



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*

## BONDS DIVISION

| NAME OF DIVISION | PROCESS                                        | REQUIREMENTS                                                                                               | WHERE TO SECURE                      |
|------------------|------------------------------------------------|------------------------------------------------------------------------------------------------------------|--------------------------------------|
| Bonds Division   | <b>Posting Of GTSB/E-ZTS, GTSB</b>             | Original and Duplicate Copy of the Policy                                                                  | Bonding Company                      |
|                  |                                                | Official Receipt/CTC Receipt                                                                               | Bonding Company                      |
|                  |                                                | Copy of the BOC Official Receipt reflecting the Php 240.00 Certification and CDS/DST/LRF Charge            | CCC - Cashier                        |
|                  |                                                | Computation of the Bondable Amount / Notarized Statement of No Shipment, with proof of importation records | CDC / PEZA Locator                   |
|                  |                                                | Letter of Authority (LOA)                                                                                  | PEZA Zone Manager                    |
|                  |                                                | Affidavit of Undertaking                                                                                   | CDC / PEZA Locator                   |
|                  |                                                | PEZA / CDC Certificate of Registration                                                                     | PEZA / CDC                           |
|                  | <b>Posting Of Surety Bond / Re-Export Bond</b> | Original and Duplicate Copy of the Policy                                                                  | Bonding Company                      |
|                  |                                                | Official Receipt/CTC Receipt                                                                               | Bonding Company                      |
|                  |                                                | Copy of the BOC Official Receipt reflecting the Php 240.00 Certification and CDS/DST/LRF Charge            | CCC - Cashier                        |
|                  |                                                | Computation of the Bondable Amount                                                                         | CDC / PEZA Locator or Bonds Division |
|                  |                                                | Letter of Authority (LOA) / Draft Permit to Bring-Out                                                      | PEZA Zone Manager / CDC              |
|                  |                                                | Affidavit of Undertaking                                                                                   | CDC / PEZA Locator                   |
|                  |                                                | PEZA / CDC Certificate of Registration                                                                     | PEZA / CDC                           |
|                  |                                                | Other Import Documents such as Invoice, Packing List, and Permit to Bring-In (PBI)                         | CDC / PEZA Locator                   |
|                  | <b>Posting Of Cash Bond</b>                    | Request Letter to Post Cash Bond                                                                           | CDC / PEZA Locator                   |
|                  |                                                | Computation of the Bondable Amount                                                                         | CDC / PEZA Locator or Bonds Division |
|                  |                                                | Letter of Authority (LOA) / Draft Permit to Bring-Out                                                      | PEZA Zone Manager / CDC              |
|                  |                                                | PEZA / CDC Certificate of Registration                                                                     | PEZA / CDC                           |



|  |                                    |                                                                                                          |                    |
|--|------------------------------------|----------------------------------------------------------------------------------------------------------|--------------------|
|  |                                    | Other Import Documents such as Invoice, Packing List, and Permit to Bring-In (PBI)                       | CDC / PEZA Locator |
|  | <b>Cancellation Of Surety Bond</b> | Request Letter for Cancellation of Bond                                                                  | CDC / PEZA Locator |
|  |                                    | Summary of Withdrawn and Admitted Goods covered by the Surety Policy                                     | CDC / PEZA Locator |
|  |                                    | Permit to Bring-Out (PBO)                                                                                | For CDC Locator    |
|  |                                    | Permit to Bring-In (PBO)                                                                                 |                    |
|  |                                    | Ledger                                                                                                   | For PEZA Locator   |
|  |                                    | Farm-Out (PEZA Form 8106)                                                                                |                    |
|  |                                    | Farm-In (PEZA Form 8105)                                                                                 |                    |
|  | <b>Refund Of Cash Bond</b>         | Request Letter for Cash Bond Refund                                                                      | CDC / PEZA Locator |
|  |                                    | Summary of Withdrawn and Admitted Goods covered by the Cash Bond (If applicable for multiple withdrawal) | CDC / PEZA Locator |
|  |                                    | Permit to Bring-Out (PBO)                                                                                | For CDC Locator    |
|  |                                    | Permit to Bring-In (PBO)                                                                                 |                    |
|  |                                    | Ledger                                                                                                   | For PEZA Locator   |
|  |                                    | Farm-Out (PEZA Form 8106)                                                                                |                    |
|  |                                    | Farm-In (PEZA Form 8105)                                                                                 |                    |