



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

MAR 25 1996

Customs Memorandum Order
Number 8-96

To: The District Collectors, POM and MICP
The Deputy Collectors for Operations
All Chiefs under Assessment and Operations Group
All Offdock CY/CFS Operators
All Customs Brokers
Others Concerned

Subject: Procedures to be followed in the Release of Goods from
Off-Dock CY/CFS and Dangerous Cargo Terminal Under
the On-Line Release System

I. OBJECTIVES:

1. To facilitate the release of goods transferred and stored at the various CY/CFS operators.
2. To speed up and secure the transmission of cargo release instructions from the CY/CFS operators.
3. To prevent unauthorized releases of goods stored thereat.

II. SCOPE:

This procedure shall govern all cargo releases from Off-Dock CY/CFS supervised by the Port of Manila (POM) and the Manila International Container Port (MICP) and covered by consumption, informal, warehousing and transshipment permits

III. GENERAL PROVISIONS:

1. Units shall be created at the Collection Division of POM and MICP charged with the creation and transmission of cargo release instructions to the various CY/CFS operators. Each of this unit shall be manned by a System Administrator and an OLRIS encoder to operate and maintain the system.
2. Offdock CY/CFS operators shall likewise be equipped with a system capable of receiving cargo release instructions from III-1 above.
3. Dropboxes shall be provided for each CY/CFS operator at the Collection Division, with the keys to these boxes to be kept by the respective CY/CFS operators.

IV. OPERATIONAL PROVISIONS:

1. Marking of Entries/Transshipment Permits

- 1.1 The importer/broker or his representative shall LEGIBLY write/stamp on the blank spaces at the very TOP and at the very BOTTOM of the front page of the IERD

MP

(Consumption and Warehousing Entries)/Informal Entry Declaration, the name of the Offdock CY/CFS in the manner illustrated below:

- | | |
|---------------------------|-----------------------------|
| 1.1.1 Offdock-Dassad | 1.1.6 Offdock-OrientFreight |
| 1.1.2 Offdock-UTS | 1.1.7 Offdock-Delbros |
| 1.1.3 Offdock-TransOrient | 1.1.8 Offdock-OceanLink |
| 1.1.4 Offdock-Marzan | 1.1.9 Offdock-CircleFreight |
| 1.1.5 Offdock-PCIC | |

If however, the transaction is covered by a Transshipment Permit Application, the importer/broker in accomplishing the form, shall include the name of the Offdock CY/CFS operator in the box provided for the Port of Transshipment, in addition to the name of the port.

- 1.2 In situations where the importer/broker is not aware or has no knowledge that the shipment has been transferred to an Offdock CY/CFS and therefore will be unable to comply with 1.1 above, the assigned COOIII shall be responsible for properly marking the entry accordingly. This shall be applicable however for transactions covered by Consumption and Informal entries only.

2. Disposition of Entries/Permits at the Collection Division

- 2.1 After the matching process has been completed, the Delivery and Gatekeeper's Copy shall be segregated from the working copy of the entry/permit for transmittal to concerned offices, sorted according to Offdock operator. The delivery (pink) copies shall be picked up by the Offdock CY/CFS representatives the morning of the following working day at their respective dropboxes at the Collection Division. The Gatekeeper's (green) copies shall be officially transmitted to the account officers at the Office of the Deputy Collector for Operations for appropriate posting at the books of account. The Off-dock Wharfingers shall in turn pick up from said office the green copy of the entry after appropriate posting has been made. The green copy shall be used as basis by the Off-dock Wharfingers to fully close the corresponding account at their books of account.

- 2.2 The working copy of the entry/permit marked/stamped as in 1.1 above shall be forwarded to the Offdock OLRs encoder in the applicable manner provided below:

- 2.2.1 Shipments covered by Consumption/Formal Entry. - The matching clerk shall immediately forward the entry to the Offdock OLRs encoder after the matching process has been completed.
- 2.2.2 Shipments covered by Informal Entry. - The cashier shall immediately forward the entry to the Offdock OLRs encoder after payment has been effected.
- 2.2.3 Shipments covered by Warehousing Entry. - The Bonded Warehouse Account Officer, after approving and recording the transaction into the accounts book shall accomplish a Transmittal Request Form (pls. see Annex "A") and forward the same to the Offdock OLRs Encoder, together with a certified true copy of the approved entry.

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2.2.4 Shipments covered by Transshipment Permit. - The Office of the Deputy Collector for Operations shall accomplish a Transmittal Request Form and forward the same to the Offdock OLRs Encoder, together with a certified true copy of the approved permit.

3. Transmission and Confirmation of Cargo Release Instructions

- 3.1 Offdock OLRs encoders shall transmit cargo release instructions to the various Offdock CY/CFS operators following set procedures during the prescribed schedule.
- 3.2 Offdock CY/CFS operators shall retrieve these instructions and confirm the receipt of the same also during the specified schedule.

4. Release of Goods

- 4.1 The importer/broker shall present his copy of the entry/permit to the Off-Dock CY/CFS operator who shall cause the preparation of the gatepass after inquiring from the system the release instruction transmitted by the Bureau of Customs. The OLRs generated control number shall be imprinted on the face of the gatepass and a copy of which shall be forwarded to the CY/CFS Wharfinger's Office through an official messenger. Under no circumstances shall a CY/CFS operator release a shipment without the cargo release instructions having been transmitted by the Bureau.
- 4.2 Upon presentation of the Importer's copy of the gatepass, the Wharfinger's Office shall make a comparison between the details appearing therein and the Wharfinger's copy of the gatepass from 4.1 above. If the information matches, the Wharfinger shall affix his signature on both the Importer's and Wharfinger's copy of gatepass.

5. Reporting and Recording of Release Transactions

- 5.1 The concerned CY/CFS Wharfinger shall maintain a logbook of all releases to reflect the following information lifted from the green copy of the entry/permit obtained from the account officers from 2.1 above:
 - 5.1.1 Date of Release
 - 5.1.2 Gatepass Number
 - 5.1.3 OLRs Control Number
 - 5.1.4 Entry/Permit Number
 - 5.1.5 Name of Consignee
 - 5.1.6 Container Number (if any)
 - 5.1.7 Name of Broker
- 5.2 A team shall be created at the Chief of the Piers and Inspection Division charged with the regular monthly audit of cargoes released from the various CY/CFS.
- 5.3 The CY/CFS operator shall make a weekly reconciliation between the Delivery (pink) copy and operator's gatepass. All releases that were effected without the

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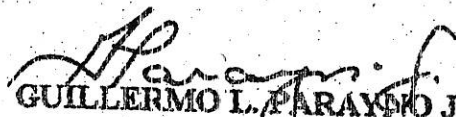
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corresponding pink copy shall be reported to the Deputy Collector for Operations within 48 hours from the time of retrieval of the pink copies from the dropboxes.

5.4 PID shall likewise make a reconciliation between the Gatekeeper's (green) copy and the Wharfinger's gatepass. Any releases that were made without the corresponding green copy shall likewise be immediately reported to the Deputy Collector for Operations.

6. Effectivity

This order shall take effect immediately.


GUILLERMO L. PARAYNO Jr.
Commissioner

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ANNEX "A"

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OFFDOCK OLR'S
TRANSMITTAL REQUEST FORM
PORT OF _____

DATE : _____

TO : OLR'S ENCODER

FROM : _____
(OFFICE)

Please cause the transmission of the release instruction for the following shipment/s
stored at _____
Offdock CY-CFS Operator

ENTRY / PERMIT NO.	DOCUMENT SERIAL NO.	CONSIGNEE
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL NO. OF ENTRIES/PERMITS - _____

Attached is/are certified photo copy(ies) of the entry(ies)/permit(s) for reference.

SIGNATURE OVER PRINTED NAME