

**WorkFlow for the Accreditation of Importers and Customs Brokers
Updated October 2019**

Importers, Customs Brokers and Declarant

↓
Filed directly and personal appearance
Visit BOC Portal under customer care and open a new ticket

Application Form
Corporation
Partnership
Cooperative
Single Proprietorship
Non-Regular Importer
(Individual)
Declarant

**Account Management Office (AMO) or District Collector of
the Port of Entry**

↓
Apply For Registration
Processing Fee is ₱ 1,000 and 3 working days from the date of receipt of complete documents (the process time for approval or disapproval)

Supporting Documents
BCOR Processing Fee
TIN Card
Import Documents
Print Out of CPRS
Undertaking
Special Power of Attorney (SPA)

↓
Payment Fee of ₱ 1,500 for Renewal of Accreditation of Declarant

Lodgement

↓
Customs Value Added Service Provider (CVASP)

Cargo Data Exchange Center Inc. (CDEC)
Web address: <http://www.etrade.net.ph>

E-Konek Pilipinas Inc. (eKonek)
Web address: <http://www.ekonek.com>

Intercommerce Network Service Inc. (Intercommerce)
Web address: <http://www.intercommerce.com.ph>

*Mandatory 100% Physical Examination for NRI Shipments (first shipment)

Client Profile Registration System (CPRS)

↓
Upon approval of the CPRS Registration, the NRI shall automatically receive an email notification from the e2m customs system with the Certificate of Registration (COR) as attachment, the email address that indicated in the application for CPRS Registration

↓
Coursed through (CVASP)
Customs client number (CCN) issued by way of Certificate of Registration (COR)

Enrol his bank account, existing or new, from where his customs duties and taxes will be debited. Authorized Agent Bank (AAB) (BOC – BAP / PCHC) Portal

END