



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

LIQUIDATION AND BILLING DIVISION

NAME OF DIVISION	PROCESS	REQUIREMENTS	WHERE TO SECURE
Liquidation and Billing Division	Processing of Request for Port Clearance (No pending financial liability/ Outstanding Obligation/ Pending Case)	Letter Request from the transacting stakeholder (Importer, Exporter, Declarant)	Stakeholder (Importer, Exporter, Declarant)
		Copy of the BOC Official Receipt reflecting the Php 240.00 Certification and CDS/DST/LRF Charge	Cashier, Collection Division - Port of Clark
	Processing of Request for Refund	Single Administrative Documents (SAD) (1 original) or original Import Entry Declaration, as the case may be	E2M System / Value Added Service Provider (VASP)
		Statement of Settlement of Duties and Taxes (SSDT) and/or Original BCOR, as applicable	E2M System / Value Added Service Provider (VASP)
		Airway Bill/Bill of Lading (1 Original)	Airlines/Shipping Lines
		Commercial Invoice (1 Original)	Supplier of the Importer
		Packing List (1 Original)	Supplier of the Importer
		Certificate of Origin, if applicable (1 Original)	Supplier of the Importer
		Official Receipt of payment of Refund Processing Fee (1 Original)	Cashier, Collection Division - Port of Clark
		Certification from the Bureau of Internal Revenue (BIR) that the internal revenue tax has not been claimed as creditable input tax nor Subj to similar claim for refund with the BIR (1 Original), if claim involves internal revenue taxes (VAT/Excise)	Bureau of Internal Revenue
		Other documents to prove basis of claim for refund	Importer or Declarant
		Port Clearance	Liquidation and Billing Division
		1 Set of Certified True Copies of the documents mentioned above, and digital scanned copy in PDF	Importer or Declarant
	Request for Certified True Copy of	Letter Request from the transacting stakeholder (Importer, Exporter, Declarant)	Stakeholder (Importer, Exporter, Declarant)

	Importation Records	Copy of the BOC Official Receipt reflecting the Php 140.00 CDS/DST/LRF Charge	Cashier, Collection Division - Port of Clark
		Copy of the BOC Official Receipt reflecting the Service Charge on the issuance of Certified True Copy of Document P100.00 Document (not exceeding 20 pages), and/or P5.000 per additional page, to be paid prior release of requested document/s	Cashier, Collection Division - Port of Clark
	Request for Certification on the Importation Records	Letter Request from the transacting stakeholder (Importer, Exporter, Declarant)	Stakeholder (Importer, Exporter, Declarant)
		Copy of the BOC Official Receipt reflecting the Php 240.00 Certification and CDS/DST/LRF Charge	Cashier, Collection Division - Port of Clark