



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF CUSTOMS  
MANILA

15 January 1997

**CUSTOMS MEMORANDUM ORDER**

No. 1-97

**To:** The District Collector, NAIA Customhouse  
The Chief Collection Division, NAIA Customhouse  
The Chief, Bonded Warehouse Division, NAIA Customhouse  
The PSI and PAIRCARGO Warehouse Operators  
All Importer/Brokers  
All Others Concerned

**Subject:** Procedures To Be Followed In The Release Of Goods From NAIA  
Customs Public Bonded Warehouse Under The On-Line Release  
System (OLRS)

**1.0 OBJECTIVES**

- 1.1 To facilitate the release of goods in-bonded at the NAIA Customs public bonded warehouses;
- 1.2 To speed up and secure the transmissions of cargo release instructions to the bonded warehouse operators;
- 1.3 To prevent unauthorized releases of goods stored thereat.

**2.0 SCOPE**

This procedure shall govern ALL cargo releases covered by formal (consumption) and informal entries from NAIA Customs Public Bonded Warehouse supervised by the NAIA Customhouse, initially, the Philippine Skylanders Inc.(PSI) and the People's Air Cargo Inc. (PAIR) warehouses.

**3.0 GENERAL PROVISIONS**

- 3.1 The PCCI-NAIA Entry Encoding Center is charged with encoding OLRS cargo information based on a copy of the entry presented by the importer/broker.

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- 3.2 The OLRs Unit at the Collection Division, manned by the duly designated System Administrator and OLRs Operators, is charged with the retrieval of the created OLRs records and the transmission of cargo release instructions to concerned warehouse operators.
- 3.3 The bonded warehouse operators are likewise equipped with a system capable of receiving cargo release instructions from 3.2 above.
- 3.4 The importer/broker shall use their copy of SAD (Blue copy), in case of formal entry declaration, or of the Customs gatepass (Blue copy), in case of informal entry, for storage billing purposes. As such the said copies shall be returned to them immediately upon filing of the entry at the Entry Processing Unit.
- 3.5 Dropboxes shall be provided for each warehouse operator at the Collection Division, where the Pink copy of the SAD for formal entry and the Yellow copy of the Customs gatepass for informal entry will be filed for pick up by the respective warehouse operators.

#### 4.0 OPERATIONAL PROVISIONS

##### 4.1 PRE-EXIT ACTIVITIES

###### 4.1.1 At the Collection Division

Upon payment of duties/taxes, the OLRs unit at Collection Division shall issue release instruction electronically thru the OLRs.

###### 4.1.2 At the Warehouse

4.1.2.1 The warehouse operator shall issue the gatepass when OLRs release instruction is already on file.

4.1.2.2 The warehouse operator shall give one copy of the said gatepass to the importer/broker which shall serve as the BOC copy.

4.1.2.3 The importer/broker shall present the gatepass issued by the warehouse operator to the warehouse operator's gatekeeper.

4.1.2.4 The warehouse operator's gatekeeper shall authenticate the gatepass presented by the importer/broker and hand it over to the BOC gatekeeper.

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4.1.2.5 The BOC gatekeeper shall compare packages/goods with the gatepass issued by the warehouse operator. If matched, he shall allow release of the packages/goods and keep the gatepass as the BOC copy.

## 4.2 POST-EXIT ACTIVITIES

4.2.1 Collection Division shall send in batch (2 times a day) to wharfinger the gatekeeper's copy (Green copy) of SAD, in case of formal entry, or Gray Copy of the Customs gatepass, in case of informal entry.

4.2.2 Wharfinger shall match the BOC copy of gatepass referred to in 4.1.2 with the gatekeeper's copy (Green copy) of SAD, in case of formal entry, or Gray Copy of the Customs gatepass, in case of informal entry.

4.2.3 Wharfinger shall report to the District Collector (cc: CIIS/ESS) all discrepancies observed.

4.2.4 The District Collector shall demand from the concerned warehouse operator the duties and taxes plus surcharges due on the shipment with discrepancies.

4.2.5 The warehouse operators shall make a daily reconciliation between the Pink copy of SAD, in case of formal entry, or Yellow Copy of the Customs gatepass, in case of informal entry against their own daily report of releases. All releases that were effected without the corresponding Pink or Yellow copy, as the case may be, shall be reported immediately to the District Collector within 24 hours from the time of retrieval of the copies from the Collection Division.

## 5.0 CONTROL AND SECURITY MEASURES

5.1 The warehouse operator shall see to it that the Blue copy of SAD for formal entry or the Blue copy of Customs gatepass for informal entry presented by the importer/broker for storage billing purposes is stamped "GATEPASS CLAIMED" indicating thereon the date and time the gatepass is given to the importer/broker.

5.2 The warehouse and the BOC gatekeepers shall put their respective initials as well as the date and time of the release of the packages/goods on the gatepass issued by the warehouse operator.

- 5.3 The BOC gatekeeper shall see to it that the gatepass issued by the warehouse operator as well as the Blue copy of SAD for formal entry or the Blue copy of Customs gatepass for informal entry presented by the importer/broker for storage billing purposes are stamped "RELEASED" to avoid multiple usage thereof.

#### 6.0 PROVISIONS FOR CASES OF SHORT-SHIPMENT

In cases of short-shipment, both the warehouse and the BOC gatekeepers shall further indicate on the gatepass issued by the warehouse operator as well as on the Blue copy of SAD for formal entry or the Blue copy of Customs gatepass for informal entry presented by the importer/broker for storage billing purposes the notation "SHORT-SHIPMENT" and the actual quantity and volume of goods released.

#### 7.0 EFFECTIVITY

This Order shall take effect on 16 January 1997 and shall last until revoked or amended.

  
GUILLERMO L. BARAYNO, JR.  
Commissioner