

**[ BOC Customs Memorandum Order No. 03-2015,  
January 13, 2015 ]**

**REGULATIONS FOR ACCREDITATION OF PEZA LOCATORS IN  
ACCORDANCE WITH DEPARTMENT OF FINANCE DEPARTMENT  
ORDER 107-2014**

*Adopted: 13 January 2015  
Date Filed: 21 January 2015*

**A. Introduction, Repealing Clauses, Transitory Provisions, and General Principles**

1. This Customs Memorandum Order (CMO) are the rules and regulations for implementation of Department of Finance Department Order (DOF-DO) No. 107- 2014, as referred to in Section 4 of that order.
2. PEZA locators who have obtained BOC importer accreditation in accordance with CMO 4-2014, as amended by CMO 11-2014, are not covered by this CMO. Their accreditations will continue to be valid.
3. PEZA locators who have not yet obtained BOC importer accreditation in accordance with CMO 4-2014, as amended by CMO 11-2014, but have submitted complete requirements as per those two CMOs to the Bureau of Customs, are not covered by this CMO. Their applications will continue to be processed in accordance with those two CMOs.
4. PEZA locators who have not yet submitted complete requirements as per CMO 4-2014, as amended by CMO 11-2014, or who have not applied for applied for BOC importer accreditation as of 12 January 2015, are covered by this CMO.
5. Effective 12 January 2015, this CMO repeals CMO 4-2014 and CMO 11-2014, as they relate to PEZA locators who have not submitted complete requirements for importer accreditation in accordance with CMO 4-2014 and CMO 11-2014, or who have not applied for importer accreditation with the BOC.
6. All other orders and issuances the provisions of which are inconsistent herewith are hereby revoked/modified accordingly.
7. Company or companies as referred to in this CMO refer to corporations, partnerships cooperatives, or sole proprietorships which are PEZA locators.
8. A corporation, partnership, or cooperative applying for accreditation must designate:

- a. The Applicant, who will sign the Application for Accreditation and Registration. The Applicant will be the main point of contact between the company and the Bureau of Customs throughout the validity of the company's accreditation. The Applicant shall receive notices from the Bureau of Customs regarding the application for accreditation, ensure that the Bureau of Customs is notified of any changes in the information contained in the application for accreditation, including change in business name and personalities of the most Senior Officers and Responsible Officers. For Corporations or Cooperatives, the Applicant must be a Responsible Officer. For Partnerships, the Applicant must be a Partner.
  - b. The two most Senior Officers of the company. The two most Senior Officers of the company will be responsible for notifying the Bureau of Customs of any changes in Responsible Officers, including the Applicant, throughout the validity of the company's accreditation.
  - c. Responsible Officers, who will be responsible and liable for the actions of the company.
    - i. For corporations and cooperatives: the two most senior officers of the company must be designated as Responsible Officers; there is no limit to the number of Responsible Offices a corporation or cooperative may designate.
    - ii. For partnerships, at least two of the Partners, must be Senior Officers and Responsible Officers.
  - d. At least one Authorized Signatory for Import Entries to be filed with the Bureau of Customs. Each authorized signatory must be a Responsible Officer.
9. For Sole Proprietorships, the Proprietor will automatically fulfill the role of the two most Senior Officers, Responsible Officer, Authorized Signatory, and Applicant as described in Section A.3 A Sole Proprietorship may, but need not, designate additional Authorized Signatories.

For Sole Proprietorships, the proprietor will be the main point of contact between the company and the Bureau of Customs throughout the validity of the company's accreditation. The proprietor shall receive notices from the Bureau of Customs regarding the application for accreditation, ensure that the Bureau of Customs is notified of any changes in the information contained in the application for accreditation, including change in business name and personalities of the Authorized Signatories.

## **B. Procedures for Application**

1. All importers and customs brokers are required to apply for registration under the BOC Client Profile Registration System (CPRS) through one of the BOC's Value-Added Service Providers (VASPs). After the application is "STORED" in

the system, the applicant shall then print the CPRS profile which shall form part of the application.

2. All applicants shall pay a processing fee equivalent to One Thousand Philippine Pesos (PhP1,000.00) upon submission of its application. The fee can be paid at any BOC office's Collection Division. Thereafter, a Bureau of Customs Official Receipt (BCOR) shall be issued upon payment of said processing fee.
3. Documents to be submitted, as listed in Sections C and D must be original copies, except when it is indicated in those Sections that certified true copies are acceptable. 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.
4. Documents should be submitted to:

Account Management Office  
Bureau of Customs  
Ground Floor, Port of Manila Building  
Gate 3, South Harbor, Port Area, Manila

**C. Documents to be Submitted by a Corporation, Partnership, or Cooperative**

1. A completely filled up Application for Accreditation and Registration (found in Appendix A)
2. An executed and notarized Sworn Certification and Undertaking (found in Appendix B)
3. For Corporations and Cooperatives: An executed and notarized Secretary's Certificate (found in Appendix C-1).

For Partnerships: An executed and notarized Certificate of Partnership Resolution (found in Appendix C-2)

4. Bureau of Customs Official Receipt evidencing payment of the Application Fee (Certified True Copy acceptable)
5. One of the following: (Certified True Copy acceptable)

For Corporations: Certificate of Incorporation issued by the Securities and Exchange Commission  
For Partnerships: Certificate of Partnership issued by the Securities and Exchange Commission  
For Cooperatives: Certificate of Incorporation issued by the Cooperative Development Authority

6. General Information Sheet, stamped "received" by the Securities and Exchange Commission or Cooperative Development Authority and dated not more than 12 months before application with the Bureau of Customs. (Certified True Copy acceptable)