



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

ASSESSMENT DIVISION

NAME OF DIVISION	PROCESS	REQUIREMENTS	WHERE TO SECURE
Assessment Division	Consumption Formal Goods Declaration	Printed CCPS ticket	www.customs.gov.ph
		Single Administrative Documents (SAD) (1 original)	E2M System via Electronic Lodgement thru Value Added Service Provider (VASP)
		Commercial Invoice (1 Original)	Exporter or Supplier
		Packing List (1 Original)	Exporter or Supplier
		Airway Bill/Bill of Lading (1 Original)	Airlines/Shipping Lines
		Revised Supplementary Declaration on Valuation (1 original)	www.customs.gov.ph
		Permits or Clearance (Regulated goods) (1 Original)	Concerned Regulatory Agency
		*Certificate of Origin (Original)	Exporter or Supplier
		Additional documents and/or explanation or evidence of sales if the COO III or COO V has reason to doubt the truth or accuracy of the declared value (section 707, CMTA)	Importer
	Consumption Informal Goods Declaration	Printed CCPS ticket	www.customs.gov.ph
		Single Administrative Documents (SAD) (1 original)	E2M System via Electronic Lodgement thru Value Added Service Provider (VASP)
		Commercial Invoice (1 Original)	Exporter or Supplier
		Packing List (1 Original)	Exporter or Supplier
		Airway Bill/Bill of Lading (1 Original)	Airlines/Shipping Lines
		Revised Supplementary Declaration on Valuation (1 original)	www.customs.gov.ph
		Permits or Clearance (Regulated goods) (1 Original)	Concerned Regulatory Agency
		Additional documents and/or explanation or evidence of sales if the COO III or COO V	Importer



	has reason to doubt the truth or accuracy of the declared value (section 707, CMTA)	
Manual Informal Goods Declaration	Printed CCPS ticket	www.customs.gov.ph
	Informal Entry Declaration and Gate Pass	Customer Care Center (CCC)
	Commercial Invoice (1 Original)	Exporter or Supplier
	Packing List (1 Original)	Exporter or Supplier
	Airway Bill/Bill of Lading (1 Original)	Airlines/Shipping Lines
	Revised Supplementary Declaration on Valuation (1 original)	www.customs.gov.ph
	Permits or Clearance (Regulated goods) (1 Original)	Concerned Regulatory Agency
	Additional documents and/or explanation or evidence of sales if the COO III or COO V has reason to doubt the truth or accuracy of the declared value (section 707, CMTA)	Importer