



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

OPERATIONS DIVISION

NAME OF DIVISION	PROCESS	REQUIREMENTS	WHERE TO SECURE
Operations Division	Processing of Amendment of Inward Foreign Manifest	Notarize Letter Request Dated	Stakeholders /Client
		Invoice No., Packing List No.	Importer/Supplier
		BOC-AMO COR No.	AMO/CDC
		Duly Notarize Affidavit Of Disclaimer	Stakeholders /Client
		Duly Notarize Affidavit of Change of Information	Stakeholders /Client
		Ownership/Undertaking	Stakeholders /Client
		Copy of Valid Gov't & Company I.D	Stakeholders /Client
		OR# for payment of Doc. Stamp/Penalty	Collection Division
		Other necessary documents as needed	Stakeholders/Clients
	Process of Untagging of Abandonment	Notarize Letter Request Dated	Stakeholders /Client
		Invoice No., Packing List No.	Importer/Supplier
		Bill of Lading No./ Awb	Airline or its Representatives / Shipping Lines
		Duly Notarize Affidavit of Undertaking	Stakeholders /Client
		For Sole Proprietorship: SPA & DTI COR	Stakeholders /Client
		For Corporation: Sec. Certificate & GIS	Stakeholders /Client
		Copy of Valid Gov't & Company I.D	Stakeholders /Client
		OR# for payment of Doc. Stamp/Penalty	Collection Division
		Other necessary documents as needed	Stakeholders /Client



	Processing of Dummy Request/Staging BL	Letter Request	Stakeholders /Client
		Invoice No.	Importer/Supplier
		Packing List No.	Importer/Supplier
		BOC SAD	E2M System via Electronic Lodgement thru Value Added Service Provider (VASP)
		Admission Permit (Permit to Bring -In)	Clark Development Corporation
		AWB/BL No.	Airline or its Representatives / Shipping Lines
		Others	Stakeholders /Client
	Processing of Re-Exportation/Return to Shipper	Letter Request	Stakeholders /Client
		Invoice No.	Importer/Supplier
		Packing List	Importer/Supplier
		Importation/Source Documents	Stakeholders /Client
		BOC Import Entry No.	E2M System via Electronic Lodgement thru Value Added Service Provider (VASP)
		CDC Admission Permit No.	Clark Development Corporation