



**BUREAU OF CUSTOMS**

*Professionalism Integrity Accountability*



**MEMORANDUM**

**TO :** DISTRICT COLLECTORS  
 DEPUTY COLLECTOR FOR OPERATIONS  
 DEPUTY COLLECTOR FOR ASSESSMENT  
 CHIEFS, FORMAL ENTRY DIVISION/EQUIVALENT UNITS  
 CHIEFS, PIERS AND INSPECTION DIVISION  
 CUSTOMS EXAMINERS  
 CUSTOMS GUARDS  
 ALL OTHERS CONCERNED  
 PORT OF BATANGAS, POM & MICP



**FROM :** Atty. EDWARD JAMES DY BUCO  
 Deputy Commissioner, AOCG

**SUBJECT :** SUPPLEMENTAL GUIDELINES ON THE IMPLEMENTATION  
 OF E-TRACC FOR REEFER IMPORTATIONS

**DATE :** 13 October 2020

Pursuant to Section 4.3.5 of Customs Memorandum Order (CMO) No. 4-2020 on the Transfer of Shipments for Further Verification and Monitoring in conjunction with CMO 27-2005 and the Memorandum dated August 7, 2018 issued by then Customs Commissioner Isidro S. Lapeña on the Physical Examination of Agricultural Products in Reefer Containers, the following supplemental guidelines are hereby issued for the unsealing of the electronic Customs Seal attached to reefer or reefer vans transferred from the Port of discharge to consignee's warehouse:

1. **Disarming** - To prevent delays in the disarming ang/or unsealing of reefer vans that would adversely affect the condition of the goods, the assigned Security Guard on Duty at the Cold Storage shall be authorized to disarm the attached electronic seals following the steps below:
  - i. Take visual evidence of the container showing the container number and that the Electronic Customs Seal and the container seal either from the shipping line or terminal operator is still intact;
  - ii. Transmit the information to the PID or equivalent office for the approval of the end trip. Prior to giving the authorization to end trip, the PID shall also get the name of the Security Guard on Duty requesting

authorization, the time and date of the request and a picture taken of the latter's Identification Card or Security Guard License;

- iii. Once the authorization to End Trip is given, the Security Guard on duty shall disarm and manually remove the Customs Seal from the container and safekeep the same for retrieval by the E-TRACC Team of the port; and
- iv. Log the fact of disarming at the logbook being kept at the premises, including therein details of the day and time of disarming, container numbers, seal number of the electronic device and name of PID personnel who authorized the disarming.

Assignment of Customs Guards by PID for the disarming and unsealing of the electronic Customs Seal shall be dispensed with.

2. **Examination** - The assigned examiner, prior to the conduct of the 100% physical examination shall check the integrity of the shipping or arrastre seal of the container if the same is still intact. In case the seal has been broken or shows any signs of tampering, the same must immediately be reported. The 100% examination shall be immediately conducted by the assigned Customs Examiner to be witnessed by representatives from concerned BOC offices and regulating agencies from the Department of Agriculture.
3. **Collection of GPS Devices** - Disarmed electronic devices shall be collected from the Security Guard on duty at the cold storage and properly accounted by the E-TRACC Team.

Nothing in this Order shall be construed as a delegation of the Bureau's authority and control over imported goods entered through Ports of Entry nationwide.

This shall take effect on 13 October 2020.

For strict compliance.