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MEMORANDUM

TO : Collection Districts
Customs Examiners and Appraisers
All Others Concerned

FROM : **REY LEONARDO B. GUERRERO**
Commissioner

JUN 15 2023



BOC-05-08571

SUBJECT : Guidelines for Filling Out the Inspection Act

DATE : June 8, 2020

In order to ensure an effective feedback mechanism and to monitor how treatment is carried out in ascertaining threat and risk after verification of content, authenticity, consistency and validity of declarations by means of Examination Findings, the following guidelines shall be strictly followed by all Customs Examiners/Appraisers in filling out the Inspection Act:

1. After evaluation or assessment of goods declaration, Customs Examiners/Appraisers must determine the offense or risk using the 'Fraud Code' dropdown list, which can be in multiple selection:

Code	Description
GENDG	Generally Described Goods
MDECG	Misdeclaration of Goods
MDECP	Misdeclaration in Packaging
MDECQ	Misdeclaration in Quantity
MDECW	Misdeclaration in Weight
MISCL	Misclassification of Goods
REGFA	Fake Regulatory Permit or Clearance
REGNO	No Regulatory Permit or Clearance
UNDEC	Undeclared Items
VALAD	Value Adjustment
VALBE	Below Reference Value
VALUN	Undervaluation of Goods

2. Selection of fraud code is mandatory except on shipments with no discrepancy between the declaration and the actual findings upon document, non-intrusive or physical examination and/or final assessment.
3. A shipment with no selected fraud code/s will automatically be considered as zero risk in the compliance scorecard.

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4. In case there are other changes or findings not included in the fraud code list, it must be reported using the Information Box (Free Text).
5. Also, said Information Box may contain further details for risk analysis or any reports on the conduct of examination and other supplemental data that support the selected Fraud Code/s.
6. Failure on the part of the customs officer to perform the duties as stipulated in Section 421 of the CMTA shall be penalized according to Section 1431 of Title XIV of the same Act.
7. All the data and other information provided in the Inspection Act shall form part of the evaluation of the Risk Management Office for its regular update and recalibration of the Bureau's Selectivity Screens.
8. For widest dissemination and strict implementation.