

[LTO MEMORANDUM CIRCULAR NO. ACL-2009-1150, February 17, 2009]

**GUIDELINES AND PROCEDURES IN THE UTILIZATION OF THE
CERTIFICATE OF PAYMENT AUTHENTICATION AND
VERIFICATION SYSTEM (CPAVS) FOR ISSUANCE OF
CERTIFICATE OF STOCK REPORTED**

Pursuant to the Memorandum of Agreement between LTO and BOC on the Inter-connectivity Project through the Certificate of Payment Authentication and Verification System (CPAVS) and to ensure the effectiveness of the project (transmission of BOC electronic Certificate of Payment) and the integrity of the transmitted electronic data, the following guidelines and procedures must be strictly adhered to.

For brevity, the following acronyms shall mean as follows:

BOC-CP – Bureau of Customs Certificate of Payment

BOC/AAB-OR – Bureau of Customs/Authorized Agent Bank Official Receipt

CPAVS – refers to the information technology system that facilitates the reporting of the issuance of certificate of payment to all imported motor vehicles and/or components through electronic transmission

e-CP – electronically transmitted BOC-CP

e-OR – electronically transmitted BOC/AAB-OR

CP Classification – refers to the codes assigned by the Bureau of Customs for each defined status of imported motor vehicles and/or components to aid LTO to determine what specific documents to require

STEP BY STEP PROCEDURES ON THE USE OF CPAVS:

Step 1. Searching for an e-CP or e-OR

1. All BOC-CP and/or BOC/AAB-OR transmitted electronically by the Bureau of Customs can be retrieved and made available for stock reporting only through the Consignee Data Entry Utility of the CPAVS;
2. To search for BOC-CP, type or key-in the prefix "B" before the CP number. Example: BOC-CP No. 123456, key-in B123456;
3. To search for BOC/AAB-OR (for components only), type or key-in the prefix "R" before the BOC OR number. Example: BOC/AAB-OR No. 78901, key-in R78901

Step 2. Validation of e-CP and e-OR details