



Republic of the Philippines  
Department of Finance  
**Bureau of Customs**  
1099 Manila

**Customs Memorandum Order**

No. 22-10

**To : All District Port Collectors of Customs and  
Other Concerned Officials and Employees**

**Subject : Revised Customs Port Operations Manual**

In order to update the old port operations manual issued in 1972 that should strengthen our commitment to a transparent and efficient delivery of quality services and in line with the Philippine government's commitment to the Revised Kyoto Convention, this Revised Customs Port Operations Manual is hereby published for compliance of the Bureau personnel and guidance of the transacting public.

It is hereby declared that compliance with this Revised Customs Port Operations Manual is considered compliance with the provisions of the Tariff Customs Code of the Philippines, as amended, and that non-compliance will be penalized accordingly.

All previous Orders inconsistent herewith are deemed repealed, amended and/or modified accordingly.

This Order shall take effect immediately.

**NAPOLEON L. MORALES**  
Commissioner of Customs



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Napoleon L. Morales



**BUREAU OF CUSTOMS**

**REVISED CUSTOMS  
PORT OPERATIONS MANUAL**

**JUNE 2010**



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## FOREWORD

With the forthcoming deposit by the Philippine Government of the instrument of accession to the Revised Kyoto Convention (RKC) otherwise known as the International Convention on the Simplification and Harmonization of Customs Procedure at the headquarters of the World Customs Organization in Brussels, Belgium, it is my honor and privilege to cause the publication of The Revised Customs Port Operations Manual of the Bureau of Customs, which is just one of the many steps to comply the RKC's standards and recommended practices.

We found it appropriate to revise the old operations manual which was issued in 1972 and based on the old and earlier version of Tariff and Customs Code of the Philippines and other laws, rules and regulations being enforced by the Bureau of Customs. Moreover, since then there have been great progress and developments that affect how a modern Customs administration should perform its various tasks as mandated by laws, regulations, international agreements and best practices.

The revised manual details our duties and responsibilities in strengthening our commitment to the efficient delivery of high quality services to the transacting public while institutionalizing reform in Customs procedures and processes and aligning this with our commitment to international Customs and trade organizations for simplified and harmonized procedures.

This manual comes at a propitious time when we are fast moving to ensure enhanced revenue collection, developed personnel competence and welfare, secured trade facilitation, strengthened enforcement and improved work environment.

We continue to face many challenges in Customs administration, and we hope that the Revised Port Operations Manual can be a relevant guide in upgrading the Bureau into a world-class service.

**NAPOLEON L. MORALES**

Commissioner

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## ACKNOWLEDGMENT

It is with great pride that I have been given this opportunity to acknowledge and extend my deepest gratitude to the Working Team responsible for the revision/updating of the Port Operations Manual officially to be known as the "Revised Customs Port Operations Manual".

The Working Team is chaired by no less than Deputy Commissioner Reynaldo S. Nicolas and competently vice-chaired by Deputy Collector Filemon L. Mendoza, Jr. The dedicated members are Collector Talek J. Pablo, Collector Gerardo M. Macatangay, Manuel A. Mayo, Wilnora L. Cawile, Pablo U. Gabao, Alberto C. Angeles, Edsel B. Galorport, and Roberto A. Merrera, Jr.

It is likewise important to note the valuable efforts of former Acting Director Vicente Josue, Ma. Socorro D. Bantilan, Evelyn S. Te, other members of the Interim Internal Control Office and all those who unselfishly shared their ideas, experiences and expertise to accomplish this undertaking.

This Revised Customs Port Operations Manual is a very important instrument for the personnel of this Bureau to effectively carry out their tasks to ensure that our joint efforts of making this Bureau one of the world's best that every Filipino can be proud of is realized.

**NAPOLEON L. MORALES**

Commissioner

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## **I. ADMINISTRATIVE PROVISIONS**

### **Section 1. BAY SERVICE SECTION or EQUIVALENT OFFICE**

The Bay Service Section is in charge of boarding formalities and the entrance and clearance of foreign vessels. It supervises and implements security measures in the discharging/loading of import/export shipments as well as to incoming/outgoing crew, passengers and visitors on board such vessels.

The Bay Service Section shall be headed by a Chief, who shall have direct supervision and control over all personnel therein. He shall issue instructions to the Customs Senior Boarding Officer, and who shall in turn be held responsible for their proper execution of the instructions given from time to time and to render reports.

### **Section 2. UNIFORMS AND INSIGNIA (PIERS AND INSPECTION DIVISION)**

The Chief, Bay Service Section, Customs Senior Boarding Officers, Customs Inspectors, Customs Guards and Wharfingers shall always wear the appropriate and prescribed uniform, insignia, name plate, Customs badge, black shoes and regulation cap.

### **Section 3. DUTIES AND RESPONSIBILITIES OF CUSTOMS OPERATIONS OFFICER III (CUSTOMS SENIOR BOARDING OFFICERS)**

#### **A. Customs Senior Boarding Officer shall have the following duties and responsibilities:**

1. Board incoming foreign vessels outside the breakwater or harbor, unless prevented by stress of weather. When boarding a vessel, the Customs Senior Boarding Officer shall be assisted by the Customs Inspector assigned on a vessel.

During boarding formalities, only the Customs Senior Boarding Officer and the Customs Inspector shall be allowed to enter the Captain's cabin unless the Captain chooses to give the boarding information to the Customs Senior Boarding Officers outside the

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Captain's cabin.

2. Obtain from the Master of a vessel the necessary information as required in BOC OPM Form No. 15 (Records of Vessel Boarded).
3. Seal sea stores in the presence of ship's officer and the Customs Inspector assigned on board. Under penalty of law, the Customs seal so affixed shall not be broken while the vessel is within the jurisdictional limits of the Philippines except when the vessel is in port and only upon written application to withdraw supplies signed by the Master and approved by Collector of Customs or his duly authorized representatives. Only the Customs Senior Boarding Officer, in the presence of the Customs Inspector, may break the seal and allow the withdrawal of such quantities as may be authorized, and re-seal the sea store compartment after such withdrawal.

Sea stores when adjusted by the Collector of Customs to be excessive or when duties assessed thereon are not paid, such excess sea stores shall be treated as that provided for in Section 2530 of the Tariff and Customs Code of the Philippines, as amended.

4. See to it that all Customs Inspectors and Customs Guards on duty are in their proper prescribed uniforms. Unless the Customs Inspectors are properly uniformed, the Customs Senior Boarding Officer shall not allow their embarking on the launch and shall report them as absent. In such cases, he can assign any available unassigned Customs Inspector or if no Customs Inspector is available, an acting Customs Inspector to take charge of the vessel until a regular Customs Inspector assigned reports in proper uniform. In case of necessity, the Customs Senior Boarding Officer can temporarily take charge of the vessel until the regular Customs Inspector is on board. In every case, the Customs Senior Boarding Officer, shall, without delay, report his action to the Chief, Bay Service Section (or its equivalent office).
5. See to it that a Customs Inspector or Customs Guard assigned to a vessel is provided with the necessary stationary and supplies. He shall also see to it that Customs Inspectors have a copy of the Tariff and Customs Code of the Philippines and a Manual for Port Operations.

## **B. Report of Customs Senior Boarding Officers**

1. Upon his return from an official trip in the bay, the Customs Senior Boarding Officer shall transmit to the Chief, Bay Service Section (or its equivalent office) all reports, entries and other documents delivered to him by the Master, Agent or the Customs Inspector assigned on board vessels.
2. He shall prepare and submit his trip report on BOC OPM Form No. 15 (Records of Vessel Boarded) to the Chief, Bay Service Section (or its equivalent office) and make reports of any deviation from the assignment order issued to the Customs Inspectors and Customs Guards.

## **Section 4. DUTIES AND RESPONSIBILITIES OF CUSTOMS OPERATIONS OFFICER I (CUSTOMS INSPECTORS)**

### **A. Customs Inspectors shall have the following duties and responsibilities:**

1. Supervise the discharge and loading of cargo and to supervise continuous surveillance to protect the interests of the Customs Service, pursuant to Section 2202 of the Tariff and Customs Code of the Philippines, as amended.
2. Be responsible for the proper disposal of all cargo and stores on board vessels under their charge. It is their duty to see that no cargo or stores of any description are discharged from, or received on, the vessel without authority from the Collector of Customs, or his authorized representative.
3. Represent the Customs Service in his official relations with the passengers, ship's officers, owners, agents and consignees, and should see to it that the dignity of the service is not impaired.
4. Stay in the vessel to which he has been assigned until he is relieved by proper authority, except as hereinafter provided, or it be necessary in the interest of the service that immediate action be taken.



5. Honor any order, request, or permit of any description only from the following named officials:

- (a) Commissioner of Customs or Deputy Commissioner of Customs;
- (b) Collector of Customs or Deputy Collector for Operations;
- (c) Chief or Asst. Chief, Piers & Inspection Division;
- (d) Chief, Bay Service Section;
- (e) Customs Senior Boarding Officers.

6. Endeavour to work in harmony at all times with Customs employees of other divisions and with the Immigration officers on board with respect to the enforcement of immigration laws, rendering assistance to those officials in the performance of their duties. In case of Philippine registered vessels returning from abroad, conducts mustering of crew, pursuant to Section 1011 of the Tariff and Customs Code of the Philippines, as amended.

7. Cooperate with quarantine authorities in the enforcement of port quarantine regulations promulgated by the Bureau of Quarantine and shall give effect to the same, in so far as they are connected with matters of shipping and navigation, pursuant to Section 605 of the Tariff and Customs Code of the Philippines, as amended.

8. Familiarize themselves with the provisions of the Tariff and Customs Code of the Philippines, as amended, Customs Administrative Orders, Customs Memorandum Orders and Circulars issued by the Bureau of Customs pertinent to their duties.

9. Refer the matter to the Customs Senior Boarding Officer or Chief, Bay Service Section (or equivalent office) for decision, in case he is in doubt as to the proper action to be taken.

#### **B. Specific Duties upon Assuming Charge of Vessel**

1. It shall be the first duty of a Customs Inspector upon assuming charge of a vessel, especially a passenger vessel, to immediately assign a Customs Guard at each accommodation ladder or gangway with the instruction not to allow persons to board the vessel without a written pass, excepting the stevedores to attend to the discharging or loading of cargoes.

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2. The Customs Inspector shall instruct Customs Guards assigned on the gangway to conduct body searches, if necessary, on all persons boarding or disembarking from the vessel.
3. While the vessel is docked at the pier or wharf, the Customs Inspector shall make periodic inspection to ascertain that all ropes and cables from vessel to dock are provided with rat guards and that adequate safeguards are employed, such as the covering of the holes through which ropes and cables pass.
4. If the vessel docks at night, the Customs Inspector shall require proper lighting at the gangway.

**C. Relationship of Customs Inspectors with Customs Guards under His Supervision**

1. The Customs Inspector shall see to it that the Customs Guards assigned on the vessel are in complete uniform and present a neat and clean appearance. Their official badges must be displayed conspicuously. He should impress upon them the necessity of courtesy in their official dealings with passengers, ship's officers, consignees, and other concerned. He shall instruct them that all disputes and all questions wherein the element of doubt enters should be submitted immediately to the Customs Inspector on board and satisfy himself that the Customs Guard to whom he issues instructions thoroughly understands them, so that errors may be avoided.
2. He shall report to the Customs Senior Boarding Officer on duty the unexplained absence of any Customs Guard assigned to him.
3. An efficiency report for Customs Guards shall be submitted by the Customs Inspector for each vessel of which he is in charge. Customs Guards, who are incompetent, negligent in the performance of their official duties, or guilty of disobedience, shall be the subject of a special informal report, which shall be submitted with the efficiency report.
4. He shall maintain a logbook to keep a record of events, during his tour of duty, to include Customs Guard/s sent ashore or to another vessel on official business specifying the following:

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- (a) Time of Departure;
- (b) Nature of business;
- (c) Destination;
- (d) Where and when he is to report upon the completion of his business;
- (e) Time returned.

When Customs Guards are ordered to report to the Customs Senior Boarding Officer's launch at a certain time, a similar note shall be given, addressed to the Customs Senior Boarding Officer. These records shall always be rendered on the logbook furnished to Customs Inspectors, so that absent Customs Guards can be accounted for.

- 5. It is essential that an accurate check be secured on all cargoes discharged from, and loaded on, a vessel. Customs Inspectors shall instruct their Customs Guards to check independently of other checkers, and to submit their Customs Guard's Report.
- 6. He shall submit the Discharging Sequence and/or Inward Foreign Manifest duly received in the logbook by the Customs Wharfinger.

#### **D. Report after Termination of Duty**

A Customs Inspector, returning to shore after the vessel of which he was in charge has sailed, or returning to station from an outpost assignment, shall immediately report to the Chief, Bay Service Section (or its equivalent office) and submit all reports relative to his assignment to the latter who shall properly endorse them to the Chief, Piers and Inspection Division (or its equivalent office).

The Customs Inspector, upon submission of his reports, shall register the time and date of his vessel's departure in the priority listing of Customs Inspectors for assignments. A Customs Inspector who has not submitted his records and documents pertinent to his vessel assignment shall not be given assignment to a new vessel until he has submitted his reports and documents.

The reports of a Customs Inspector shall include as supporting documents the following:

1. Duly accomplished Inspector's Certificate of Lading, in case of break-bulk and conventional cargoes. The original copy together with the Export Permits to be submitted to the Export Processing Division concerned;
2. Shipment Permits, if any, properly endorsed at the back thereof with accompanying transfer notes and Customs Guard's Check Report;
3. Accomplished Certificate of Inspection (CI), Certificate of Identification and Loading (CIL), if any;
4. Certificate of Date of Last Cargo Discharged accomplished by Customs Inspector on board and bearing the seal of the Master of the vessel, to be submitted to the office of the Chief, Piers and Inspection Division (or its equivalent office);
5. Clearance of a vessel indicating therein the time and date the vessel actually sails and the berth assignment and the period of time the vessel stays at such berths and/or anchorage for transmittal to the Customs Clearance Officer;
6. General Permit issued by the Customs Senior Boarding Officer properly endorsed at the back thereof; and
7. All shipping documents required from the Master upon boarding a vessel, permits properly endorsed, and reports of all violations of Customs rules and regulations that may come into his attention.

All permits, entries and other documents received by the Customs Inspector on board of a vessel shall be indorsed by him, upon completion of his portion of the action directed. Such endorsements shall always show:

1. The date when the action was accomplished;
2. The action taken; and
3. The portion of the action unaccomplished, except in some instances where another Customs Official is to perform the unaccomplished action.

The date and the time of receipt of any official document shall always be noted therein by the Customs Inspector who shall initial the same.

### **Section 5. PORT UTILIZATION SECTION**

The Port Utilization Section supervises the receiving, handling, custody, monitoring, movement and release of shipments at the Piers/Customs Zone.

The Port Utilization Section shall be headed by a chief who shall perform the following functions:

1. Supervise all Wharfingers, Assistant Wharfingers, Customs Guards assigned at Container Yards, Outside CY-CFS and Customs Gatekeepers;
2. Act on all written reports submitted by the personnel under his supervision;
3. Be responsible for the conduct, vigilance, efficiency, neat and clean appearance of all personnel under him;
4. Require all Wharfingers, Assistant Wharfingers, Customs Guards, and Customs Gatekeepers to be in complete uniform while on duty;
5. Assign his personnel properly apportioning their overtime as equitable and as fairly as possible;
6. Exercise direct supervision over Customs Gatekeepers;
7. Inspect piers, wharves, warehouses, container freight and the container terminal inside the Customs Zone as frequently as possible, submitting to the Chief, Piers and Inspection Division (or its equivalent office) such reports as may be necessary;
8. See to it that cargoes are transferred properly and promptly to bonded carriers, bonded warehouse and private warehouses, covered by proper transfer notes;



9. Recommend to the Chief, Piers and Inspection Division (or its equivalent office), for the interest of the service and with consultation with the Wharfingers In-Charge of the piers, the reshuffling of personnel under him to the different piers;
10. Supervise the Wharfingers in the preparation, rating and submission to the chief of division the performance rating of all personnel under them. He shall rate all Wharfingers In-Charge of the piers;
11. Recommend any personnel who are deserving, capable and willing, pursuant to civil service rules and regulations for any promotion that are subject to be filled up;
12. Implement all lawful orders given to him from time to time by proper customs authorities with regard to his section.

**Section 6. DUTIES AND RESPONSIBILITIES OF ASSISTANT CUSTOMS OPERATIONS OFFICER (WHARFINGERS)**

**A. At the Pier/CY-CFS**

1. There shall be one Wharfinger In-Charge of each pier, who shall be responsible for the efficiency and discipline of Customs personnel under him;
2. He shall exercise effective supervision over the Arrastre Contractor's service regarding receiving, handling, custody and delivery of cargoes;
3. He shall note carefully the condition of the fender piles and draft at the piers and submit reports thereon;
4. He shall cooperate and assist other officers of the government performing official function at the piers;
5. He shall supervise the cleaning of the piers and see to it that garbage and obnoxious cargoes are disposed of promptly and properly;

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6. He shall cooperate with, and assist the Enforcement and Security Service (ESS) in maintaining peace and order at the pier, including the exclusion of unauthorized persons inside the pier shed/warehouse and premises;
7. He shall recommend the transfer and shifting of cargoes from pier to pier only, to government bonded warehouses inside and outside the Customs premises;
8. He shall process delivery permits and other types of Customs permits; Vis a vis the Official Receipt/Statement of Settlement of Duties and Taxes (SSDT) issued by the Formal/Informal Entry Division, prior to the release of cargo;
9. He shall, or thru his authorized representative, accept delivery permits and other types of Customs permits officially hand carried by official messengers of the Bureau and shall properly distribute the same to concerned shed/ warehouse Wharfinger where the cargoes are stored;
10. He shall submit daily, weekly, monthly, and annual reports thru proper channels, to the Chief, Piers and Inspection Division (or its equivalent office);
11. He shall implement all lawful orders given to him from time to time by proper customs authorities;
12. He shall submit report of Overstaying Cargoes to the Chief, Piers and Inspection Division (or its equivalent office).

**B. Outside CY-CFS (Off-Dock)**

1. There shall be one (1) Wharfinger In-Charge of Outside CY-CFS (Off-Dock) who shall be responsible for the efficiency and discipline of Customs personnel under him;
2. He shall receive the Transfer Note, Inbound Container and Inward Foreign Manifest from the Customs Guard;
3. He shall supervise the stripping of the containers;

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4. He shall receive the Stripping Tally Sheet from the CY-CFS Warehouseman;
5. He shall process delivery permits and other types of customs permits; Vis a vis the Official Receipt/Statement of Settlement of Duties and Taxes (SSDT) issued by the Formal/Informal Entry Division, prior to the release of cargo;
6. He shall see to it that the cargoes are released and delivered only to the proper parties in accordance with the marks, countermarks and registry number of the carrying vessel;
7. He shall assign a Customs Guard, prepare and sign Transfer Note as well as supervise the transfer of cargoes to the local ports, economic zones and bonded warehouses either inside or outside customs zone including coastwise transit cargoes and other places designated by customs;
8. In all cases of transfers of packed containers covered by Warehousing Permits or other permits where duties and taxes have not been paid, the container shall be sealed with a Customs seal by the Wharfinger concerned in the presence of the Customs Examiner concerned. Said Wharfinger shall see to it that the containers transferred be underguarded until received at the Customs Bonded Warehouse by the Customs Warehouseman assigned thereat. If there is no Customs Warehouseman or anybody authorized by the Collector of Customs to receive the same, such containers shall remain underguarded continuously by the Customs Guard until the same is properly released by the Bureau of Customs;
9. He shall maintain a logbook to record events such as examination made, hold/alert order, notice of Warrant of Seizure and Detention (WSD) and samples taken;
10. He shall report to the Collector of Customs within twenty-four (24) hours from the time the article is deemed abandoned and submit a monthly report on Abandoned/Overstaying Cargoes to the Office the Chief, Piers and Inspection Division (or its equivalent office).

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**Section 7. DUTIES AND RESPONSIBILITIES OF ASSISTANT CUSTOMS OPERATIONS OFFICER (DESIGNATED ASSISTANT WHARFINGERS)**

1. Each cargo shed/warehouse shall be under the direct charge and supervision of an Assistant Wharfinger, who shall maintain his office inside the shed/warehouse;
2. He shall prepare, rate, and submit rating of his pier shed/warehouse Customs Guards to the Wharfinger In-Charge of the pier;
3. He shall supervise the opening and closing of the cargo shed/warehouse. The keys shall be secured in his office and shall be returned in the box provided for in the office of the Officer In-Charge of the pier after the shed/warehouse has been closed;
4. He shall not allow unauthorized persons inside the cargo shed/warehouse with or without operation;
5. He shall process all delivery permits pertaining to his shed/warehouse before authorizing delivery of cargo therefrom;
6. He shall supervise closely the activities of the Customs Guards assigned in his shed/warehouse;
7. He shall clear the pier berth of lighters and other obstructions during the berthing and/or departure of vessel;
8. He shall assist the Wharfinger In-Charge of the pier and to execute all his orders;
9. He shall prepare and sign Transfer Notes as well as supervise the transfer of cargoes to the local ports, economic zones and bonded warehouses either inside or outside Customs Zone including coastwise transit cargoes and other places designated by customs;
10. He shall see to it that no inflammable, dangerous or obnoxious cargoes are stowed inside the shed/warehouse;
11. He shall coordinate with the arrastre shed/warehouse security

personnel and Enforcement and Security Service (ESS) in the prevention of pilferage of cargoes and other anomalies to defraud the customs revenues;

12. He shall perform all functions that may be assigned to him from time to time by superior authorities.

## **Section 8. DUTIES AND RESPONSIBILITIES OF ASSISTANT CUSTOMS OPERATIONS OFFICER (CUSTOMS GUARDS)**

### **A. At the Pier/CY-CFS**

1. A Customs Guard shall see to it that no inflammable, dangerous and obnoxious cargoes are discharged on the dock without proper permit;
2. When assigned to delivery work, he shall scrutinize the delivery permit properly processed and signed by the processing Wharfinger;
3. He shall check carefully the load on the truck against the gate pass issued in accordance with the mark, countermarks, registry number and total number of packages;
4. He shall see to it that all deliveries made are duly recorded on the Customs Guard's delivery sheet;
5. He shall see to it that the Wharfinger's copy of the delivery permit is retained and the same to be forwarded to the Wharfinger concerned upon the completion of the delivery;
6. When assigned as conduction guard, he shall see to it that the cargo destined for transfer reaches its destination safely and the covering transfer note properly signed by the Warehouseman/Storekeeper or Wharfinger or Customs Guard concerned, as the case may be.

## **B. On Board Vessel**

1. A Customs Guard shall see to it that no person is allowed to board the vessel without a written pass, excepting the stevedores to attend to the discharging or loading of cargoes at each accommodation ladder or gangway;
2. He shall conduct body searches, if necessary, on all persons coming in and out of the vessel;
3. He shall perform Customs surveillance on board the vessel or on carriers containing cargo in transit that has not been released from Customs supervision;
4. He shall check cargoes being discharged from, or loaded on, a vessel;
5. He shall act as couriers on official business;
6. He shall see to it that no empty lighters stay alongside the pier without proper permit.

## **C. Outside CY-CFS (Off-Dock)**

1. A Customs Guard shall assist the shed/warehouse Wharfinger in supervising the receiving, handling, custody, delivery and stowage of cargo inside the shed/warehouse by the arrastre operators, to include witnessing the stripping/devanning and sign the Cargo Stripping Report;
2. He shall assist the shed/warehouse Wharfinger in attending the inventory of bad order cargo and signed the Bad Order Inspection Certificate issued by the arrastre operator.

## **D. Others**

A Customs Guard shall perform any other work or function that may be assigned to him from time to time by his superiors.

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**Section 9. DUTIES AND RESPONSIBILITIES OF ASSISTANT CUSTOMS OPERATIONS OFFICER (DESIGNATED CUSTOMS GATEKEEPERS)**

1. A Customs Gatekeeper shall report punctually at the terminal gate assigned to him and shall remain thereat until properly relieved or otherwise directed to perform other duties by his superiors;
2. He shall not allow merchandise to pass through the gate without a gate pass. He shall verify the genuineness of the said pass as well as the signatures appearing thereon. He shall check the cargo covered by gate pass as to marks, number, quantity of packages and registry number of the carrying vessel. He may hold the truck or merchandise if he has valid reasons to believe that the merchandise is different from what is shown in the gate pass, reporting the matter promptly to the Wharfinger In-Charge of the pier where the cargo came from;
3. He must verify and see to it that all gate passes (customs copy) are countersigned by the Wharfinger of the corresponding pier, where applicable;
4. He shall see to it that gate passes with alterations and/or notations shall not be honored without the signature of the Pier Superintendent and the Wharfinger;
5. He shall collect all gate passes which shall be submitted to the office of the Wharfinger for reportorial purposes at the end of each working day;
6. Customs Gatekeeper In-Charge shall supervise his men properly at the Customs Zone and pier gate, assisting them on whatever problems that may arise, and if not resolved the same should be referred to the Wharfinger in charge of the pier where the cargo came from;
7. Customs Gatekeeper assigned at the exit gates shall be required to open all empty containers to verify whether they are indeed empty and shall keep records of the approved requests/permits issued and report any discrepancy to the office of the Wharfinger In-Charge.



## **Section 10. REPORTING TIME OF CUSTOMS PERSONNEL**

The reporting time for Customs Senior Boarding Officers, Customs Inspectors and Customs Guards are as follows:

1. Customs Senior Boarding Officers, Customs Inspectors and Customs Guards not assigned to vessel shall report at, and stay in, the office of the Chief, Piers and Inspection Division (or its equivalent office) and observe regular working hours. They shall perform such duties as may be assigned to them by the Chief or Assistant Chief of the Division and the Chief, Bay Service Section (or its equivalent office).
2. Customs Senior Boarding Officers, Customs Inspectors and Customs Guards assigned to vessels arriving before 8:00 a.m. and after 5:00 p.m. shall report for duty at least two (2) hours before the vessel's estimated time of arrival.

## **Section 11. MEALS AND ACCOMMODATIONS FOR DESIGNATED CUSTOMS INSPECTORS AND CUSTOMS GUARDS**

### **A. On Board Vessel**

The Customs Senior Boarding Officer shall, when necessary, invite the attention of the Master of the vessel to Customs regulations which require the serving of meals and providing of suitable accommodations to Customs Inspector and Customs Guards assigned on board.

If meals are not provided on board, the fact shall be certified by the Master or Chief Steward of the vessel to entitle the Customs Inspector and Customs Guards to meal allowances at the rate provided for in existing regulations.

### **B. To Outports/Travel Expenses**

Customs Inspectors and Customs Guards traveling at the request and expense of shipping lines or other entities shall be allowed suitable accommodations and actual and necessary expenses for board and lodging subject to existing rules and regulations.

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Customs officials and employees duly assigned on board vessels shall be furnished with suitable accommodations and free regular meals. Whenever, meals are available on board a vessel, Customs Inspector and Customs Guards assigned thereon shall not take their meals ashore, except when there is good justification for doing so and only when at least a Customs Guard is left on board.

While traveling on official business, they shall be allowed suitable, actual and necessary transportation expenses, depending not only in the class and type of transportation used but also on the circumstances of time and place. They shall, however, use the most reasonable and expeditious means of transportation available, whether by land, water or air, to and from their destination. Where established and regular common carrier transportation services are available, such services shall be utilized whenever possible. The hire of special conveyance will be allowed only in extreme cases of emergency and where conveniently scheduled common carrier service is not available.

## **Section 12. LEAVE OF ABSENCE**

Application for vacation leave shall be filed and approved before such leave of absence is enjoyed by any officer or employee, unless prevented by unforeseen circumstances beyond his control.

Application for sick leave shall be filed within two (2) days after return to duty and, if in excess of three (3) days shall be supported by a medical certificate.

Any officer or employee detained by causes beyond his control and unable to report for duty at the prescribed hour of reporting must notify the office in which he is employed to that effect within two (2) hours, if practicable, of such prescribed hour, on the first day of absence. Absence from duty without prior permission will be cause for disciplinary measures, unless satisfactorily explained.

## II. OPERATIONAL PROVISIONS

### Section 13. STATUTORY PROVISIONS ON ENTRANCE AND CLEARANCE

The provisions of Section 1001-1025 of the Tariff and Customs Code of the Philippines, as amended on Entrance and Clearance of Vessels, are deemed incorporated in this Manual.

### Section 14. PRE-ARRIVAL

#### A. Notice of Arrival (NOA) with Estimated Time of Arrival (ETA)

- (a) The Shipping Agent or representative of any vessel engaged in foreign trade entering any of the Philippine ports of entry shall notify the Piers and Inspection Division, Bay Service Section (or its equivalent office) of the vessel's arrival and all other particulars at least twenty-four (24) hours in advance.
- (b) Upon receipt of the Notice of Arrival (NOA), the Customs Inspector or E2M-OIC of the Piers and Inspection Division, Bay Service Section (or its equivalent office) shall perform the following functions:
  - (1) Electronically verify the vessel registry number/principal and other vessel information thru Client Profile Registration System (CPRS);
  - (2) Input the Estimated Time of Arrival (ETA) in the E2M Customs System;
  - (3) Encode the time and date in the system and affix his signature on the hardcopy of the Notice of Arrival;
  - (4) Furnish the Customs Boarding Team a copy of the processed Notice of Arrival (NOA).

#### B. Assignment of Customs Boarding Team

The Customs Boarding Team shall be assigned by the Chief, Bay Service Section (or equivalent office) thru a duly signed Assignment Order.



Section 12, item No. 4 hereto is contained therein.

All documents, except copies for the Customs Inspector on board the vessel, shall be forwarded to the office of the Chief, Bay Service Section (or its equivalent office), for transmittal to offices concerned.

#### **4. Inward Foreign Manifest (IFM) and Consolidated Cargo Manifest (CCM) Contents**

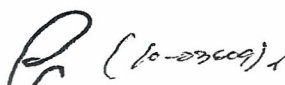
The hardcopy of the Inward Foreign Manifest required to be submitted by the Master of the Vessel to the Boarding Officer shall contain the following information:

- (a) Bill of Lading number
- (b) Marks and numbers of cartons, drums, boxes, crates and other forms of protective packaging (for break-bulk)
- (c) Container and seal number if containerized and initials FCL, if full container load, and LCL, if less container load.
- (d) Number of packages
- (e) Kind of packages (cartons, boxes, crates, drums, etc.)
- (f) Contents of Description of Cargo
- (g) Shipper
- (h) Consignee
- (i) Gross weight in metric tons
- (j) Measurement in cubic meters
- (k) Port of origin
- (l) Notify party

Inward Foreign Cargo Manifest submitted not in accordance with the above requirements shall be rejected.

The Customs Senior Boarding Officer shall, with his initials, note down on all the copies of Inward Foreign Cargo Manifest delivered to him by the Master of the vessel, the specific time and date when such documents were received.

If the Inward Foreign Cargo Manifest is not in the English language the Customs Senior Boarding Officer shall require its translation to English before accepting the same.



1. Late Submission
  - (a) First Offense - Php10,000.00
  - (b) Second Offense - Php20,000.00
  - (c) Third Offense - Php30,000.00
  
2. Non-compliant Submission- Php30,000.00

## Section 15. ARRIVAL

### A. Documents/Permits

#### 1. Quarantine Certificate for Incoming Vessels from a Foreign Port

Entry of vessels from any port or place outside of the Philippines shall not be permitted until they have obtained a Quarantine Certificate issued under the authority of the Bureau of Quarantine. However, if a vessel has already been issued a Quarantine Certificate in the first Philippine port of entry, she will not be required to undergo another Quarantine formalities at succeeding ports of call in the Philippines.

No person shall be allowed to board or leave the vessel before they are cleared by the Bureau of Quarantine, except the pilot who is governed by the Quarantine regulations in such contingencies.

The Certificate shall be part of the required documents to be received by the Customs Senior Boarding Officer from the Master of the vessel.

No Quarantine Permit shall be required for the discharge of regularly manifested cargo, including animals, plants, etc., unless otherwise required by law or regulations. However, if animals or plants are carried as baggage, their discharge shall be subject to the regulations promulgated by the Bureau or office concerned.

#### 2. Entrance of Vessel from a Foreign Port

Upon arrival of a vessel from a foreign port, BOC OPM Form No. 9 (Oath of Entering Vessel from a Foreign Port) with Customs Documentary Stamp duly accomplished by the Master in four (4)

The following Customs Personnel shall be the members of the Customs Boarding Team:

1. Customs Senior Boarding Officer;
2. Customs Inspector;
3. Customs Guard/s.

### **C. Submission of Advance Electronic Manifest before Arrival of Vessels Engaged in Foreign Trade thru E2M Customs System and Penalties**

The submission of electronic copy of Inward Foreign Manifest (e-IFM) and electronic copy of Consolidated Cargo Manifest (e-CCM) must be done through any of the Value Added Service Providers (VASPs) accredited by the BOC. The e-IFM, in the case of shipping lines must be electronically submitted at least twelve (12) hours before arrival of the carrying vessel. The e-CCM, in case of Non-Vessel Operating Common Carrier (NVOCC)/Cargo Consolidator/Co-Loader/Break-bulk Agent, must be submitted at least six (6) hours before arrival of the carrying vessel.

The cut-off time for e-manifest (e-IFM and e-CCM) submission is calculated from the submitted Estimated Date and Time of Arrival using the BOC Gateway Service Clock. The e-IFM must be submitted ahead of the e-CCM. If the e-CCM is submitted ahead of the e-IFM, the e-CCM will not be registered in the E2M Customs System, but has to be re-submitted when the e-IFM is already registered.

#### **Registration of e-manifest**

The system automatically registers a manifest in the E2M Customs System if the manifest meets the submission deadline. However, if the deadline is missed, the concerned shipping line/agent should submit a formal request letter to the office the Deputy Collector for Operations to allow a BOC-initiated manual registration of the manifest in E2M. Only the Deputy Collector for Operations can approve the request and execute the manual registration (through the "Direct Register" function) in E2M. A late or non-compliant submission fee will be charged for this procedure following the schedule of fines provided in Section 2521 of the Tariff and Customs Code of the Philippines, as amended:

  
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copies shall be presented to the office of the Customs Clearance Officer within twenty-four (24) hours.

### 3. Documents to be Produced by Master Upon Entry of Vessel

The following documents properly accomplished shall be submitted by the Master to the Customs Senior Boarding Officer:

- (a) Quarantine Certificate (Pratique);
- (b) Clearance of vessel from last port of call;
- (c) Original and four (4) copies of Inward Foreign Manifest duly signed by the Master;
- (d) Three (3) copies each of the following:
  - 1. Crew list
  - 2. Passengers list
  - 3. Passengers list for aliens (as required by immigration law in force in the Philippines)
  - 4. Copy of original duplicate of bills of lading
  - 5. Bonded Store list
  - 6. Narcotics & Dangerous drugs list
  - 7. Ship's Store list
  - 8. Mail list
  - 9. Firearms & ammunition list
  - 10. Crew's declaration list
  - 11. Parcel list
  - 12. Shipping articles and register of the vessel of Philippine Registry
- (e) Through Cargo Manifest/s, if any, which shall be deposited to the Customs Inspector and shall be returned to the master prior to departure to other ports;
- (f) Cargo Stowage Plan or Hatch List;
- (g) If passenger vessel, three copies of disembarking passengers list and their baggage declaration.

The Customs Senior Boarding Officer shall, after carefully comparing the copies with the original manifest, stamp each of such manifests on the last page thereof with a rubber stamp provided for that purpose, and verify that the necessary information required in accordance with



All articles, wares, goods, merchandise, and any other cargo including unaccomplished baggage, and orders or "encargo" from abroad, received by the master, officers and crew of vessels without bills of lading or not covered by manifests or parcel list shall be subject to seizure as unmanifested cargo under the Customs law.

### **Distribution of Inward Foreign Manifest (IFM) Hard Copies**

The Inward Foreign Manifest shall be distributed to the following offices:

- (a) Original copy - Piers and Inspection Division (PID) or Equivalent office
- (b) One copy - Commission on Audit (COA) Resident Auditor through the Office of the Commissioner (OCOM)
- (c) One copy - Intelligence Group (IG)
- (d) One copy - Assessment and Operations Monitoring Group (AOCG)

### **5. Permits for Discharge and Lading of Cargo**

Unless the vessel has put into "in distress", the Customs Senior Boarding Officer shall, upon placing the vessel under Customs surveillance and control, issue a "General Permit". Such permit however, shall not constitute an authority for the loading of export cargo or delivery of import cargo at ship's side without the required entries or permits as the case may be.

The General Permit shall be endorsed by the Customs Inspector assigned on board the vessel mentioned in the permit at the back thereof showing whether all import cargoes has been discharged at the port or not. Such permit shall be included in his report after the termination of his assignment on board a vessel.

### **6. Endorsement of Permits**

The following permits shall be endorsed on the reverse side thereof:

- (a) The General Permit
- (b) The Shiplside Permit
- (c) Permits for the sending of special consignments of cargo to the piers or to the Parcel Section
- (d) Permits issued by the Deputy Collector for Operations or its equivalent office for the transfer of cargo from one vessel to another

On the same permit and directly under the preceding endorsement, the receiving Customs Inspector shall make an endorsement to the effect that he received the cargoes on board the vessel to which he is assigned.

All endorsements and returns shall be signed over the printed name and executed clearly and legibly especially with reference to any figures that may be included.

All minor corrections shall be initialled by the endorsing officer.

All other permits shall be endorsed on the reverse side thereof.

## 7. Shiplside Permits

Shiplside Permit, when duly processed and approved by the Collector of Customs or the Deputy Collector for Operations or its equivalent office, as the case may be, is an authority for the Customs Inspector assigned on a vessel to allow the discharge of cargoes specified on the permit at shiplside unto lighters, underguarded.

### Three (3) kinds of Shiplside Permits:

- (a) Regular Shiplside Permit - issued by the Deputy Collector for Operations or its equivalent office as now presently required for all cargoes which belong to the categories of "regular shiplside cargoes" under existing regulations.
- (b) Special Shiplside Permit - when cargoes do not belong to "regular shiplside cargoes", such as ballast, garbage, provisions, watering, bunkering, vessel parts for repair the ship's agent has to get the authority from the Collector of

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Customs prior to the processing and approval by the Deputy Collector for Operations or its equivalent office.

(c) Temporary Shiplside Permit - is a written authority to discharge cargoes at shiplside unto lighter as per order of the Collector of Customs. The permit shall be forwarded direct to the Customs Inspector of the carrying vessel without entry being filed. This is issued only as an emergency measure so as not delay ship operations. This permit is also issued on Saturdays, Sundays and holidays when there are no offices to process the regular shiplside permit. Several conditions are usually imposed in the issuance of this Temporary Permit, among which are:

- That the cargo is underguarded continuously until released by the Bureau of Customs;
- That the lighter shall not be taken out of the Customs designated barge pool area until the Regular Shiplside Permit is issued by the Deputy Collector for Operations or its equivalent office, and is presented to the Customs Inspector of the carrying vessel; and
- That the Deputy Collector for Operations/Chief, Piers and Inspection Division (PID) or its equivalent office be duly notified of the discharge under the Temporary Permit.

### **Pending Issuance of Shiplside Permits**

Pending issuance of shiplside delivery permit, the Customs Inspector on board may receive written requests from consignees, countersigned by the ship's agents, and approved by the Collector of Customs, that certain designated goods be discharged into separate carriers. Under such circumstances, the same procedure is enjoined as in the case of shiplside delivery except that the consignment shall be held alongside the vessel underguarded. Provided that, in case no permit is received by the Customs Inspector on board within seventy-two (72) hours from the time of discharge, the Chief, Bay Service Section (or its equivalent office) shall be advised accordingly so that the cargo may be sent to the Customs designated barge pool area/piers/wharf, underguarded.

The Customs Inspector assigned on a vessel who allows the discharge of cargoes at shiplside shall comply strictly with the conditions and/or requirements stated on the permit and prior to the unloading of the



cargoes, he must first check the cargoes mentioned in the permit against the Inward Foreign Manifest.

After effecting total discharge of cargoes unto lighter, the Customs Inspector shall endorse the shipside permit at the back thereof specifying the quantity of cargoes discharged. He must indicate the names of lighters loaded and the corresponding names of the Customs Guards in charge of each lighter loaded. A copy of a transfer note covering the shipment together with the corresponding Guard's Check Report made by the Customs Guard in charge shall be attached to the shipside permit for submission to the Records Section, Piers and Inspection Division (or its equivalent unit).

#### 8. Transfer Note (Boat Note)

Shall be made in sextuplicate by the Customs Inspector on board. For cargoes delivered at shipside, the transfer note shall show the following:

- (a) Name of vessel and registry number
- (b) Name of lighter
- (c) Name of Broker and/or Consignee
- (d) Shipperside Permit Number
- (e) Marks and Numbers
- (f) Kinds and Description of Goods
- (g) Time and Date lighter left alongside the vessel
- (h) Names and signatures of Customs Inspector, Customs Guard In-Charge of Lighter and the Patron of the Lighter
- (i) Any other information and/or remarks such as, conditions set forth on the Shipperside Permit by the Collector of Customs.

The copies of the prepared transfer note shall be distributed as follows:

Original and Duplicate	To Customs Guard In-charge
Triplicate	Attached to the Shipperside Permit together with the Guard's Check report
Quadruplicate	To Patron of the Lighter
Quintuplicate	Inspector's file
Sextuplicate	Attached to the booklet of the Transfer Note (Issuing Officer)

## **B. Boarding Sequence**

The vessel upon arrival from a foreign port at the port of entry and after the issuance of the Quarantine Certificate (Pratique) by the Bureau of Quarantine shall be boarded in the following order:

1. Customs Senior Boarding Officer, Customs Inspector and Customs Guards assigned to the vessel.
2. Immigration Officer
3. Department of Agriculture or Plant/Animal/Fisheries Quarantine Representative (as required)
4. Other agencies or persons authorized by the Collector of Customs.

## **C. Customs Boarding Team on Foreign Vessel**

1. The Customs Senior Boarding Officer shall place the vessel under Customs control and surveillance by posting a Customs Inspector and Customs Guards thereon.
2. No person shall be permitted to go on board such vessel except the pilot, consul, Health Officials, Immigration and Customs officers without the permission of the Customs Inspector on board of vessel.
3. No tugboat, rowboat, or other watercrafts shall be allowed to go alongside the vessel to ferry any person to or from the vessel without a permit from the Collector of Customs or his duly authorized representative.
4. Unauthorized, tugboats, rowboats and other watercrafts shall keep away from such vessel engaged in foreign trade at a distance of not less than fifty (50) meters.

## **D. Actual Time of Arrival (ATA) of Foreign Vessel thru E2M Customs System**

After boarding formalities, the E2M-OIC of Piers and Inspection Division-Bay Service Section, shall input the Actual Time of Arrival (ATA) from the boarding information sheet submitted by the Customs Boarding Officer.

## E. Submission of Supplemental Cargo Manifest

Supplemental e-manifest submission is treated as non-compliant/late submission, and shall be subject to penalty as stated in Part II Section 14-C of this Manual. Supplemental e-manifest must be submitted in hard copies and electronic form within the period prescribed in CAO 6-2007 and CMO 37-2009; otherwise, the shipments subject of the Supplemental Manifest will be considered unmanifested and subject to seizure proceedings.

### Submission of Supplemental e-manifest:

1. Cargoes/containers not listed in the IFM but are otherwise recorded in the Stowage Plan must be covered by a Supplemental e-manifest submitted to the BOC through the VASP not later than forty-eight (48) hours from date of discharge of the last package from the vessel;
2. For cargoes/containers not listed in the IFM and Stowage Plan, the Supplemental e-manifest must be submitted not later than twenty-four (24) hours from the date of last package; and
3. In both cases, the Deputy Collector for Operations and the Chief, Piers and Inspection Division (or its equivalent office) monitor the forty-eight (48) or the twenty-four (24) hours rule as the case may be before authorizing the registration of the supplemental e-manifest into the Electronic Manifest System (EMS).

## F. Unloading of Cargoes

### 1. Containerized

- (a) Discharging of containerized cargoes shall be authorized only upon issuance of a general permit by the Customs Senior Boarding Officer;
- (b) Thereafter, unloading of containers shall commence;
- (c) During unloading, the Customs Inspector/Customs Guard on board foreign vessel shall verify the container number/s against the discharging sequence;
- (d) Customs Inspector/Customs Guards shall check/inspect if container seals are intact;
- (e) Submit Discharging Report shall be submitted upon



completion of the unloading operation.

## **2. Bulk and Break bulk**

The clearance of cargoes for bulk and break-bulk cargoes/shipments such as liquids, chemicals, petroleum products and all other cargo shipped in bulk/break-bulk the duties and taxes of which are normally determined by weight (e.g. wood, steel, coal, grain, etc.) shall be governed by pertinent regulations, more particularly CAO 3-2010 and CMO 18-2010 on Procedure for the Bulk and Break-bulk Cargo Clearance Enhancement Program Mandated Under Administrative Order (AO) No. 243 as amended by AO 243-A. The said CAO and CMO allows under certain conditions the filing of import entry/ies and payment of proper duties, taxes and other fees prior to the arrival of the vessel in the Philippine port of destination and immediately cause the discharge and withdrawal of the same from Customs premises and/or custody provided that the declarations in the import entry/ies are confirmed by the Load Port Survey (LPS) Report and upon presentation of the proof of payment of duties, taxes and other fees as well as compliance with other pre-requisite for valid importation.

The accredited surveyor may be allowed to board the vessel for purposes of securing/need for a Discharge Port Survey (DPS) Report due to absence of a Load Port Survey (LPS) Report or upon agreement by the shipper and consignee, upon appropriate instruction from the One Stop Shop (OSS) headed by the Deputy Commissioner of Assessment and Operations Coordinating Group (AOCG).

In the event that the shipment is covered by an alert order or that the shipment is different from the details in the entry, the Customs Inspector or the Customs Guard assigned on board the vessel shall inform in writing the Formal Entry Division or its equivalent office (Attention: the concerned customs examiner/appraiser) thru the office of the Chief, Piers and Inspection Division, indicating therein the exact location of the shipment for the usual customs examination and processing of the entry.

### **2.1. Unloading of Bulk and Break-bulk Cargoes at Shipline**

Shipline discharge of cargoes shall be authorized only upon presentation of necessary shipside permit issued by the Deputy Collector for Operations. Upon receipt of the shipside permit, the Customs Inspector assigned on board shall:

- (a) Verify the subject shipment covered by the shipside permit against the Inward Foreign Manifest as to the correctness of marks and numbers, quantity, kind of merchandise, weight, etc.;
- (b) Issue a transfer note in sextuplicate covering the shipment mentioned on the permit, setting forth the conditions and/or requirements imposed by the Collector of Customs on the face of the shipside permit;
- (c) Assign a Customs Guard to check the Shippers Permit so that only those authorized to be discharged are unloaded;
- (d) Assign a regular Customs Guard to underguard the lighter with the cargoes if the permit so stipulates;
- (e) When bulk cargoes are to be discharged unto lighters, the Customs Inspector shall not allow any cargo to be unloaded without first obtaining the ton/inch immersion table of the lighter from the patron.

After discharge of bulk cargoes at shipside, the Customs Inspector on board must sign and attest to the long tally of the Consignee Surveyor report.

In cases wherein the vessel is anchored at the anchorage, personal effects, parcel cargoes and the like may be discharged at shipside unto the launch for subsequent immediate delivery to the office of Bay Service Section (or its equivalent office), underguarded, where the goods shall be duly received by the Customs personnel in-charge thereat on the face of the transfer note.

Cargoes shall be released upon presentation to the Customs Inspector on board a Statement of Settlement of Duties and Taxes (SSDT) duly issued by the Formal Entry Division or its equivalent office.

#### **Duties of Customs Inspectors Relative to Import Cargo**

- (a) Unless the Collector of Customs permits their discharge into lighter or carriers to subserve public interest, all vessels arriving from foreign port shall discharge their import cargo at officially designated piers.
- (b) All cargoes from vessels that go alongside the piers, except hereinafter specified, shall be discharged thereon and no

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check or accounting shall be undertaken by the Customs Inspector on board of the vessel, except to satisfy himself that the cargo is actually thereunto discharged, and that the ship's checker is actually checking the cargo being discharged. If a sling/tango crane goes down without any tally, he should not allow it to be discharged until the tally sheet is attached to the sling/tango crane. Upon completion of discharge, either by dockside or shipside, the Customs Inspector shall secure a written certificate from the ship's headchecker to the effect that all Import cargo has been discharged as required by law and the Customs Inspector be furnished cargo receipts (tally sheets) for all cargoes so discharged by the ship's headchecker of shipping company.

- (c) All import cargoes discharged at shipside shall be checked by Customs Guards detailed for that purpose by the Customs Inspector on board, and for each carrier, the said Customs Inspector shall accomplish a transfer note showing the quantity and description of the cargo in each lighter or carrier. A transfer note shall always accompany such cargo and information regarding damaged cargo shall be noted in the column for remarks. However, in the case of oil and gypsum in bulk, the quantity to be indicated in the transfer note shall merely be the estimated quantity based upon the report of Customs accredited marine surveyors or the reading of the vessel's gauge, as the case may be.
- (d) The Customs Inspector on board the vessel shall permit shipside delivery upon receipt of the shipside delivery permit, provided transportation facilities for the cargo described therein are available. He shall detail a Customs Guard to take an accurate account of the number of packages and their marks and numbers. No cargo other than that described in the permit nor packages or quantity in excess of the number or amount indicated therein shall be delivered. Any excess found in the cargo being underguarded shall immediately be reported to the Chief, Bay Service Section (or its equivalent office).
- (e) In cases where a discrepancy occurs between the check of the Customs Guard and that of the other checkers on board as to the number of packages discharged into a carrier for shipside delivery, the Customs Inspector on board shall detail the same Customs Guard to accompany the carrier and re-check the cargo as it is being discharged at the consignee's warehouse or wharf. Customs Inspectors shall instruct the Customs Guards accompanying such carriers to

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bring to the pier any package or quantity found on the carrier which is not included in the shipside permit. A Customs Guard shall be maintained on such carriers until the cargo has been totally discharged.

- (f) The delivery of cargo at ship's side is the most important duty of a Customs Inspector. He shall take every precaution to avoid mistakes. He shall read every permit carefully to ascertain the kind and quantity of the cargo that he has authority to deliver. He shall see to it that the marks and numbers of the goods being discharged at shipside conform to all particulars as reflected in the Inward Foreign Manifest.
- (g) The Customs Inspector on board may also receive written permits from the Collector of Customs or Deputy Collector for Operations to send cargo for transfer to bonded warehouses, in which case he shall cause the goods to be checked by marks and numbers. Transfer notes in sextuplicate shall be duly accomplished and the original and duplicate thereof delivered to the Customs Guard in whose charge the consignment will be sent to the bonded warehouse indicated in the permit. The Customs Guard shall deliver the goods to the Customs Warehouseman/Storekeeper in charge of the bonded warehouse, taking his receipt on the face of the transfer notes which must show the exact time and date the goods were received at the warehouse.
- (h) Special permits are issued to send certain designated cargoes to the Customhouse. Under this circumstance, the goods together with the transfer note covering such cargoes shall be sent underguarded to the Bay Service Section, PID (or its equivalent office).
- (i) Packages manifested as parcels and those containing valuable goods, if the carrying vessel did not dock alongside the pier/wharf, shall be sent to the Bay Service Section, PID (or its equivalent office) on the boarding officer's launch, if possible; if not, on the agent's launch, underguarded.
- (j) Parcel listed articles shall be properly accomplished on B.C. Form No. 174. Accompanying transfer notes shall be accomplished giving the marks and numbers and the names of consignee.

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- (k) Goods from a foreign port may be transferred directly from the carrying vessel to another vessel engaged in the coastwise or foreign trade upon receipt of written permission from the Collector of Customs. Detailed instructions in regard to such cargo are given in Sections 17 and 18 of this manual.
- (l) Importations of arms and ammunitions shall be discharged immediately from vessel with proper transfer note to be sent to and receipted at the Customs Police Division for safekeeping and for proper disposition.
- (m) Goods remaining on board any vessel after the expiration of the period for discharge and not reported for transit/transshipment to another port may be unladen by the Customs authorities and stored at the vessel's expense. Customs Inspectors must see to it that all cargoes destined for the port must be discharged at the port unless otherwise permitted by the Collector to remain on board, underguarded, if the vessel should clear for other local ports. If vessel will clear for foreign port the ship's agent shall secure a permit from the Collector of Customs to over carry the remaining cargo. Such permit to over carry cargo shall be issued only upon guarantee of the ship's agent that the overcarried cargo will be returned without delay to original port of discharge.

**Instructions to Customs Inspectors Relative to Carriers Receiving Import Cargo**

- (a) No cargoes shall be discharged at shipside into open carriers, except those authorized for delivery thereat under existing Customs rules and regulations. All other cargoes shall be discharged into secured lighters, capable of being locked and sealed with customs seals.
- (b) Carriers alongside a vessel, having cargo that is under Customs supervision, shall not be permitted to shift to another vessel to receive cargo unless authorized by the Collector of Customs or the Deputy Collector for Operations of the port.
- (c) Empty carriers shall not be permitted to lie at night alongside a government pier, or a vessel moored thereto; or a vessel

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anchored in the harbor, or be attached to such piers or vessels by cables or ropes; or be attached to partly loaded carriers which may be alongside or fastened to such pier or vessel with import or export cargo; nor to carriers brought alongside to receive import cargo or discharge export cargo while the cargo on the pier or vessel is being worked at night.

- (d) Laden or partially laden carriers at shipside containing import cargo shall not be permitted to leave the vessel without permission from the Customs Inspector on board, except in cases of emergency. In such circumstance, they shall be locked and sealed and placed underguard.
- (e) All merchandise and other movable articles on board a vessel, not included in the cargo manifest or ship stores, shall be included in the list of ship stores. If not so included at the time of boarding, they shall be checked, a supplementary list prepared, and then sealed as part of the ship store.
- (f) The Customs Inspector shall, as soon as practicable after a vessel has been placed in his charge, verify by personal inspection the seal of the ship stores which may be broken. Ship's firearms, except in unusual cases, shall not be placed under seal, but a check shall be taken of them, which shall be verified before the vessel sails, to insure that no arms have been unlawfully landed.
- (g) Ship stores may be discharged under the same conditions as other cargo but the written permission of the Quarantine officer shall be presented to the Customs Inspector before the discharge is permitted. Upon the receipt of a permit or approved application for the transfer of ship store directly from one vessel to another of the same line, the Customs Inspector on board shall send it under Customs Guard with transfer note. The lading of stores and provisions for ship's use in reasonable quantities must be by permit issued by the Chief, Piers and Inspection Division (or its equivalent office) and by the Deputy Collector of Customs for Operations or his authorized representative in other ports of entry, provided that a vessel arriving and clearing on the same night may make such replenishments upon written request of the Master or Agent approved by the Deputy Collector for Operations or his authorized representatives.



- (h) An excess of supply in ship's store in vessels arriving from foreign ports, and all articles purchased abroad for sale on board a vessel as saloon stores or supplies, are dutiable, but all ship stores and saloon stores or supplies not in excess of the proper requirements of the vessel in her voyage outside of the Philippines shall not deemed dutiable.

Surplus in ship's stores shall not be transferred from one vessel to another, except to a vessel of the same line in active service in the foreign trade, and then only where such stores are bona fide ship stores and not cargo. In such cases, the transfer may be allowed under Customs supervision with the approval of the Collector of Customs or the Deputy Collector for Operations.

The surplus ship stores of a vessel of Philippine registry shall be dutiable on her changing from the foreign status to a coastwise status.

## **2.2. Unloading of Cargoes at Dockside**

### **Import Cargoes**

All cargoes discharged at dockside from a vessel shall not be accounted for by the Customs Inspector. However, a Customs Guard on each working hatch must see to it that the ship's checker is on board making a tally of each sling and if a sling goes down without a tally, the Customs Guard must stop the discharge from that hatch until such time that the checker does his job correctly.

### **Passenger's Baggage, Parcel List and Crews Personal Effects**

- (a) The Customs Inspector shall cause the immediate discharge of all baggage, parcel cargoes and articles brought in by the ship's crews and passengers for discharge at the pier.
- (b) The Customs Inspector shall remind the Chief Officer or the Purser of the vessel, if necessary, that baggage and parcels must be discharged promptly and have the same transferred, underguarded, to the Office of Bay Service Section, PID( or its equivalent office), where proper receipt will be noted on the face of the transfer note. (Subject for examination by Customs Examiners). No permit is required

for the discharge and landing of baggage.

- (c) If baggage and parcels are to be discharged into a carrier in the stream, the Customs Inspector shall assign a Customs Guard to underguard such baggage and parcels to the Office of the Bay Service Section, PID (or its equivalent office) where the receiving Customs Personnel In-Charge thereat will sign.
- (d) For purposes of determining whether "encargo" or entrusted shipments of merchandise or articles from abroad be included in the parcel list (B.C. Form No. 174), hereunder is the criteria:

Any cargo which is found to exceed 350 lbs. (159 kilos) in weight and 40 cu. ft. (1.13 cu. Meters) in measurements shall not be included in "Parcel List" and as such the Customs Inspector shall not allow the discharge unless the shipping agent concerned shall file a supplemental cargo manifest for said parcel or cargo within twenty-four (24) hours after the arrival of the carrying vessel and pay the corresponding duties and taxes with either the Informal Entry Division or Formal Entry Division depending on the weight and measurement of the said cargo. The time and date of discharge to the Bay Service Section (or equivalent office) of each parcel cargo shall be duly noted by the Customs Inspector on board under the last column of his copy of the parcel list. Under no circumstances shall any parcel cargo destined for other ports of entry be authorized for discharge at the pier without proper authority from the Collector of Customs.

## Section 16. DEPARTURE

### A. Documents/Permits

#### 1. Documents Required for Exportation

##### 1.1. In General

- (a) Export Declaration

- (b) Commercial Invoice
- (c) Packing list
- (d) Export permit (for regulated cargoes)

### 1.2. Additional Documents Required

- (a) CBW Shipments - Transfer Note, Certificate of Identification (CI) and Certificate of Inspection and Loading (CIL)
- (b) PEZA Shipments - PEZA Transfer Note and PEZA Tally Sheet
- (c) Provincial Loading - Transit Cargo Manifest
- (d) Constructive Warehousing and Immediate Exportation - Previous Import Entry and Internal Revenue Declaration (IEIRD), Re-exportation Bond and Transhipment Permit
- (e) Special Permit to Load - Letter request from Shipping Lines and list of containers intended for loading

### 2. Inspector's Certificate of Lading/Report of Customs Inspector on Board

The Inspector's Certificate of Lading is accomplished by the Customs Inspector on board of a carrying vessel for all conventional export cargoes loaded into vessels. The Inspector's Certificate of Lading shall be accomplished in five (5) copies and signed by the Customs Inspector on board vessel.

He shall submit the original copy of the Inspector's Certificate of Lading together with the working copies of the Export Declaration/Permits covered by the report to the Export Division/Processing Office (or its equivalent office) concerned within five (5) working days after the departure of the carrying vessel to which the conventional export cargoes are loaded.

The Customs Inspector shall maintain a running list of all Export Declaration/Permits presented to him covering export cargoes to be loaded on board a vessel to which he is assigned. From the prepared list, the Customs Inspector shall prepare the Inspector's Certificate of Lading covering such exportation indicating therein the actual number and kinds of goods loaded. Prior to the clearance of vessel to sail, the



Customs Inspector shall verify and examine whether the Outward Foreign Manifest issued to the Master of the carrying vessel together with the ship's clearance tallies with the prepared Inspector's Certificate of Lading. Should there be a discrepancy as to the correctness of entry in the Outward Foreign Manifest with that of the Inspector's Certificate of Lading, the Customs Inspector on board shall not allow the vessel to sail until such Outward Foreign Manifest is corrected.

For ports wherein a Customs Container Control Division (or its equivalent office) does not operate, the Customs Inspector of the Piers and Inspection Division thereat shall act as the Stuffing or Loading Inspector, as the case may be. And as such, the assigned Customs Inspector shall observe the enumerated duties and responsibilities as herein provided.

### 3. Customs Clearance of Foreign Vessel

For purposes of clearances of a vessel, the following documents shall be presented to the PID Clearance Section prior to the issuance of clearance:

- (a) BOC OPM Form No. 12 - Outward Foreign Manifest (4 copies)
  - 1 original copy
  - 3 photocopies
  
- (b) BOC OPM Form No. 10 - Oath of Master in Manifest in Clearance for a Foreign Port (4 copies)
  - 1 original copy (with Customs Documentary Stamp)
  - 3 photocopies
  
- (c) BOC OPM Form No. 11 - Oath of Master to Foreign Vessel Clearing Without Passengers (4 copies)
  - 1 original copy (with Customs Documentary Stamp)

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- 3 photocopies
- (d) BOC OPM Form No. 2 - Clearance of Vessel to a Foreign Port (2 copies)
- 1<sup>st</sup> original copy (Customs copy with Customs Documentary Stamp)
  - 2<sup>nd</sup> original copy (Master of the Vessel's copy with original seal and signature of the Collector of Customs or his duly authorized representative)
- (e) BOC OPM Form No. 3 - Clearance of Customs Inspector assigned on board in 3 copies
- 1<sup>st</sup> copy for Clearance Officer
  - 2<sup>nd</sup> copy for the Shipping Agent
  - 3<sup>rd</sup> copy for the Customs Inspector on Board
- (f) B.C. Form No. 88 - Statistic Supplemental in 4 copies
- (g) Bureau of Quarantine Clearance for Outgoing Vessels
- (h) Plant Quarantine Clearance
- (i) Post Office Clearance
- (j) Request for Customs clearance by shipping agency signed by the Customs Inspector concurring that the vessel in which he is assigned is ready to sail for foreign port.
- (k) The register and shipping articles, if the vessel is of

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Philippine Registry.

- (l) The consular certificate of entry, if the vessel is of Foreign Registry, when required.

When a vessel from a foreign port is compelled by stress of weather or other necessity to put into any port other than that of her destination, such vessel "in distress" i.e., for bunkering, watering, provisioning, sheltering, emergency repairs, landing sick crew member or other like causes, other than for loading or unloading of cargoes, the Customs Senior Boarding Officer shall place the vessel under Customs surveillance and supervision by posting the Customs Inspector on board. Upon receipt of marine protest that the vessel put into port for the purpose of relieving "distress" and that no cargo or passenger will be discharged or laden, the vessel may be permitted to sail subject to the usual entrance and clearance formalities at the Customshouse.

## **B. Stuffing and Loading of Cargoes**

### **1. Containerized**

#### **1.1. Instructions Relative to Stuffing of Containerized Export Cargoes**

- (a) Upon the issuance of the Authority to Load, the Export Declarations/ Permits duly processed at the Export Division (or its equivalent office) shall be forwarded to the Customs Container Control Division (or its equivalent office) by Exporters/Shippers or Customs Representatives.
- (b) The Notice of Stuffing shall be submitted at least twenty-four (24) hours in advance indicating therein the kind and quantity to be stuffed, the container number to which cargoes shall be stuffed, the time stuffing will start, the address where stuffing will be done, and the name of the Exporter/Shipper.
- (c) The assigned Stuffing Inspector shall not allow stuffing of export cargoes into the container van unless the duly processed Export Declarations/ Permits of the cargoes to be stuffed shall have been presented with the Authority to Load stamped thereon.

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- (d) The assigned Stuffing Inspector shall supervise the actual stuffing which shall be conducted in the presence of representatives from all parties concerned.

He shall carefully verify export declarations/permits to ascertain the exact quantity and kind of cargo to be stuffed into the container. Hence, he shall be at the place of stuffing to supervise actual stuffing and shall remain until stuffing is concluded and the doors of the container van are closed, locked and properly sealed.

- (e) Upon completion of the conduct of stuffing, the assigned Stuffing Inspector shall affix his signature on the stuffing report/sequence attesting to the fact that the cargoes were indeed stuffed into the container. In case of stuffing at CY-CFS outside customs zone, he shall issue a transfer note with cargo details and the cargo underguarded by the CY-CFS Customs Guard for delivery to the Loading Inspector assigned to the carrying vessel.

(f) Duties and Responsibilities of the Stuffing Inspector

- (1) The Stuffing Inspector shall supervise the actual stuffing at the place where it shall be conducted;
- (2) He shall see to it that only those export cargoes with duly processed export declarations/ permits with the Authority to load shall be allowed to be stuffed into the container van;
- (3) He shall ascertain that the accompanying supporting documents/attachments to export declarations/ permits are complete and correspond to what has been declared therein;
- (4) He shall make sure that any discrepancy in the export declarations/permits as against the export cargoes to be stuffed is rectified accordingly;
- (5) Upon completion of the stuffing, he shall ascertain that the doors of the container van are closed, locked and properly sealed;
- (6) In case of stuffing at CY-CFS outside customs zone, he shall issue a transfer note with cargo details;
- (7) Upon the departure of the vessel to which the container van was loaded, he shall accomplish the Inspector's Certificate of Lading (ICL);
- (8) As to warehousing export shipments, he shall certify and sign the Certificate of Inspection and Loading (CIL); and

Shall perform such other duties that may be assigned to him from time to time by his superiors.

(g) Inspector's Certificate of Lading/Report of the Stuffing Inspector

The Stuffing Inspector shall accomplish the Inspector's Certificate of Lading specifying the number of containers and description of goods appearing on each of the Export Declaration/Permit noting in the "Remarks Column" the van number opposite the cargoes contained in one Export Declaration/Permit.

For export cargoes stuffed or placed in container vans, the Inspector's Certificate of Lading (ICL) shall be accomplished in five (5) copies and signed by the Stuffing Inspector assigned to conduct actual stuffing.

He shall submit the original copy of the ICL together with the working copies of the Export Declarations/Permits covered by the report to the Export Division (or its equivalent office) concerned within five (5) working days after the departure of the carrying vessel to which the containerized export cargoes were loaded.

(h) Duty requirements and Overtime Work Conditions

All incidental expenses (allowance, meal and transportation allowance) attendant to the services rendered by the Stuffing Inspector for the conduct of actual stuffing shall be for the account of the exporter/shipper and/or CY-CFS operator served.

**1.2. Stuffing of Containers in Customs Bonded Warehouses**

When export cargoes are to be stuffed in containers at shipper's Customs Bonded Warehouse, the stuffing shall be supervised by the Warehouseman. Upon completion of stuffing, the Warehouseman shall seal the container and take note on his transfer note the number of the container, the kind and quantity of its contents, and also state therein that the same is to be transferred from the Customs Bonded Warehouse to the destined port of loading. Customs Guard assigned

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to the Customs Bonded Warehouse shall underguard the container until properly received by the Customs Container Control Division (or its equivalent office) Loading Inspector.

### **1.3. Loading of Bulk and Break-Bulk Export Cargoes at Shipline**

- (a) Loading of export cargoes shall be effected only upon presentation to the Customs Inspector on board a duly approved loading permit. The Customs Inspector on board must see to it that the name of the carrying vessel stated in the loading permit is correct.
- (b) All cargoes at shipline shall have appropriate permits for such loading. The Customs Inspector shall take note of the names of lighters where the export cargoes are loaded, specifying the marks and numbers and must see to it that what was loaded conform to the number of packages appearing on the export entry.
- (c) Loading of bulk cargoes at shipline shall be subject to weighing. The Importer concerned shall make a request for the assignment of a Customs Guard to check the actual weighing of such bulk cargoes in their respective warehouses prior to loading on barges.
- (d) Loading of containers, whether loaded or empty at shipline from lighters should not be allowed because of the difficulty of checking the numbers and contents of loaded containers should verification be required. All containers whether loaded or not should be loaded from the pier.

### **1.4. Instructions Relative to Loading of Containerized Export Cargoes**

- (a) The Loading Inspector assigned to the carrying vessel shall verify and ascertain that the export declarations/permits with container numbers indicated therein have been duly processed at the Customs Container Control Division (or its equivalent office), duly signed by the Chief, Customs Container Control Division or his duly authorized representative.
- (b) The Loading Inspector shall not allow the loading of



containerized export cargoes into his assigned vessel without the corresponding duly processed export declarations/ permits with the Authority to Load stamped thereon.

The Loading Inspector shall allow the loading only upon presentation of an authority to load by the following:

- Export Division/OSEDC for regular exports, Special Permits to Load(SPL) (local transshipment), CBW export shipments, and PEZA shipments;
  - Export Coordination Division (ECD) for Export Declarations processed by ECD for provincial loading;
  - Office of the Deputy Collector for Operations for constructive warehousing and immediate exportation and foreign transshipment permits; and
  - CCCD for SPL empty containers.
- (c) The Loading Inspector shall make sure that the containers to be loaded are indeed intended to his assigned vessel and for that particular voyage of the vessel.

Upon verification that all the export containerized cargoes are covered by export declarations/permits, he shall then consolidate all the pertinent export declarations/permits and sign the Sequence of Loading prepared by the Shipping agent and submits the same to the Customs Inspector on board the carrying vessel before commencement of loading.

(d) Duties and Responsibilities of the Loading Inspector

- (1) The Loading Inspector shall inspect and see to it that all containerized export cargoes are covered by duly processed export declarations/ permits prior to loading;
- (2) He shall sign and submit the Sequence of Loading prepared by the shipping agent to the Inspector on board carrying vessel;
- (3) He shall prepare and sign Inspector's Certificate of Lading (ICL) and forward the same to the export division/ processing office/ its equivalent unit concerned, together with copies of approved export declarations/ permits within five (5) working days from the departure of the vessel;

- (4) He shall certify and sign Certificate of Inspection and Loading (CIL) 24 hours after the departure of the vessel (for Warehousing shipments); and
- (5) He shall perform such other duties that may be assigned to him from time to time by his superiors.

(e) Inspector's Certificate of Lading/ Report of Loading Inspector

After completion of loading, the Loading Inspector assigned to carrying vessel shall, within five (5) working days after the vessel's departure, accomplish the Inspector's Certificate of Lading (ICL) and attached therewith properly endorsed export declarations/ permits to be submitted to the export division/ processing office/ its equivalent unit concerned.

(f) Duty requirements and overtime working conditions

The District Collector of Customs may authorize overtime services when the interest of the service so requires.

The overtime services rendered by the Loading Inspectors are to be paid by the shipping agent, exporter/shipper, as the case may be, pursuant to the rates provided for by the regulations.

## 2. Bulk and Break-bulk

### 2.1. Loading of Export Cargoes at Dockside

Export permits covering export loading shall be presented to the Customs Inspector prior to actual loading. The Customs Guard shall make a tally of the actual packages/containers being loaded, checking the number of the packages, marks and numbers against the export entry presented.

The Customs Inspector shall have no authority to inspect or open the goods being loaded unless otherwise authorized in writing by the Collector of Customs.

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## 2.2. Loading of Bulk and Break-bulk Export Cargo

(a) The Customs Inspector on board the vessel shall permit the lading of export cargo only upon presentation of an authority to load issued by the following:

- Export Division/One Stop Export Documentation Center for CBW Shipments, Regular Exports and PEZA;
- Export Coordination Division (ECD) for Export Declarations processed by ECD for provincial loading;
- Office of the Deputy Collector for Operations for Constructive Warehousing and immediate exportation and foreign transshipment permits.

He shall carefully verify the loading permit as to the quantity and kind of cargoes to be laden on board the vessel. He shall comply with the instructions appearing in the permit, if any, of the issuing authority. He shall make certain that the cargo to be exported is intended for the vessel of which he is in charge and for that particular voyage of the vessel.

(b) For all exportations loaded at shipside, the exporter will send to the Customs Inspector on board of the vessel, through the patron of the carrier, a note or "conduce", which will show:

- (1) Name of the vessel to which the cargo is consigned;
- (2) Name and license number of the carrier;
- (3) Number of bags, bales, cartons, etc., it contains;
- (4) Name of the exporter; and
- (5) Number of the export declaration.

(c) As it is being loaded, export cargo shall be checked by marks and numbers, if any, except shipments of bulk cargoes. The Customs Inspector on board must see to it that only those authorized on the loading permit are to be loaded. The Customs Guard assigned to supervise loading of exports must see to it that each export declaration presented for loading must be accompanied by a Guard's Check Report made by him.



- (d) When export cargo weighed on shore under Customs supervision is exported, no quantity in excess of the weight declared shall be received on board. However, if the weight of the total number of packages loaded is less than the weight declared, the Customs Inspector on board shall make note of this fact on the export declaration which shall be attested by the chief officer of the vessel.
- (e) Upon completion of lading, the Customs Inspector on board shall execute the Inspector's Certificate of Lading in five (5) copies. He shall see to it that all export declarations presented to him for loading are all accounted for and all the cargoes stated therein have been fully loaded, otherwise, he shall make a report of discrepancy when such cargo appearing therein the permit are short shipped.

### **2.3. Loading of Passenger's Baggage/Crew Personal Effects**

The Customs Inspector on board shall not examine incoming passenger's baggage. However, if no examiner is on hand, during night time, Sundays and holidays, the Customs Inspector on board may inspect and pass the hand-carried personal effects of incoming passengers, retaining on board articles, goods and effects subject to duty and/or tax which should be sent to the office of the Bay Service Section, PID (or its equivalent office) under transfer notes and underguarded. The Customs Inspector shall also render transfer notes and on the face of the original of which the receiving customs personnel in charge at the office of the Bay Service Section, PID (or its equivalent office) shall indicate his receipt.

Outgoing passengers taking valuables or jewellery abroad shall be advised to secure certificates of identification from the Export Division (or its equivalent office), and it shall be the duty of the Customs Inspector on board the vessel to verify that such articles are actually taken on board by attesting on the certificate of identification that such jewellery are actually brought by the passenger on board.

## **Section 17. CUSTOMS TRANSIT**

Customs Transit means the Customs procedure under which goods are transported under Customs control from one Customs office to another.

Customs Transit operation refers to the transport of goods from an office of departure to an office of destination under Customs Transit.

Customs Transit by overland transportation shall be subject to such additional conditions as proper Customs authorities may impose; provided it shall be underguarded until received by the Collector of Customs or Deputy Collector for Operations at the port of destination; and, provided, further, that the compartment where the cargo is stored or each and every package thereof be sealed with Customs seal.

**There are four kinds of Customs Transit Operation:**

- (a) From Port of Entry to another Port of Entry as exit point for Outright Exportation (i.e., Local, POM to Subic);
- (b) From Port of Entry to another Port of Entry/Inland Customs Office (i.e., POM to PEZA or Outside CY-CFS/Off-Dock);
- (c) From an Inland Customs Office to Port of Entry as exit point for Outright Exportation (i.e., PEZA to POM); and
- (d) From one Port of Entry/Inland Customs Office to another Port of Entry/Inland Customs Office (i.e., CBW to CBW, CBW to PEZA and PEZA to PEZA).

When import cargo is transferred from a foreign vessel to a coastwise vessel for transit to a coastwise port, the Customs Inspector on board of the latter vessel shall require, besides the permit duly approved by the Deputy Collector of Customs for Operations, transfer note in duplicate and a transit cargo manifest in triplicate. He shall cause the cargo to be checked on board carefully, by marks and numbers. All packages that are placed under seal shall be marked "sealed" and initialled by the assigned Customs Guard. The Customs Inspector together with the Master or Chief officer of the receiving vessel, shall then execute a certificate on the face of each copy of the transit cargo manifest and in the transfer note, which shall state the number of packages received on board, the number of packages shortshipped, where the cargo is stowed, and the location and number of Customs seals used. The Customs Inspector or Customs Guard on board shall indicate short shipments and/or "bad order" shipments in the column or remarks on every copy opposite the items as manifested, initialling the note.

After the transit cargo has been received on board, it shall be sealed. Necessary alterations and certificates shall be executed on the face of each copy of the manifest. The original copy of the transit manifest shall



be delivered by the Customs Inspector to the Master of the vessel who should be advised to turn over the same without delay to the Collector of Customs of the port of destination: while the duplicate and triplicate copies shall be forwarded to the Chief, Piers and Inspection Division (or its equivalent office).

## **Section 18. TRANSHIPMENT**

Customs procedure under which goods are transferred under Customs control from the importing means of transport to the exporting means of transport within the area of one Customs office which is the office of both importation and exportation (i.e., Foreign Transhipment)

### **A. Special Instructions to Customs Inspectors Relative to the Discharge of Transhipped Cargo**

1. Goods from a foreign port may be transhipped direct from the carrying vessel to another vessel engaged in the coastwise or foreign trade upon receipt of written permission from the Collector of Customs.
2. When a foreign Transhipment Permit, authorizing the transfer of cargo from a foreign port is received by a Customs Inspector on board of a foreign vessel, he shall permit the discharge of the consignment, causing it to be checked by marks and numbers. A description of the consignment shall appear in the permit, or in a list attached, and the utmost precaution shall be taken that no cargo is discharged on its authority other than that described therein. Besides the permit, the Customs Inspector shall require transit/transhipment cargo manifest in triplicate. The transit/transhipment cargo manifest shall be forwarded to the receiving vessel, together with the corresponding transfer note in triplicate to be received by the Master of the carrying vessel and noted by the Wharfinger or the Customs Inspector on board of the receiving vessel.
3. Bulk and Break-bulk cargoes for foreign transhipment shall either be discharged directly into the receiving vessel if it comes alongside, or otherwise transhipped to it in lighters or discharged at the pier for eventual loading to the receiving vessel. In the latter case, only lighters capable of being secured, locked, sealed, Customs accredited and insured shall be used. The cargo destined for each port shall be discharged into separate lighters or into



separate compartments of the same lighter; provided, that the compartments can be separately locked and sealed. Any deviation from the requirements of this Section shall be made only upon instructions from the Collector of Customs or other proper authorities.

The lighters containing the transit/transshipment cargo shall remain underguard until it is loaded in the receiving vessel and properly receipted by the master of said vessel.

4. Containerized cargoes for foreign transshipment shall be discharged at the pier for eventual loading to the receiving vessel under the same conditions stated in Section 15-A, item no. 2 above.

#### **B. Instructions Relative to Foreign Transshipment (by CCCD)**

After having been duly processed at the Deputy Collector for Operations, the Foreign Transshipment Permit, in case of containerized cargoes, with its supporting documents shall be coursed through the Customs Container Control Division (or its equivalent office) for posting of container numbers and their eventual loading.

The Loading Inspector assigned to carrying vessel shall verify the correctness of the container numbers indicated in the permit prior to loading of transit/transshipment cargoes on board the carrying vessel.

#### **Section 19. TRANSFER OF IMPORTED CARGO TO OUTSIDE CY-CFS (BY CCCD)**

After having been duly processed at the Office of the Deputy Collector for Operations, the Permit to Transfer to Outside CY-CFS shall be coursed through the Customs Container Control Division (or its equivalent office) for posting of container numbers and their eventual transfer.

The Permit to transfer to outside CY-CFS shall then be transmitted to the office of the Chief, PID (or its equivalent office).

### **III. MISCELLANEOUS PROVISIONS**

#### **Section 20. CERTIFICATE FOR QUARANTINED CARGO**

When cargo manifested for any port in the Philippines is retained on board the importing vessel by order of the quarantine officer or any other officer authorized to issue such order, the Customs Inspector on board after verifying said cargo, shall make a certificate of constructive lading as to the Bill of Lading.

#### **Section 21. USE OF BOARDING WATERCRAFT**

The Customs Senior Boarding Officer shall not permit anyone to go with the Customs boarding watercraft upon departure from the pier except Customs Inspectors and Customs Guards duly assigned to vessels to be boarded. Customs Inspectors and Customs Guards assigned by the Chief, Bay Service Section (or its equivalent office) to substitute for absent personnel and those especially granted in writing by the Chief, Piers and Inspection Division (or its equivalent office) may be given the privilege to use the boarding watercraft .

#### **Section 22. BAGGAGE DECLARATION ENTRY**

Baggage declaration, properly accomplished by incoming passengers, shall be presented to the Customs Inspector on board or to Customs Examiner or Appraiser upon boarding of the vessel. It is required that an itemized enumeration thereon of the articles obtained abroad showing quantity and the corresponding invoice price should be made in the baggage declarations. Articles, wares, goods, merchandise and any other cargo acquired abroad not so declared shall be liable to seizure and subject to the penalties of the Customs Law.

#### **Section 23. VESSEL CLEARING FOR FOREIGN PORTS APPLYING FOR BUNKERS**

The Customs Inspector on board of a vessel clearing for foreign ports and applying for bunkers shall require the master thereof to transmit together with

his application the usual affidavit, containing the following:

1. Name and nationality of vessel;
2. Amount of fuel oil available on board for its propulsion at time of entry;
3. Vessel's daily consumption of oil at sea;
4. Vessel's daily consumption of oil in port;
5. Port or ports of call during the voyage and duration of vessel's stay at each port; and
6. The amount of bunkers applied for.

#### **Section 24. UNLOADING OF CARGO BY DISTRESSED VESSEL**

A distressed vessel in port desiring to unload cargo for the duration of the vessel's sojourn thereat may be issued a permit to discharge her cargo upon written request of the Master or Agent, approved by the Collector of Customs under such terms and conditions he may deem proper.

If the cargoes discharged will be cleared or entered in the port where they are discharged, the unloading of this class of cargo shall be subject to the same rules and regulations prescribed for cargoes destined for the port.

Unless authorized by a Shiplside Discharge Permit such cargoes shall be discharged unto the pier. If discharged into lighters, such lighters must be of the closed type and must be secured, locked and sealed with Customs seal and must remain underguard until final disposition thereof is made.

#### **Section 25. SHIP'S MAIL**

Ship's mail shall be examined as they are being taken from the ship, and all mails addressed to persons other than the agents of the vessel shall be delivered to the mail clerk. Any dutiable articles or merchandise, other than mail, found in the mail bags shall be subject to duties and taxes or seizure.

#### **Section 26. LABORER'S AND SHIP'S LAUNDRY**

All stevedores, labourers and other persons of similar status shall be thoroughly searched by, or under the immediate supervision of, the Customs Inspector on board, upon their leaving the vessel. Any such person found with

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pilfered articles or those not authorized for discharge in his person shall be arrested.

For bundles of clothing, ship's linen or laundry, etc. which are to be taken ashore for laundering, a list shall be prepared by the Inspector who shall check them against such list upon their return on board so that the corresponding duties and/or taxes may be assessed and collected on those unaccounted for before the vessel sails.

### **Section 27. SEIZURES**

The Customs Inspector or Customs Guard making seizure shall deliver to the owner or the claimant, and if unclaimed, to the master of the vessel, a receipt describing the articles seized. He shall forward immediately the articles seized together with the seizure report and transfer note to the Chief, Piers and Inspection Division (or its equivalent office).

### **Section 28. ARRESTS**

Upon searching a vessel or any person on board thereof, the Customs Inspector or Customs Guard on board is authorized and required to search, arrest and even detain, conformably with law, any person found committing act or acts contrary to law. When a person is apprehended under such circumstances, the Customs Inspector on board shall conduct an informal investigation, after termination whereof, the person arrested together with the evidence shall be turned over to the Enforcement and Security Service (ESS) for appropriate action. A report in detail, showing the name of the person arrested, the reason for the arrest, and action taken, shall be submitted without delay, to the Chief, Piers and Inspection Division (or its equivalent office).

### **Section 29. SMALL BOATS ALONGSIDE VESSELS**

Small boats, authorized by the PPA to engage in ferry services may be permitted to come alongside the vessel. A Customs Guard shall be stationed at all times while a small boat, launch or any water craft is alongside, and it shall be thoroughly searched before being permitted to depart.

### **Section 30. CUSTOMS GUARDS FOR VESSELS LYING ALONGSIDE**

A Customs Guard shall be detailed by the Customs Inspector on board of a vessel when another vessel is lying alongside, whose duty shall be to see that no contraband articles or merchandise is passed from one vessel to the other. This duty shall be arranged in rotation, so that the vessel will be under continuous surveillance until its departure.

### **Section 31. HEAVING ANCHOR AND SAIL**

Upon receipt of a notice of clearance, the Customs Inspector on board shall allow the vessel to heave anchor and sail. But if, for any reason, the ship does not leave and remains in port for more than forty-eight (48) hours after the time of departure indicated in the clearance, the Master or Agent shall be required to secure from the Customs Clearance Officer an extension of time for departure, without which the original clearance shall be of no force or effect.

### **Section 32. REPAIR OF VESSEL EQUIPMENT**

Upon the filing of a bond/underguard (Sec. 105 of the Tariff and Customs Code of the Philippines, as amended) guaranteeing their re-exportation, and approved by the Collector of Customs, the landing of sails, casks, chronometers and other portions of the vessel's equipment for the purpose of having them repaired shall be permitted. The Customs Inspector shall describe the articles or equipment so released in sufficient detail to enable easy and ready identification upon their return.

### **Section 33. CONVERSION OF VESSEL STATUS**

#### **A. From Foreign to Coastwise**

Vessels of foreign status may be converted to a coastwise status after the following requirements are fully complied with and submitted to the Collector of Customs thru the Customs Clearance Officer as pre-requisite to the issuance of clearance:

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1. Certification from the concerned office of the Bureau that Import Entry had been filed and duties and taxes had been paid and/or secured to be paid;
2. Certification of Conversion issued by the Maritime Industry Authority;
3. Certification from the Chief, Piers and Inspection Division and Chief, Bay Service Section (or their equivalent offices) with the Enforcement and Security Service (ESS) as member of the searching team, that the vessel has been fully searched for contraband cargoes indicating therein the results of the searching mission;
4. Certification from the shipping agency attested by the Customs Inspector on board that all foreign cargoes are fully discharged from vessel;
5. Inventory list of ship's stores and saloons and crew declaration list shall be duly accomplished, signed by the master of the vessel and attested by the Customs Inspector on board.

Such vessel shall be subject to continuous underguarding until final clearance is issued by the office of the Deputy Collector for Operations.

#### **B. From Coastwise to Foreign**

Vessels of coastwise status may be converted to a foreign status subject to the following requirements:

1. Certification of Conversion issued by the Maritime Industry Authority;
2. Duly processed Export Declarations/Permits.

#### **Section 34. LETTERS TO COLLECTOR**

The Customs Senior Boarding Officer shall collect all letters in the vessel's possession addressed to the Collector of Customs, and transmit them without delay to the Customshouse.

#### **Section 35. REFUSE AND GARBAGE**

No refuse, garbage and the like shall be thrown or jettisoned inside any harbor more especially while the ship is alongside piers. All damaged and rotten

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cargoes shall be disposed of upon arrangement and permission of the Collector of Customs and at the area designated by said official or duly authorized representative after consultation with the Philippine Coast Guard and/or the Department of Environment and Natural Resources (DENR).

Master of vessels desiring to load or discharge ballast shall first obtain permission from the Collector of Customs or Surveyor of the Port and shall obey the instruction given them by the harbor master as to where the ballasts shall be taken from or discharged, as the case may be.

### **Section 36. FIREARMS, CARE AND USE**

Care should be exercised in the use of firearms. The unnecessary display of firearms is prohibited. An employee should remember that the law will hold him personally responsible for the results of the use of firearms by him. A weapon should not be drawn or used except in self-defense or to prevent the commission of a felony. While it is not intended that an officer or employee should jeopardize his own life or the life of an associate when danger threatens, it is intended that extreme caution and cool deliberation control his actions.

Officers and employees shall not be permitted to carry firearms while on duty until they have been thoroughly instructed in the proper care and use of such weapons. All firearms will be inspected by the Chief, Piers and Inspection Division (or its equivalent office) periodically to see that they are kept in condition for proper use.

All sidearms must be holstered and properly carried on official duty.

### **Section 37. INSTRUCTIONS RELATIVE TO DISCHARGING, WITHDRAWAL AND LOADING OF EMPTY CONTAINERS**

#### **1. Discharging of Empty Containers**

The Shipping Agent prior to the discharge of empty containers shall furnish the Customs Container Control Division (or its equivalent office) a copy of the approved Sequence of Discharge and a Separate Listing of Empty Containers to be discharged from the carrying vessel for monitoring and aging purposes.

## 2. Withdrawal of Empty Containers

The Shipping Agent concerned shall present a letter request to the Chief, Customs Container Control Division (or its equivalent office) for withdrawal of empty container from the pier. Once approved, the Deputy Collector for Operations, the Chief, Enforcement Security Service (ESS) and the Chief, Piers and Inspection Division shall be furnished copies of the request and the permit to withdraw issued.

The original copy of the approved request with the withdrawal permit shall be forwarded to the Wharfinger In-Charge for the issuance of the Gate Pass. The Customs Gatekeepers and Customs ESS Personnel assigned at the exit gates shall be required to open all empty containers to verify whether they are indeed empty and shall keep records of the approved requests/ permits issued and report any discrepancy to their respective Chiefs of offices.

## 3. Loading of Empty Containers

Prior to the loading of empty containers on board carrying vessel, the Shipping Agent concerned shall apply for a Special Permit to Load (SPL) in a letter application made for that purpose at the Customs Container Control Division (or its equivalent office).

It shall be the responsibility of the Customs Container Control Division (or its equivalent office) to physically inspect every empty container brought into/ unloaded unto the port and to verify if indeed the same is empty as represented by the concerned parties. The empty containers shall be inspected upon their arrival into/after their unloading unto the port and not when these empty containers are being loaded into the carrying vessel. For this purpose, the Chief, Customs Container Control Division (or its equivalent office) shall coordinate with the concerned shipping agent and the arrastre operator for the segregation of these empty containers and for their inspection while in the port.

In approving the Authority to Load Empty Containers, the Chief, Customs Container Control Division (or its equivalent office) shall ensure that the empty containers specified therein have already been duly inspected. Accordingly, the approval of the Authority to Load is also his confirmation that the Customs Container Control Division (or

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its equivalent office) has conducted the required inspection and that the containers covered by such authority have been verified to be empty indeed.

No further inspection of empty containers, for which an Authority to Load has already been approved, shall be required during loading of the same, except when otherwise directed in writing by the District Collector of Customs, the Commissioner of Customs or their duly authorized representatives.

The Loading Inspector concerned shall furnish the Customs Inspector on board carrying vessel a copy of the SPL with the list of empty containers. He shall, after the duration of loading, also indorse the list of containers loaded on board vessel by reporting it in his ICL to be submitted to the Export Division (or its equivalent office).

### **Section 38. INSTRUCTIONS RELATIVE TO THE WITHDRAWAL OF SHUT-OUT CONTAINERIZED EXPORT**

#### **1. Withdrawal of Shut-out containerized export cargoes**

All applications for the withdrawal of shut-out containerized export cargoes shall be directly filed with the Chief, CCCD (or its equivalent office).

Spot-checking of the contents of the subject containers shall no longer be required but instead the following precautionary measures shall be undertaken:

- (a) The application to withdraw shut-out containerized export cargoes shall be accompanied at all times by the following:
  - (1) Certification of the Shipping Agent concerned attesting to such fact;
  - (2) An Equipment Interchange Receipt (EIR); and
  - (3) A Copy of Export Declaration/ Permit/Inquiry;
- (b) The spot-checking shall be confined only to determine whether the original shipping agent seal affixed after the stuffing operations is intact;



- (c) In case the containerized export cargoes are deliveries from a CBW, which fact shall be indicated in the application, the same shall not be withdrawn, unless accompanied by a Customs Guard who shall guard the same until the shipment is received by the assigned Customs Warehouseman/ Customs Storekeeper at the CBW.

For this purpose, the Chief, Customs Container Control Division (or its equivalent office) shall coordinate with the Chief, Bonded Warehouse Operating Division concerned for the underguarding requirements.

In case the particular CBW is not indicated in the application, the Chief, Customs Container Control Division (or its equivalent office) shall have a complete file of all active CBWs and accredited members obtained from each CBW Operating Division for reference purposes.

### **Section 39. SHIFTING OF CARGOES**

Shipping agent shall submit a written request for shifting of cargoes to the office of the Chief, Piers and Inspection Division (or its equivalent office) which in turn shall recommend its approval to the Deputy Collector for Operations.

### **Section 40. DEVANNING, STRIPPING AND STUFFING**

Consignee shall submit a written request for devanning, stripping and stuffing to the office of the Chief, Piers and Inspection Division (or its equivalent office) which in turn shall recommend its approval to the Deputy Collector for Operations.

### **Section 41. DIRECT TO TRUCK TRANSFER**

For direct transfer of container/cargo from vessel to truck, consignee/customs broker shall submit a written request to the office of the Chief, Piers and Inspection Division (or equivalent office) which in turn shall recommend its approval to the Deputy Collector for Operations

#### **Section 42. OVERTIME PERMIT**

All requests for overtime work by Piers and Inspection Division (or its equivalent office) personnel other than those regular activities mentioned in this manual shall be recommended by the Chief, Piers and Inspection Division (or its equivalent office) and approved by the Deputy Collector for Operations.

#### **Section 43. DISCHARGING OF VESSEL SLUDGE**

All requests for discharging of Vessel Sludge shall be recommended by the Chief, Piers and Inspection Division (or its equivalent office) and approved by the Deputy Collector for Operations.

Sample of sludge shall be taken by the Customs Examiner from Formal Entry Division (or its equivalent office) for examination purposes.

#### **Section 44. BUNKERING PERMIT**

All requests for vessel bunkering/refuelling shall be recommended for approval by the Chief, Piers and Inspection Division (or its equivalent office) to the Chief, Port Operations Service, AOCG.

#### **Section 45. LEISURE/RACING YACHT**

The boarding formalities shall as far as practicable apply to leisure crafts, yachts, foreign fishing vessels and local fishing vessels from abroad. This provision shall include all vessels arriving in the country that are participants of regattas or similar competitions.

During boarding formalities, the Master/Owner of the yacht/other similar vessel shall manifest/state its intention/purpose of its journey in the Philippines. He must indicate if its voyage is for pleasure/indicate intended period of stay in the Philippines, conversion from foreign to coastwise, payment of duties and taxes or conduct of business in the Philippines.

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## IV. HARBOR REGULATIONS RELATED TO CUSTOMS

### A. Vessel Entering Port

1. All vessels entering any port, of entry or coastwise, in the Philippines shall show their colors and signal their official numbers or letters and such signals shall be kept flying till the vessel is boarded by the proper officials. All vessels within two (2) miles before arriving at designated quarantine anchorage shall display their aforementioned signals.
2. When mail is to be discharged the vessel shall inform the port authorities by the prescribed signal at the earliest opportunity.

### B. Flag Signals or Calls

1. At the Philippine ports of entry signals will be responded to and from the Customshouse or pilot signal tower.
2. The following signals or calls shall be used in all Philippine ports of entry.
  - a. Customs – International Code Flags E & C; at night three or four short blasts of whistle and waving of a light.
  - b. Quarantine – International Code Flag Q at the fore.
  - c. Pilot – International Code Flag G or P T; at night
    - (1) The pyrotechnic light, commonly known as a blue light, every 15 minutes;
    - (2) A bright white light, flashed or shown at short frequent intervals just above the hull – for about a minute at a time or;
    - (3) The International Code Signal P T by flashing light.
  - d. Explosives or inflammables – International Code flag B at the fore.
  - e. Medical assistance – International Code flag or Customs call.

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- f. Contagious or infectious disease – International Code flags E Z Q
- g. Death – Customs and quarantine calls or International Code flags, E N L
- h. Distress – by day: International Code flags N C or gun or other explosives signals, fired at intervals of about a minute, or the distress signal consisting of a square flag having either above or below it a ball or anything resembling a ball; at night:
  - (1) A gun or other explosive signal fired at intervals or about a minute,
  - (2) Flames on the vessel (as from a burning tar, barrel, oil barrel, etc.), or
  - (3) Rockets or shells, throwing stars of any color or description, fired one at a time, at short intervals.
- i. Mail – International Code flag Y.
- j. Water boat – International Code flags R C Q or F U.
- k. PID-ESS – Customs call
- l. Harbor master – International Code flags G Y T.
- m. Maneuvering – International Code flag D: at night,

### C. Quarantine Requirements

Deaths, illness or accidents, involving physical to any person on board a vessel in a harbor, shall be at once reported to the Collector of Customs and the quarantine officer.

### D. Repair/Dry Docking of Vessels

No repairs except minor ones shall be allowed on any vessel in a port without the permission of the Collector of Customs or the Deputy Collector for Operations as well as its transfer to designated place of dry docking, and shall be subject to continuous underguarding until final clearance.

For dry docking – the following documents are required:

- (a) Searching and inventory report

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- (b) Approval from the Office of the Deputy Collector for Operations
- (c) Certification from contractor (scope of work and duration of repair)

#### **E. Sunken Vessel**

Whenever the navigation of any harbor or navigable river tributary thereto shall be obstructed by any sunken vessel, boat, watercraft or other similar obstruction has existed for a period longer than thirty days or whenever abandonment can be established in a less space of time, the sunken vessel, boat, watercraft, or other obstruction, may be broken up, removed, sold, or otherwise disposed of by the Collector of Customs, in his discretion, at the expenses of the owner: Provided, however, that if navigation of a waterway is prevented or seriously endangered by any obstruction, the Collector of Customs may cause its removal immediately and before the expiration of thirty days at the expense of the owner thereof.

#### **F. Lighters/Tugs and other Watercraft**

Lighters shall not be tied nor removed from alongside a vessel without permission of the Customs Inspector on board such vessel.

#### **G. Police Authority performed by Customs Officers**

1. Custom officers have the power to arrest within harbor limits persons violating the customs, immigration and navigation laws and regulations and persons committing crimes or breaches of the peace. Such arrest shall be reported without delay to their superior officer.
2. Any person who assaults, resists, opposes or interferes in any manner with a customs officer in the discharge of his duty shall be liable and subject to the penalties prescribed by law.

#### **H. Rat Guards**

1. When any vessel either of foreign or Philippines Registry, is at any dock, pier, wharf, quay or bulkhead, such vessel shall take proper precautions to prevent the passage of rodents to or from the vessel. The vessel shall be fended off from the pier, wharf, quay, bulkhead, or dock not less than six feet and acceptable rat guards, as prescribed, shall be fixed on all connecting lines, and, in addition, all

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cargo nets, chutes and similar devices extending between the vessel and shore structure, shall be removed at night unless in actual use, as shall all gangways and ladders unless guarded or properly lighted.

2. The master of any vessel of foreign registry of Philippine registry engaged in foreign trade whether lying alongside a pier, dock, quay, wharf or bulkhead, or in the stream, shall have suitable rat guards placed on all lines between idle lighters or small boats or other carriers and the vessel which must be so fastened that the guard will remain at right angles to and tight on the line.
3. No cargo shall be discharged from or received on board a vessel lying alongside a pier, wharf, quay, dock or bulkhead or in the stream before suitable rat guards have been placed on all the lines loading from the carriers to the vessel and from the vessel to the pier, wharf, quay, dock or bulkhead, except in the case of coastwise vessels handling coastwise cargo to or from barges, lighters, or other carriers or from barges, lighters, or other carriers when the rat guard requirement on lines between vessel and carrier may be dispensed with.

#### **I. Other Special Anchorages**

Likewise all other boats and water crafts are prohibited to anchor or to linger around any vessel whether moored at a pier or anchored in the harbor at a distance of less than 50 meters from said vessel unless especially authorized by the Collector of Customs.

#### **J. Specific Regulation**

1. No empty lighters or carriers shall lie at night alongside a Philippine Government pier or alongside a vessel moored thereto; nor shall empty lighters or carriers be attached to such pier or vessel by cables or ropes or attached to loaded or partly loaded carriers which may be alongside or fastened to such pier or vessel.
2. Empty lighters or carriers alongside or attached to such pier or vessel during daytime shall be removed therefrom before nightfall.
3. The provisions contained in paragraph 1 and 2 above hereof shall not apply to carriers partially laden with import or export cargo or to empty carriers which may have been prepared, or which are

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preparing to receive cargo from a pier, or vessel, when delivery from a pier or discharge of a vessel during night time has been duly authorized.

4. Any vessel or other water craft in the Philippine Harbor shall, when a case of sickness occurs on board, immediately hoist the regulation quarantine flag (yellow) and keep the same flying until boarded and passed upon by an inspector of the Quarantine Bureau. The flag shall be of sufficient size and so placed as to be plainly visible.

## GLOSSARY OF TERMS

- Ballast** - heavy cargo, which is loaded on board a vessel or aircraft merely for the purpose of making it steady, to enable it to navigate in the event of scarcity of other cargo. When not brought to port as article, ballast of no commercial value may be discharged upon permit granted by the Collector of Customs for such purpose.  
Mentioned in Section 35 of this Manual.
- Berth** - the part of the pier/wharf that is occupied by a vessel, or any place in which a vessel may lie at anchor or at a dock.  
Mentioned in Sections 4 and 7 of this Manual.
- Bill of Lading** - is a transport document for ocean freight issued by shipping lines, carriers an International Freight Forwarders or Non Vessel Operating Common Carrier.  
Mentioned in Sections 15 and 20 of this Manual.
- Bond** an instrument designed chiefly to guarantee the integrity and honesty of the principal, his ability, financial responsibility, and his compliance with law or contract; a guarantee of performance. It is an agreement whereby one party, called the surety, obligates itself to a second party, called the obligee, to answer for the default of a third party, called the principal.  
Mentioned in Sections 16 and 32 of this Manual.
- Break-bulk** - non-containerized cargo which is grouped or consolidated for shipment and broken down or subdivided into Unitized Cargo, such as in Pallets, or Packed in Bags or Boxes.  
Mentioned in Sections 4,14,15 and 16 of this Manual.
- Bulk** - liquid or dry goods shipped in bulk, not packed or bundled in separate unites. Include commodities that are loose or in mass and require to be pumped, shovelled, scooped, grabbed or forked

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during loading or unloading.

Mentioned in Sections 4,15 and 16 of this Manual.

Cargo Manifest

- is a declaration of the entire cargo, the object of which is to furnish the customs officers with a list to check against, to inform our revenue officers, what goods are being brought into the country, and to provide a safeguard against goods being brought into this country on a vessel and then smuggled ashore. In Maritime Law, is a record or statement in writing, carried by a vessel, containing information with respect to the vessel's cargo, passengers, and other matters required by statute or regulations.

Mentioned in Sections 14, 15, 17 and 18 in this Manual.

Carrier

- means the person actually transporting goods or in charge of or responsible for the operation of the means of transport.

Mentioned in Sections 5, 8, 11, 14, 15 and 16 in this Manual.

Customs Clearance

- means the accomplishment of the customs formalities necessary to allow goods to enter for home use, warehousing, transit or transshipment, or to be exported or placed under another customs procedure.

Mentioned in Sections 16 and 31 of this Manual.

Coastwise Ports

- are such domestic ports as are open to coastwise trade only. These include all ports, harbors, and places not ports of entry.

Mentioned in Section 17 of this Manual.

Container Freight Station

- means normally a warehouse or a transit shed adjacent to the Container Yard used for sorting and storage of container cargo both for import and export.

Mentioned in Sections 5, 6, 7, 8, 16, 17 and 19 of this Manual.

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- Containerized Cargo - cargo stuffed inside a container van with the external dimensions and ratings enumerated in series 1 of ISO 668-1976 which are specially designated to facilitate ready handling particularly their transfer from one mode of transport to another without intermediate reloading.  
Mentioned in Sections 15, 16 and 18 of this Manual.
- Devanning - transfer of cargo from one container to another container.  
Mentioned in Sections 8 and 41 of this Manual.
- Discharge Port Survey (DPS) - a report issued by an Accredited Cargo Surveying Company (ACSC) for Bulk/Break-Bulk Cargo after the conduct of a survey at the port of discharge.  
Mentioned in Section 15 of this Manual.
- Dry-dock - means a dock from which the water can be temporarily excluded, in order to effect repairs to hulls and keels of ships or vessels.  
Mentioned in Part IV, Section D of this Manual.
- Encargo - entrusted shipment of merchandise or articles from abroad.  
Mentioned in Section 15 of this Manual.
- Foreign Trade - it is the commercial interchange of commodities between different countries; export and import trade.  
It is synonymous with the term "foreign commerce," which is the trade between individuals or legal entities in different countries.  
Mentioned in Section 15 of this Manual.
- Hatch - an opening in ship's deck through which cargo can be lowered.  
Mentioned in Section 15 of this Manual.
- Less Container Load - a container loaded with cargoes belonging to

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more than one consignee and/or covered by more than one bill of lading.

Mentioned in Section 15 of this Manual.

- Load Port Survey - a report issued by an Accredited Cargo Surveying Company (ACSC) for Bulk/Breakbulk Cargo to be imported into the Philippines. The report shall be submitted to the Bureau of Customs directly from the ACSC in a secure electronic format.

Mentioned in Section 15 of this Manual.

- Moor - means to secure a vessel alongside the berth by means of mooring ropes.

Mentioned in Section 15 of this Manual.

- Non-Vessel Operating Common Carrier (NVOCC) - means a person, including an international freight forwarder, providing point-to-point international transport of shipments without operating or owning the means of transport or equipment. An NVOCC deals with the shipper and issues its own transport document (e.g. B/L or AWB) even though it commonly subcontracts the different stages of transport to vessel, aircraft, and truck operators.

Mentioned in Section 14 of this Manual.

- Port of Entry - is a domestic port open to both foreign and coastwise trade. The term includes principal ports of entry and sub ports of entry. A "principal port of entry is the chief port of entry of the collection district".

Mentioned in Sections 15 and 17 of this Manual.

- Pratique - is a permission granted by quarantine officials to a vessel or aircraft to hold intercourse with the port after the ship or aircraft has complied with port regulations.

Mentioned in Section 15 of this Manual.

- Quay - a landing place or pier, usually of solid construction, where vessels berth to load or unload cargo.

Mentioned in Part IV, Section H of this Manual.

Regular Shipside Permit

- required for all cargoes, which belong to the categories of regular shipside cargoes under the existing regulations.

Mentioned in Section 15 of this Manual.

Saloon Stores

- supplies listed as such which are intended for sale on board a vessel or aircraft.

Mentioned in Section 15 of this Manual.

Sea Stores

- articles specially foodstuff, such as food, wine, cigarettes, for used or consumption only of the passengers and crew on board the vessel or aircraft upon its voyage.

Mentioned in Section 3 of this Manual.

Shifting of Cargoes

- transferring of cargoes from vessel to vessel and vessel to dock, dock to vessel, hatch-to-hatch, and bay-to-bay.

Mentioned in Section 6 and 40 of this Manual.

Ship's Stores

- consist of spare equipments such as chains, anchor and the likes, necessary for the safe navigation of ship.

Mentioned in Section 15 and 33 of this Manual.

Shipside Permit

- authority issued by the Collector of Customs or his/her authorized representative for the Customs Inspector assigned on a vessel to allow the discharge of cargoes specified on the permit at shipside unto lighters, under-guard.

Mentioned in Sections 4 and 15 of this Manual.

Special Shipside Permit

- when cargoes do not belong to the regular shipside cargoes, the broker and/or consignee has to get the authority from the Collector of Customs prior to the processing and approval by the Entry Processing Division.

Mentioned in Section 15 of this Manual.

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- Stripping - unloading of all goods or cargoes from a container.  
Mentioned in Sections 6, 8 and 41 of this Manual.
- Stuffing - filling a container with goods or cargoes.  
Mentioned in Sections 16, 39 and 41 of this Manual.
- Temporary Shipperside Permit - is a written authority to discharge cargoes at shipside unto lighter as per order of the Collector of Customs.  
Mentioned in Section 15 of this Manual.
- Transit - means the Customs procedure under which goods are transported under Customs control from one Customs office to another.  
Mentioned in Sections 8, 15 and 17 of this Manual.
- Transit Cargo - article arriving at any port from another port or place noted in the carriers manifest and destined for transit/ transshipment to another local port or to a foreign port.  
Mentioned in Sections 16, 17 and 18 of this Manual.
- Transshipment - means the Customs procedure under which goods are transferred under Customs control from the importing means of transport to the exporting means of transport within the area of one Customs office which is the office of both importation and exportation.  
Mentioned in Sections 15 and 18 of this Manual.
- Vessels - Includes every sort of boat, craft or other artificial contrivance used, or capable of being used, as means of transportation on water.

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## APPENDICES

- Customs Administrative Order No. 3-2010 dated May 12, 2010 – Issued pursuant to Section 608 of the Tariff and Customs Code of the Philippines (TCCP), as amended, to supplement Administrative Order (AO) No. 243-A, dated 16 September 2009, and the “Rules to Implement the Bulk and Break-bulk Cargo Clearance Enhancement Program” (hereafter referred to as “Rules) issued by the Committee for Accreditation of Cargo Surveying Companies (CACSC)
- Customs Memorandum Order No. 18-2010 dated May 12, 2010 – Procedure for the Bulk and Break-bulk Cargo Clearance Enhancement Program Mandated under Administrative Order (AO) No. 243 as amended by AO 243-A
- Customs Administrative Order No. 01-2007 – Penalties related to Inward Foreign Manifest and Consolidated Cargo Manifest
- Customs Administrative Order No. 4-82 dated October 5, 1982 – Rules and regulations on the submission of Inward and Outward Foreign Manifests implementing Sections 1004 to 1007, TCCP
- Paragraphs 2, 3 of Section 1005, TCCP - Manifest required of vessel from foreign port
- Paragraph 2 of Section 2516, TCCP
- Paragraphs 2, 3, 4 of Section 1017, TCCP - Unlading vessel in Port from necessity
- Section 605, TCCP - Enforcement of Port Regulation of Bureau of Quarantine
- Section 906, TCCP - Requirement of Manifest in Coastwise Trade
- Section 907, TCCP - Manifest required upon Departure from Port of Entry
- Section 908, TCCP - Manifests required prior to unloading at Port of Entry
- Section 909, TCCP - Departure of Vessel upon detailed manifest
- Section 1001, TCCP - Ports open to vessels engaged in foreign trade-duty of vessel to make entry
- Section 1002, TCCP - Control of Customs Official over Boarding or Leaving of incoming vessel and over other vessels approaching the former
- Section 1003, TCCP - Quarantine certificate for incoming vessel
- Section 1004, TCCP - Documents to be produced by the master upon entry of vessel

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- Section 1006, TCCP - Translation of Manifest
- Section 1007, TCCP - Manifest for Commission on Audit and Collector
- Section 1008, TCCP - Transit Cargo
- Section 1009, TCCP - Clearance of Foreign Vessels to and from coastwise ports
- Section 1010, TCCP - Requirements as to Delivery of Mail
- Section 1011, TCCP - Production of Philippine Crew
- Section 1012, TCCP - Record of Arrival and entry of vessels
- Section 1013, TCCP - Arrest of vessel departing before entry made
- Section 1014, TCCP - Discharge of Ballast
- Section 1015, TCCP - Time of Unlading of Cargo
- Section 1016, TCCP - Entrance of Vessel through necessity
- Section 1018, TCCP - Entry and clearance of vessels of a foreign government
- Section 1019, TCCP - Clearance of vessel for foreign port
- Section 1020, TCCP - Detention of warlike vessel containing arms and munitions
- Section 1021, TCCP - Manifest of export cargo to be delivered to Chairman, Commission on Audit
- Section 1022, TCCP - Oath of Master of departing vessel
- Section 1023, TCCP - Extension of time for clearance
- Section 1025, TCCP - Export product to conform to standard grades
- Section 1302 (b), TCCP
- Section 1314, TCCP - Forwarding of Cargo and Remains of Wrecked Vessel or Aircraft
- Section 1315, TCCP - Derelicts and Articles from Abandoned Wrecks
- Sections 1901-1909, 2001-2004 in relation to Section 1008, TCCP, as amended
- Section 2101, TCCP - Entry for immediate Transportation
- Section 2102, TCCP - Bonding of Carrier Transporting Articles under the Preceding Section
- Section 2103, TCCP - Articles Entered for Immediate Exportation
- Section 2505, TCCP - Failure to Declare Baggage
- Section 2513, TCCP - Vessel or Aircraft Departing Before Entry Made
- Section 2514, TCCP - Obstruction to Boarding Official
- Section 2515, TCCP - Unlawful Boarding or Leaving of Vessel or Aircraft

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- Section 2516, TCCP - Failure to Deliver or Receive Mail
- Section 2517, TCCP - Unlading of Cargo before Arrival at Port of Destination
- Section 2518, TCCP - Unlading of Cargo at Improper Time and Place after Arrival
- Section 2519, TCCP - Failure to Exhibit or Deposit Documents
- Section 2520, TCCP - Bringing of unmanifested Arms, Explosives or War Equipment
- Section 2521, TCCP - Failure to Supply Requisite Manifests
- Section 2522, TCCP - Disappearance of Manifested Article
- Section 2523, TCCP - Discrepancy between Actual and Declared Weight of Manifested Article
- Section 2524, TCCP - Delivery of Cargo Not Agreeing with the Master's Pilot's in Command Report
- Section 2525, TCCP - Breaking of Seal Placed by Customs Officials
- Section 2526, TCCP - Breaking of Lock or Fastening Placed by Customs Officials
- Section 2527, TCCP - Disappearance of Trunk or Package specially noted by Customs Official
- Section 2528, TCCP - False Statement of Vessel's or Aircraft's Destination
- Section 2529, TCCP - Other Offences
- Section 2531, TCCP - Properties Not Subject to Forfeiture in the Absence of Prima Facie Evidence
- Section 2533, TCCP - Enforcement of Lien, Administrative Fines, and Forfeitures
- Section 2534, TCCP - Seizure of Vessel or Aircraft for Delinquency of Owner or Officer
- Section 2535, TCCP - Burden of Proof in Seizure and/or Forfeiture
- Subsections (g) & (h) of Section 2530, TCCP - Property Subject to Forfeiture under Tariff and Customs Laws
- Unnumbered Memorandum dated April 21, 2006 – Clearance requirements for Amendments to the Inward Foreign Manifest
- Unnumbered Memorandum dated May 4, 2006 – Restating the Memorandum dated April 21, 2006 entitled "Clearance requirements for amendments to the Inward Foreign Manifest"

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## ANNEXES

FORM NO.	TITLE
BOC OPM FORM NO. 1	- GENERAL PERMIT
BOC OPM FORM NO. 2	- CLEARANCE OF VESSEL TO A FOREIGN PORT
BOC OPM FORM NO. 3	- CLEARANCE OF CUSTOMS INSPECTOR ASSIGNED ON BOARD
BOC OPM FORM NO. 4	- INSPECTOR'S CERTIFICATE OF LAST CARGO DISCHARGE (CONTAINER/BULK CARGO)
BOC OPM FORM NO. 5	- CONTAINER DISCHARGING REPORT
BOC OPM FORM NO. 6	- PIER/SHIPSIDE DISCHARGING REPORT
BOC OPM FORM NO. 7	- ASSIGNMENT ORDER
BOC OPM FORM NO. 8	- CHECKLIST
BOC OPM FORM NO. 9	- OATH OF ENTERING VESSEL FROM A FOREIGN PORT
BOC OPM FORM NO. 10	- OATH OF MASTER TO MANIFEST IN CLEARANCE FOR A FOREIGN PORT
BOC OPM FORM NO. 11	- OATH OF MASTER TO FOREIGN VESSEL CLEARANCE WITHOUT PASSENGERS
BOC OPM FORM NO. 12	- OUTWARD FOREIGN MANIFEST
BOC OPM FORM NO. 13	- CUSTOM'S INSPECTOR AFTER OPERATION REPORT
BOC OPM FORM NO. 14	- INWARD FOREIGN MANIFEST
BOC OPM FORM NO. 15	- RECORD OF VESSEL BOARDED
BOC OPM FORM NO. 16	SHIPSIDE PERMIT



REPUBLIC OF THE PHILIPPINES  
Department of Finance  
BUREAU OF CUSTOMS  
PORT OF \_\_\_\_\_

GENERAL PERMIT

Date \_\_\_\_\_

PERMISSION is hereby granted to \_\_\_\_\_  
to discharge all Import Cargoes of MV \_\_\_\_\_  
and to load Export Cargoes in accordance with Customs Rules and Regulations.

REGISTRY NO.	_____
ARRIVAL	_____ HOURS
BOARDED	_____ HOURS
IMPORT CARGO	_____ METRIC TONS
TRANSIT CARGO	_____
PASSENGER	_____
MAIL	_____
BERTH	_____
FROM	_____
FOR	_____
GROSS TONNAGE	_____
NET TONNAGE	_____
INSPECTOR	_____
CUSTOMS SEAL NO.	_____

FOR THE COLLECTOR OF CUSTOMS

\_\_\_\_\_  
Customs Senior Boarding Officer  
(Signature over Printed Name)

Note: To be endorsed to the Customs Inspector on the reverse side

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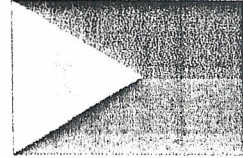
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**REPUBLIC OF THE PHILIPPINES**  
**Department of Finance**  
**BUREAU OF CUSTOMS**



**CLEARANCE OF VESSEL TO A FOREIGN PORT**

THIS IS TO CERTIFY:

That \_\_\_\_\_, Master of "M/V \_\_\_\_\_", burden  
\_\_\_\_\_ tons, or thereabouts. Navigating with \_\_\_\_\_ crew including  
Master, \_\_\_\_\_ built, and bound for \_\_\_\_\_ and having  
on board \_\_\_\_\_

has entered and cleared the said vessel according to law.

Given under my hand and the Customs Seal at the Port of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_.

For the Collector of Customs:

\_\_\_\_\_  
Chief, Entrance and Clearance Unit

NOT VALID WITHOUT CUSTOMS SEAL

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**REPUBLIC OF THE PHILIPPINES**  
**Department of Finance**  
**BUREAU OF CUSTOMS**

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Date: \_\_\_\_\_

To the CUSTOMS INSPECTOR ON BOARD THE VESSEL:

Clearance has been granted to "M/V \_\_\_\_\_" to sail from \_\_\_\_\_, Philippines on \_\_\_\_\_, 2010. You are therefore authorized to come ashore at that hour and on that date if the said ship sails according to Customs clearance; otherwise, you will remain in charge until she does sail and submit a report as to the cause of delay.

For the Collector of Customs:

\_\_\_\_\_  
Chief, Entrance and Clearance Unit

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Date \_\_\_\_\_

To the COLLECTOR OF CUSTOMS:

SIR,

I have to report that the "M/V \_\_\_\_\_" sailed at \_\_\_\_\_ hours, on \_\_\_\_\_, 20\_\_\_\_.

Cause of delay, if any: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Customs Inspector on Board the Vessel

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**REPUBLIC OF THE PHILIPPINES**  
**Department of Finance**  
**BUREAU OF CUSTOMS**

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Date: \_\_\_\_\_

MEMORANDUM FOR: \_\_\_\_\_  
Chief, PID

THRU: \_\_\_\_\_  
The Officer-In-Charge  
Bay Service Section

In connection with my Vessel Assignment Order No. \_\_\_\_\_ dated \_\_\_\_\_,  
I hereby submit herewith the Container/Bulk Cargo Discharging Report made by the Customs Guards  
under my supervision and control. Together herewith is the Last Cargo Discharge Certificate.

For your information and consideration.

\_\_\_\_\_  
Customs Inspector

**INSPECTOR'S CERTIFICATE OF LAST CARGO DISCHARGE**

This is to certify that cargoes on board "M/V \_\_\_\_\_" which arrived  
on \_\_\_\_\_ under Registry No. \_\_\_\_\_ have been fully discharged  
on \_\_\_\_\_ at around \_\_\_\_\_ hours.

This certification is issued in compliance with existing Customs regulations.

For your information and guidance.

\_\_\_\_\_  
Customs Inspector

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**REPUBLIC OF THE PHILIPPINES**  
 Department of Finance  
**BUREAU OF CUSTOMS**

**CONTAINER DISCHARGING REPORT**

MEMORANDUM FOR: THE CHIEF  
 Piers and Inspection Division

M/V \_\_\_\_\_ Voyage No. \_\_\_\_\_  
 Registry No. \_\_\_\_\_ Year 20 \_\_\_\_\_  
 Date of Arrival \_\_\_\_\_ Origin \_\_\_\_\_  
 Date of Departure \_\_\_\_\_

Listed hereunder is our report on the containers discharged from the above-described vessel.

LOADED CONTAINERS NOT APPEARING IN IFM*	LOADED CONTAINERS NOT APPEARING IN THE STOWAGE PLAN

\*Use rider form for continuation of this report

ACTUAL NO. OF CONTAINER DISCHARGED			TOTAL NO. / TON
20' TONNAGE	40' TONNAGE	45' TONNAGE	

PER INWARD FOREIGN MANIFEST			TOTAL NO. / TON	DIFFERENCE			TOTAL NO. TON
20' TONNAGE	40' TONNAGE	45' TONNAGE		20' TONNAGE	40' TONNAGE	45' TONNAGE	

\_\_\_\_\_  
 Customs Guard

\_\_\_\_\_  
 Customs Inspector

\_\_\_\_\_  
 Master of Vessel /Chief Officer

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REPUBLIC OF THE PHILIPPINES  
Department of Finance  
BUREAU OF CUSTOMS

PIER/SHIPSIDE DISCHARGING REPORT

SIR:

In connection with my vessel Assignment Order No. \_\_\_\_\_ dated \_\_\_\_\_, appended herewith is our report of bulk cargoes discharged at Inner Anchorage from "M/V \_\_\_\_\_" with Registry No. \_\_\_\_\_ which arrived on \_\_\_\_\_, to wit:

CONSIGNEE	CARGO	QTY. MT	SSP NO.	IEIRD/SAD		TRANSFER NOTE NO.	LIGHTER	LOAD MT	REMARKS
				Entry No.	SN				

\_\_\_\_\_  
Consignee's Representative

\_\_\_\_\_  
Master of the Vessel

\_\_\_\_\_  
Customs Guard

\_\_\_\_\_  
Customs Guard

\_\_\_\_\_  
Customs Inspector

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[Signature]  
[Signature]



REPUBLIC OF THE PHILIPPINES  
Department of Finance  
BUREAU OF CUSTOMS

Date \_\_\_\_\_

ASSIGNMENT ORDER NO. \_\_\_\_\_

To: Customs Inspector: \_\_\_\_\_ Signature/Date received: \_\_\_\_\_

Customs Guards: \_\_\_\_\_ Signature/Date received: \_\_\_\_\_

You are hereby directed to board "M/V \_\_\_\_\_" and perform your respective duties and responsibilities as prescribed by Customs Memorandum Order No. \_\_\_\_\_ dated \_\_\_\_\_, and Customs Administrative Order No. \_\_\_\_\_ dated \_\_\_\_\_ (Revised Port Operations Manual) and to enforce the provisions of the Tariff and Customs Code of the Philippines, as amended, and such other laws, rules and regulations, to protect the interest of the Bureau of Customs. It is understood that upon accepting this ORDER, you have no pending vessel assignment or underguarding activities. You shall remain on board the said vessel up to the time of its departure unless earlier properly relieved.

Within twenty-four (24) hours after departure of said vessel, the Customs Inspector on board is instructed to return this ORDER to this Office with the form below duly accomplished together with a copy of the clearance of vessel issued by the Entrance and Clearance Unit (or its equivalent office).

Until said instruction is complied with, the above-mentioned Customs Inspector shall be presumed still on board said vessel, and therefore not entitled to any assignment.

Recommended By:

Approved By:

\_\_\_\_\_  
Chief, Bay Service Section

\_\_\_\_\_  
Chief, Piers and Inspection Division

Date \_\_\_\_\_

ASSIGNMENT ORDER NO. \_\_\_\_\_

THE CHIEF  
PID/POD

THRU : The Chief, Bay Service Section

Sir:

This is to advise that the undersigned boarded "M/V \_\_\_\_\_" pursuant to Assignment Order No. \_\_\_\_\_ dated \_\_\_\_\_ at about \_\_\_\_\_ hours, \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(day/month/year)

The undersigned likewise certifies that cargoes on board the said vessel which arrived on \_\_\_\_\_ hours with Registry No. \_\_\_\_\_ have been fully discharged on \_\_\_\_\_ at around \_\_\_\_\_ hours. Said vessel departed on \_\_\_\_\_ at or about \_\_\_\_\_ hours in compliance with the existing Customs rules and regulations.

\_\_\_\_\_  
Customs Inspector

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REPUBLIC OF THE PHILIPPINES  
Department of Finance  
BUREAU OF CUSTOMS  
PORT OF \_\_\_\_\_

Date \_\_\_\_\_

**THE CHIEF**  
Piers and Inspection Division

ATTN. : OIC, PID RECORDS UNIT

Sir :

Submitted herewith are the shipping documents of my last vessel assignment as follows :

Name of Vessel \_\_\_\_\_ Registry No. \_\_\_\_\_  
Date of Arrival \_\_\_\_\_ Time \_\_\_\_\_  
Date of Departure \_\_\_\_\_ Time \_\_\_\_\_  
Shipping Agent \_\_\_\_\_ Berth \_\_\_\_\_ Pier \_\_\_\_\_  
Purpose of Call \_\_\_\_\_

- 1. ( ) Clearance of Vessel
- 2. ( ) General Permit
- 3. ( ) Free Pratique
- 4. ( ) Ship's General Information
- 5. ( ) Ship's Itinerary of Travel / Voyage Memo
- 6. ( ) Crew List
- 7. ( ) Crew's Effects Declaration
- 8. ( ) Bonded Store
- 9. ( ) Store List
- 10. ( ) General List
  - ( ) a. Parcel List
  - ( ) b. Currency / Money
  - ( ) c. Passenger List
  - ( ) d. Mail List
  - ( ) e. Narcotics List
  - ( ) f. Firearms & Ammunition
- 11. ( ) Inward Foreign Manifest \_\_\_\_\_ Sheets
- 12. ( ) Stowage Plan \_\_\_\_\_ Sheets
- 13. ( ) Transit/Transshipment Permit (Local) \_\_\_\_\_ (Foreign) \_\_\_\_\_
- 14. ( ) Shipside / Temporary Permit Nos. \_\_\_\_\_
- 15. ( ) Transfer Note No. \_\_\_\_\_
- 16. ( ) Special Permit to Load \_\_\_\_\_
- 17. ( ) ICCO 's Sequence of Loading (Total No. of Van) \_\_\_\_\_
- 18. ( ) IEIRD / SAD \_\_\_\_\_
- 19. ( ) Outward Foreign Manifest \_\_\_\_\_ Sheets
- 20. ( ) Assignment Order No. \_\_\_\_\_
- 21. ( ) Others \_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
Customs Inspector

I hereby certify to have this date received the above listed documents, this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ for next vessel assignment of the above named Customs Inspector.

\_\_\_\_\_  
OIC, PID Records Unit

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REPUBLIC OF THE PHILIPPINES  
Department of Finance  
BUREAU OF CUSTOMS

Gross tons, per register: \_\_\_\_\_  
Net tons, per register : \_\_\_\_\_  
Nationality : \_\_\_\_\_  
Crew : \_\_\_\_\_

DOCUMENTARY STAMPS TO BE AFFIXED  
HERE

OATH OF ENTERING VESSEL FROM FOREIGN PORT

I, \_\_\_\_\_ do solemnly, sincerely, and truly swear that the report and manifest subscribed in my name, and now delivered by me to the Collector at the port of \_\_\_\_\_ contain, to the best knowledge and belief, a just and true account of all the goods, wares and merchandise, including packages of every kind and nature whatsoever, which were on board the \_\_\_\_\_ at the time of her sailing from the port of \_\_\_\_\_ or which have been laden or taken on board since that time, and that the packages of the said goods are as particularly described as in the bills of lading, signed for by me or with my knowledge; that I am at present and have been during the voyage no. \_\_\_\_\_, the Master of the said vessel; that no package whatsoever, or any goods, wares, or merchandise manifested for \_\_\_\_\_ or any other port in the Philippines, have been unladen, landed, taken out or in any manner removed from or board the said vessel since her departure from the said port, except upon permits issued by the proper Customs Officer in the performance of his duty, or such are now particularly specified and declared in the abstract or account herewith, and that the clearance and other papers now delivered by me to the Collector are all that I now have, or have had, that any way relate to the cargo of said vessel. I do further swear that the articles specified in the store list of said vessel so produced by me are truly such, and were bona fide put on board the said vessel for the use of the officers, crews and passengers thereof, and have none of them been brought and are not intended by way of merchandise, or for sale, or for any other purpose than above mentioned, and are intended to remain on board for consumption of the said officer, passenger and crew, and for the proper working of the said vessel. And I further swear that if I shall hereafter discover or know of any other or greater quantity of goods, wares and merchandise, of any kind or nature whatsoever, than are contained in the report or manifests or store list subscribed and now delivered by me, I will immediately and without delay make due report thereof to the Collector of the District of \_\_\_\_\_.

And I do likewise swear that all matters whatsoever in the said report or manifest and store list expressed are, to the best of my knowledge and belief, just and true.

I further swear that no officer of the customers has applied for any inspection of the manifest of the cargo on board the said vessel, and that no certificate or endorsement has been delivered to me or any manifest of such cargo. And I further swear that before entering of filling manifest of said vessel at the Customs House, I mailed to the Chairperson, Commission on Audit for the Philippines, at Commonwealth, Quezon City, a true copy of this manifest.

I further swear that no office of the Customs has applied for any inspection of the manifest of the cargo on board the said arrival of my vessel to deliver or to cause to be delivered in to the post office at or nearest this port, every letter and every bag, parcel, or package of letters destined for this port which were in board the said vessel during her last voyage.

I further swear the said vessel sailed from the said port of \_\_\_\_\_ on the, \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Port of \_\_\_\_\_.

Sworn to before this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_\_.

MASTER, CONSIGNEE OR AGENT

Insert denomination and name of vessel. Insert name of place from whence the vessel instead sail. This clause to omitted if the vessel has been boarded on arrival by a Customs Officer. Insert the name and place from which the vessel last sailed.

(EMPOWERED TO ADMINISTER OATHS UNDER THE PROVISIONS OF SEC. 1147 OF THE ADM. CODE)

NOT VALID WITHOUT SIGNATURE AND OFFICIAL SEAL OF THE MASTER

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REPUBLIC OF THE PHILIPPINES  
Department of Finance  
BUREAU OF CUSTOMS

OATH OF MASTER TO MANIFEST IN CLEARANCE FOR A FOREIGN PORT

I, \_\_\_\_\_, master or commander of the "M/V \_\_\_\_\_", bound from the port of \_\_\_\_\_, to \_\_\_\_\_ do solemnly, sincerely and truly swear (or affirm) that the manifest of the cargo on board the said Vessel, now delivered by me to the Collector of the District, and subscribed with my name, contain according to the best of my knowledge and belief, a full, just and true account of all goods, wares and merchandise now actually laden on board the said vessel, and of the value thereof; and the foreign places or countries in which the same are truly intended to be landed. And I further swear that I have mailed to the Chairperson, Commission on Audit in Commonwealth, Quezon City a true and exact copy of this manifest. And if any other goods, wares, or merchandise shall be laden or put on board the forenamed vessel, previous to her sailing from this port, I will immediately report the same to the said Collector and Chairperson, Commission on Audit. I do swear that I verily believe the duties on all the foreign merchandise and the duties and charges on all domestic merchandise therein specified have been paid, or secured according to law, and that no part thereof is intended to be reloaded within the Philippine Islands. And that if, by distress or other, unavoidable accident, it shall become necessary to reload the same, I will forthwith make a just and true report thereof to the Collector of Customs of the District wherein such distress or accident may happen. And I further swear that all cargo conveyed on the forenamed vessel with destinations to the Philippine Islands has been duly discharged and accounted for and that I have not received and will not convey any letter or, other packages not enclosed in properly stamped envelope, sufficient to cover postage except those relating to the cargo of the vessel, and that I have delivered at the proper foreign port all mails placed on board my vessel before her last clearance from the Philippine Islands.

\_\_\_\_\_ Master

Port of \_\_\_\_\_

Sworn (or affirmed) to and subscribed before me this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ Deputy Collector of Customs

OATH OF MASTER TO FOREIGN VESSEL CLEARANCE WITHOUT PASSENGERS

I, \_\_\_\_\_, do solemnly swear (or affirm) that I am the Master of the \_\_\_\_\_, bound from the port of \_\_\_\_\_, with freight or ballast only, and that the said vessel will not carry upon the present voyage from any Philippine port, any cabin, steerage, deck, or any other class passenger nor any person whatever not regularly entered upon the shipping articles of the vessel.

\_\_\_\_\_ Master


Port of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ Deputy Collector for Customs

Note: The second oath above not required of masters vessel carrying passengers.

Registry No. \_\_\_\_\_ Voyage No. \_\_\_\_\_

	<p>REPUBLIC OF THE PHILIPPINES Department of Finance BUREAU OF CUSTOMS</p>
	<p>OUTWARD-FOREIGN-MANIFEST</p>
<p>Vessel: "M/V _____"</p>	
<p>Sailed from _____</p>	
<p>For: _____</p>	
<p>Cleared: _____</p>	

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REPUBLIC OF THE PHILIPPINES  
 Department of Finance  
 BUREAU OF CUSTOMS

**OUTWARD FOREIGN MANIFEST**

MANIFEST of the whole cargo on board the \_\_\_\_\_ vessel \_\_\_\_\_ of \_\_\_\_\_ propelled by motor.  
 Voyage No. \_\_\_\_\_ whereof \_\_\_\_\_ is Master, burden \_\_\_\_\_ and  
 (\_\_\_\_\_) crew including Master (\_\_\_\_\_) men bound from \_\_\_\_\_:

B/L NOS.	MARKS AND NOS.	NO. OF PACKAGES	KINDS OF PARCEL	CONTENTS	SHIPPER	CONSIGNEE	GROSS WEIGHT	NET WEIGHT	ENTRY FILLED BY	PACKAGES DECLARED

Master of \_\_\_\_\_

*Pr*  
*(10-0111)*

*Jan*  
*15*



**REPUBLIC OF THE PHILIPPINES**  
**Department of Finance**  
**BUREAU OF CUSTOMS**

Date: \_\_\_\_\_

**MEMORANDUM**

FOR: The District Collector of Customs  
 THRU: Channel  
 SUBJECT: Customs Inspector's After Operation Report

Vessel: \_\_\_\_\_  
 Registry No.: \_\_\_\_\_  
 Date of Arrival: \_\_\_\_\_  
 Ports of Call Prior to \_\_\_\_\_ : \_\_\_\_\_

**1. CUSTOMS COMPLEMENT**

Customs Senior Boarding Officer : \_\_\_\_\_  
 Customs Inspector : \_\_\_\_\_  
 Customs Guard/s : \_\_\_\_\_

**2. UNLOADING**

**2.1. IMPORT CARGOES**

Type of Containers	Inward Foreign Manifest	Stowage Plan	Sequence of Discharge	Discrepancy/ies Found After Reconciliation
20' Containers				
40' Containers				
45' Containers				
TOTAL				

**2.2. FOREIGN TRANSHIPMENTS**

Type of Containers	Inward Foreign Manifest	Stowage Plan	Sequence of Discharge	Discrepancy/ies Found After Reconciliation
20' Containers				
40' Containers				
45' Containers				
TOTAL				

**2.3. EMPTY CONTAINERS**

Type of Containers	Inward Foreign Manifest	Stowage Plan	Sequence of Discharge	Discrepancy/ies Found After Reconciliation
20' Containers				
40' Containers				
45' Containers				
TOTAL				

**3. THRU CARGOES**

Type of Containers	Inward Foreign Manifest	Stowage Plan	Discrepancy/ies Found After Reconciliation
20' Containers			
40' Containers			
45' Containers			
TOTAL			

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REPUBLIC OF THE PHILIPPINES  
 Department of Finance  
 BUREAU OF CUSTOMS

**INWARD FOREIGN MANIFEST**

MANIFEST of the whole cargo on board the \_\_\_\_\_ vessel \_\_\_\_\_ of \_\_\_\_\_ propelled by motor.  
 Voyage No. \_\_\_\_\_ whereof \_\_\_\_\_ is Master, burden \_\_\_\_\_ and  
 (\_\_\_\_\_) crew including Master (\_\_\_\_\_) men bound from \_\_\_\_\_:

B/L NOS.	MARKS AND NOS.	NO. OF PACKAGES	KINDS OF PARCEL	CONTENTS	SHIPPER	CONSIGNEE	GROSS WEIGHT	NET WEIGHT	ENTRY FILLED BY	PACKAGES DECLARED

*R*  
*(10-02-09)*

*JK*  
*JK*

Master of \_\_\_\_\_





REPUBLIC OF THE PHILIPPINES  
 Department of Finance  
 BUREAU OF CUSTOMS

RECORD OF VESSEL BOARDED

Date: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Flag: \_\_\_\_\_ Rig: \_\_\_\_\_ Registry No.: \_\_\_\_\_  
 Captain: \_\_\_\_\_  
 Tonnage: Gross: \_\_\_\_\_ Net: \_\_\_\_\_  
 Registered at \_\_\_\_\_  
 Port of procedure and date of departure \_\_\_\_\_  
 Duration of voyage \_\_\_\_\_  
 Ports called at and date of departure from each \_\_\_\_\_  
 \_\_\_\_\_  
 Cargo { Import \_\_\_\_\_  
 Foreign in transit \_\_\_\_\_  
 Consignee of vessel \_\_\_\_\_

		PASSENGERS	
		LANDING	TRANSIENT
Americans			
Europeans			
Chinese			
Others			
Total			

Mail: \_\_\_\_\_ Money: \_\_\_\_\_  
 Armament of vessel \_\_\_\_\_  
 Arms belonging to officers \_\_\_\_\_  
 Do the arms appear on Store List? \_\_\_\_\_  
 Crew { Chinese \_\_\_\_\_  
 East Indians \_\_\_\_\_  
 Stowaways: \_\_\_\_\_  
 Time and date of arrival: \_\_\_\_\_  
 Time boarded: \_\_\_\_\_ Customs Inspector: \_\_\_\_\_  
 Animals: \_\_\_\_\_ Foods for same: \_\_\_\_\_  
 REMARKS: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Customs Senior Boarding Officer

*K*

*R (10-02609)*

*Sh*



REPUBLIC OF THE PHILIPPINES  
Department of Finance  
BUREAU OF CUSTOMS

SHIPSIDE PERMIT NO \_\_\_\_\_

Date \_\_\_\_\_

MEMORANDUM TO:

The Chief : PID

Attention : Customs Inspector on Board/Bay Service Section

"M/V \_\_\_\_\_" Registry No. \_\_\_\_\_

Permission is hereby given per letter request dated \_\_\_\_\_, 20\_\_\_\_ of \_\_\_\_\_ to discharge unto authorized barge/lighter from named vessel, the described shipment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONSIGNED TO : \_\_\_\_\_  
LITHEPAGE : \_\_\_\_\_  
SILO NO./CONTENT : \_\_\_\_\_  
BROKER : \_\_\_\_\_

Subject to the following conditions:

1. That only manifested cargoes/shipments destined to this port shall be discharged from said vessel.
2. That loaded lighter/barge alongside vessel shall be towed under continuous guarding to the designated barge pool area/Bay Service Section (or equivalent office).
3. That the cargoes to be released/transferred shall tally with those applied for in this permit and Inward Foreign Manifest as to marks and numbers, description, weight and quantity, etc.
4. That no releases/transfers of shipments shall be allowed by the assigned Customs Inspector on Board until the presentation of Statement of Settlement of Duties and Taxes (SSDT), evidencing payment of Customs duties and taxes, a duly approved consumption entry, transit/transshipment permit and/or warehousing permit. In connection therewith, importer/brokers or their authorized representatives shall proceed to the Bay Service Section (or equivalent office), for monitoring purposes and verification of such entries/permits and other supporting documents.
5. That Customs Inspector shall submit Completion Report to the undersigned.
6. The clearance of cargoes for bulk and break-bulk cargoes/shipments such as liquids, chemicals, petroleum products and all other cargo shipped in bulk/break-bulk the duties and taxes of which are normally determined by weight (e.g. wood, steel, coal, grain, etc.) shall be governed by CAO 3-2010 and CMO 18-2010 on Procedure for the Bulk and Break-bulk Cargo Clearance Enhancement Program Mandated Under Administrative Order (AO) No. 243 as amended by AO 243-A.

FOR STRICT COMPLIANCE.

\_\_\_\_\_  
Deputy Collector for Operations

Cc: Entry Processing Division  
Arrastre Operator

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