

III. Endorsement to the Bureau of Customs (BOC) to Issuance of Certificate of Registration (COR)

Office or Division:	Office of the District Collector
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Business entities who want to transact with the BOC

CHECKLIST REQUIREMENTS	WHERE TO SECURE
1. E-mail notification of endorsement of the CPRS Profile with attached requirements	Concerned Agency (PEZA, CDC)
2. Order of Payment	Office of the District Collector, Port of Clark
3. Bureau of Customs Official Receipt (BCOR) evidencing payment of processing fee (1 original)	Port Concerned – Cash Division

CLIENT STEPS	ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PARTY
1. Applicant secures Order of Payment (OP).	Per CMO 19-2019, the Office of the District Collector will issue an OP upon receipt of e-mail notification of endorsement of the CPRS Profile with attached requirements from the concerned agency.	None	3 Minutes	Stakeholder
2. Applicant pays the corresponding processing fee.	The Customs Cashier receives payment of the processing fee and issues the Bureau of Customs Official Receipt (BCOR) evidencing payment. a. Accreditation/ Renewal Charge (+1%	P2,020.00	5 Minutes	Cashier, Cash Division



	LRF per CMO 30-2019 b. Legal Research Fee (LRF) c. Customs Documentary Stamp (CDS) d. Internal Revenue Stamp (IRS)	P10.00 P100.00 P30.00		
3. Action by the Office of the District Collector.	3.1 The Office of the District Collector shall immediately activate the CPRS Profile upon receipt of the BCOR evidencing payment. 3.2 Printing of Certificate of Registration.	None	20 Minutes	Office of the District Collector
TOTAL		Php 2,160	28 Minutes	