_\_\_
- b. Warehouse Address \_\_\_\_\_  
Year/s of stay in the premises: \_\_\_\_\_  
Nature of occupation: ( ) owned ( ) leased ( ) shared  
( ) others \_\_\_\_\_
- c. Branch Office \_\_\_\_\_
- d. Year/s of Stay in the premises: \_\_\_\_\_  
Nature of occupation: ( ) owned ( ) leased ( ) shared  
( ) others \_\_\_\_\_
- e. Telephone Number/s \_\_\_\_\_
- f. Facsimile Number/s \_\_\_\_\_
- g. Email Address\* \_\_\_\_\_
- h. Number of employees \_\_\_\_\_
- i. Nature of company \_\_\_\_\_
- j. TIN No. \_\_\_\_\_

**\* Mandatory Field since Notice of Denial/Approval will be send via Email\***

2.2. List of Officers/ Directors (Please attach PERSONAL PROFILE or  
RESUME)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



[illegible]

REPUBLIC OF THE PHILIPPINES )  
\_\_\_\_\_ ) S.S.

**SWORN UNDERTAKING**

I hereby certify under oath that all the above information are true and correct; all documents submitted in support of this application are true copies of the original, subject to verification; any misrepresentation and/or manifestation of fraud in this application shall be a ground for the disapproval of my application, and blacklisting of our firm and the undersigned as the applicant.

As specified in Section 2.2 of CMO No. 4-2014, I hereby undertake to (a) to receive notice by e-mail; (b) to strictly abide with existing rules and regulations on the Statement of Full Description of Imported Articles covered by entry declaration; (c) to notify the BOC-AMO of any changes in the information contained in the application for accreditation; and (d) to obtain knowledge of the contents of a declaration, and to attest to the veracity thereof;

I fully understand that failure to comply with the undertaking will result in the cancellation and revocation of the accreditation as importer, without prejudice to the imposition of any other criminal sanction for violation of the Tariff and Customs Code of the Philippines, and other customs laws and regulations.

AFFIX 2x2 picture of  
Incorporator/ Applicant  
Latest photo, should  
Not be more than 3  
Month old)  
\*\*\*\*\*

Very truly yours,

\_\_\_\_\_  
APPLICANT'S NAME & SIGNATURE

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ in Manila, Philippines, affiant exhibiting to me his/her  
\_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_

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Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

## APPENDIX 1-B

APPLICATION FOR ACCREDITATION & REGISTRATION  
(SOLE PROPRIETOR)

(Date) \_\_\_\_\_

Intelligence Group (IG)

Account Management Office (AMO)

I, \_\_\_\_\_, of legal age, with  
postal address at \_\_\_\_\_ after having been  
duly sworn in accordance with law, hereby depose and say that:

5. I am the OWNER/PROPRIETOR of \_\_\_\_\_

6. I hereby present the following information for accreditation with the Bureau of Customs;

6.1. Name of the Firm \_\_\_\_\_

k. Head Office Address \_\_\_\_\_

Year/s of Stay in the premises: \_\_\_\_\_

Nature of occupation: ( ) owned ( ) leased ( ) shared  
( ) others \_\_\_\_\_

l. Warehouse Address \_\_\_\_\_

Year/s of Stay in the premises: \_\_\_\_\_

Nature of occupation: ( ) owned ( ) leased ( ) shared  
( ) others \_\_\_\_\_

m. Branch Office \_\_\_\_\_

n. Year/s of Stay in the premises: \_\_\_\_\_

Nature of occupation: ( ) owned ( ) leased ( ) shared  
( ) others \_\_\_\_\_

o. Telephone Number/s \_\_\_\_\_

p. Facsimile Number/s \_\_\_\_\_

q. Email Address\* \_\_\_\_\_

r. Number of employees \_\_\_\_\_

s. Nature of Company \_\_\_\_\_

t. TIN No. \_\_\_\_\_

**\* Mandatory Field since Notice of Denial/Approval will be send via Email\***

7. I hereby attached the following documents:

- ( ) BCOR evidencing payment of application fee
- ( ) BIR Importer Clearance Certificate (BIR-ICC)
- ( ) Special Power of Attorney (SPA) for designated signatories (with sample original signatures) in the import entries.
- ( ) Original copy of NBI Clearance of applicant issued within three (3) months prior to date of application.
- ( ) Bank statement for the last three (3) months prior to the date of application, when applicable.
- ( ) Two (2) valid government issued I.D., with picture of applicant
- ( ) Printed CPRS profile of applicant
- ( ) Personal Profile of Applicant
- ( ) Company profile with pictures of (office and warehouse) premises



8. List of Importable Items with clear description in technical and tariff terms, estimated volumes and values for the next twelve (12) months *(Use separate sheet if necessary)*.

[illegible]

REPUBLIC OF THE PHILIPPINES )  
\_\_\_\_\_) S.S.

**SWORN UNDERTAKING**

I hereby certify under oath that all the above information are true and correct; all documents submitted in support of this application are true copies of the original, subject to verification; any misrepresentation and/or manifestation of fraud in this application shall be a ground for the disapproval of my application, and blacklisting of our firm and the undersigned as the applicant.

As specified in Section 2.2 of CMO No. 4-2014, I hereby undertake to (a) to receive notice by e-mail; (b) to strictly abide with existing rules and regulations on the Statement of Full Description of Imported Articles covered by entry declarations; (c) to notify the BOC-AMO of any changes in the information contained in the application for accreditation; and (d) to obtain knowledge of the contents of a declaration, and to attest to the veracity thereof;

I fully understand that failure to comply with the undertaking will result in the cancellation and revocation of the accreditation as importer, without prejudice to the imposition of any other criminal sanction for violation of the Tariff and Customs Code of the Philippines, and other customs laws and regulations.

AFFIX 2x2 picture of  
Proprietor/ Applicant  
Latest photo, w/c should  
Not be more than 3  
Month old)  
\*\*\*\*\*

Very truly yours,

\_\_\_\_\_  
APPLICANT'S NAME & SIGNATURE

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ in Manila, Philippines, affiant exhibiting to me his/her  
\_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_

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Series of \_\_\_\_\_





APPENDIX 3

Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**

**INTELLIGENCE GROUP**  
**ACCOUNT MANAGEMENT OFFICE (AMO)**  
**APPLICATION FOR ACCREDITATION**  
**AS CUSTOMS BROKERS**

<p>PHOTO</p> <p>2X2 (paste securely)</p> <p>(Latest photo, not more than 3 mos. Old)</p>
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1. APPLICANT'S NAME \_\_\_\_\_ TIN \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Sex \_\_\_\_\_ Civil Status \_\_\_\_\_ Age \_\_\_\_\_ Nickname \_\_\_\_\_

Customs Broker Certificate No. \_\_\_\_\_ PRC No. \_\_\_\_\_ Valid up to \_\_\_\_\_
2. Residence Address: \_\_\_\_\_ Tel. No(s) \_\_\_\_\_
3. Office Business Address: \_\_\_\_\_ Tel. No(s) \_\_\_\_\_

\_\_\_\_\_ Fax No. \_\_\_\_\_

Email Add: \_\_\_\_\_ Contact Person \_\_\_\_\_

\_\_\_\_\_ Tel. No. \_\_\_\_\_ Business \_\_\_\_\_

Name (if any) \_\_\_\_\_
4. Financial Status as of \_\_\_\_\_ Net Worth PHP \_\_\_\_\_

Total Resources PHP \_\_\_\_\_
5. Profile of Practice as Customs Broker for the past five (5) years:

Inclusive Dates	Name of Company	Port (s) Concerned

6. Academic Background:

Education	Name of Institution	Dates of Attendance	Degree Received
Primary			
Secondary			
College			
Post-Graduate			

7. Basis for issuance of Customs Broker Certificate: ( ) Passed Exam ( ) Pursuant to RA 1937
8. Attachments to support application paper
  - ( ) BCOR evidencing payment of application fee
  - ( ) BIR Customs Broker Clearance Certificate (BIR-BCC)
  - ( ) Valid PRC ID
  - ( ) List of clients with complete address and contact details
  - ( ) List of authorized representatives with personal details, photos and specimen signature
  - ( ) Printed CPRS Application Profile and updated email notification of "STORED" CPRS profile
9. Do you have any pending (a) criminal case? ( ) YES ( ) No / (b) Administrative case? ( ) YES ( ) No  
 If "Yes", state details of the offense \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
10. Have you ever been convicted of any crime or violation of law or regulation by any court or tribunal?  
 ( ) Yes ( ) No. If "Yes", give details of the offense/violation, name and branch of the court/tribunal, date of promulgation of decision, etc.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
11. Have you ever been administratively sanctioned or meted any penalty by the Bureau of Customs or professional Regulation Commission for any violation of law or regulation resulting in the suspension or revocation of your Customs Brokers License/ Certificate of Accreditation issued by a Collector of Customs/ the Commissioner of Customs or your Customs Broker Certificate/ Professional Identification card issued by the Professional regulation Commission? ( ) Yes ( ) No. If "Yes", state complete details.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
12. Have you ever been barred from transacting customs business and/or entering the customs premises or zones? ( ) YES ( ) No. If "Yes", give details.  
 \_\_\_\_\_  
 If the barring order was not perpetual, has the order been already lifted ( ) Yes ( ) No, If "Yes", give details of the order and date of lifting.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
13. Have you retired, forced to resign or dropped from employment in the public or private sector? ( ) Yes ( ) No. If "Yes", state the circumstances/details.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
14. Are you related by consanguinity or affinity to any present official or employee of Bureau of Customs?

( ) Yes ( ) No. If "Yes", state their name(s), degree of relationship, and present position and assignment.

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Character References: (Not related to you by consanguinity or affinity.)

Name	Degree	Residence/ Address	Tel. No.



REPUBLIC OF THE PHILIPPINES )

\_\_\_\_\_ ) S.S.

**SWORN UNDERTAKING**

I hereby certify under oath that all the above information are true and correct; all documents submitted in support of this application are true copies of the original, subject to verification; any misrepresentation and/or manifestation of fraud in this application shall be a ground for the disapproval of my application, and blacklisting of our firm and the undersigned as the applicant.

As specified in Section 2.2 of CMO No. 4-2014, I hereby undertake to (a) to receive notice by e-mail; (b) to strictly abide with existing rules and regulations on the Statement of Full Description of Imported Articles covered by entry declarations; (c) to notify the BOC-AMO of any changes in the information contained in the application for accreditation; and (d) to obtain knowledge of the contents of a declaration, and to attest to the veracity thereof;

I fully understand that failure to comply with the undertaking will result in the cancellation and revocation of the accreditation as customs broker, without prejudice to the imposition of any other criminal sanction for violation of the Tariff and Customs Code of the Philippines, and other customs laws and regulations.

\_\_\_\_\_  
Date Accomplished\_\_\_\_\_  
Name & Signature of Applicant

Right Thumbmark

SPECIMEN SIGNATURE:

\_\_\_\_\_  
\_\_\_\_\_

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, affiant exhibiting to me his/her valid government I.D. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

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