

2017-09-009

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
1099 MANILA

MEMORANDUM

TO : ALL DISTRICT COLLECTORS
ALL DEPUTY COLLECTORS FOR OPERATIONS
THE CHIEF, GARMENTS AND TEXTILES MFG. BONDED WHSE. DIV.
THE CHIEF, MISC. MANUFACTURING BONDED WHSE. DIV.
THE CHIEF, PUBLIC PRIVATE BONDED WHSE. DIV.
THE CHIEF, CUSTOMS COMMON BONDED WHSE. DIV.
ALL CHIEFS, BONDED WAREHOUSE DIVISION
ALL CHIEFS, PIERS AND INSPECTION DIVISION
ALL CHIEFS, AIRPORT OPERATIONS DIVISION
ALL OTHERS CONCERNED

SUBJECT : UNDERGUARDING OF SHIPMENTS FROM PORT OF
DISCHARGE TO CUSTOMS BONDED WAREHOUSE (CBW)

DATE : 14 September 2017

To protect the interest of the government, you are hereby directed to strictly observe the Customs Memorandum dated August 4, 1994, especially the pertinent provision which states:

"xxx all shipments consigned to Customs Bonded Warehouses, after the same have undergone the normal processing thereof (whether the shipments are covered with the corresponding warehouse entries or Transshipment Permits), must be UNDERGUARDED continuously by the Customs Guard assigned at the consignee-CBW operator (for "closed" CBWs) or by the Accountable Officer/s of consignee-CBW operator (for "open" CBWs and accredited members) from the customs zone until duly received at the CBW by the Customs Warehouseman assigned thereat".

Henceforth, no goods declared under customs bonded warehousing shall be released from customs zone unless the assigned Customs Guard has presented to the Gatekeeper or equivalent customs officer a duly signed Mission Order from the concerned Operating Division directing him to underguard the goods and acknowledge his custody over the same, prior to delivery to the consignee-CBW. IN ALL CASES, the assigned customs guard shall faithfully ensure the safe transit of goods to the

consignee-CBW until receipt thereof is acknowledged by the assigned Warehouseman on the accompanying transfer note or equivalent document¹ in accordance with existing customs laws, rules and regulations.

For strict compliance.

ATTY. EDWARD JAMES A. DY BUCO
Deputy Commissioner
Assessment and Operations Coordinating Group

¹ Section III.1.8 (a) CMO NO. 39-91

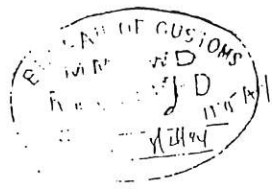
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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA



AUG 04 1994

MEMORANDUM to:

The District Collectors of Customs
Port of Manila, Manila International Container
Port and NAIA Customhouse

- Attention: The Chief, Garments/Textile Mfg. Bonded Warehouse Division
- The Chief, Misc. Mfg. Bonded Warehouse Division
- The Chief, Public/Private Bonded Warehouse Division
- The Chief, Piers and Inspection Div. (MICP)
- The Chief, Aircraft Operations Div.

Re: Underguarding of shipments consigned to Customs Bonded Warehouses.

We are in the process of formulating detailed procedures in the underguarding of shipments consigned to Customs Bonded Warehouses (falling under Public/Private Bonded Division, Misc. Manufacturing Bonded Warehouse Division, and Garments/Textile Manufacturing Bonded Warehouse Division) from customs zone to the registered Customs Bonded Warehouses (CBWs).

In the interim, all shipments consigned to Customs Bonded Warehouses, after the same have undergone the normal processing thereof (whether the shipments are covered with the corresponding warehousing entries or Transshipment Permits), must be underguarded continuously by the Customs Guard assigned at the consignee-CBW operator (for "closed" CBWs) or by the Accountable Officer/s of consignee-CBW operator (for "open" CBWs and Common CBW operators for and in behalf of their accredited members) from the customs zone until duly received at the CBW by the Customs Warehouseman or by a responsible official at the "open" CBW.

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The following interim guidelines are hereby prescribed in the underguarding of shipments from customs zone to the CBW premises:

- A. For shipments covered by Warehousing Permits (Shipments arriving at the POM)
 1. The assigned Customs Guards/Accountable Personnel of open CBWs and accredited members of common CBWs shall proceed to the operating divisions concerned to claim the shipment consigned to their CBWs by affixing their signatures and thumbmarks in a logbook provided for the purpose.
 2. The OLRS operators shall, before removing the "duty stop" in the computer which is a condition precedent for the issuance of a Gate Pass, see to it that the name of the authorized Customs Guard/Accountable Personnel be keyed in so that their names shall appear in the computer-generated Gate Pass to be issued by the concerned arrastre operators.
 3. After the removal of the "duty stop" made by the OLRS operators, the concerned Customs Guard/Accountable Personnel shall now claim the shipments from the arrastre operator.
 4. The concerned Customs Guard/Accountable Personnel shall present the Gate Pass to the Gatekeeper. The Gatekeeper, in turn, shall allow the shipment to pass thru the gate if the same is accompanied by the assigned Customs Guard/Accountable Personnel whose name appears in the Gate Pass. The Gatekeeper shall not allow the release of the shipment if accompanied by a person other than the assigned Customs Guard/Accountable Personnel.
 5. In case the assigned Customs Guard is not available, the CBW operator shall immediately notify the operating divisions concerned so that a replacement could be made from a "pool of guards" to be organized by the operating divisions for the purpose. The

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designated replacement guard must be armed with a Mission Order to be issued by the head of the operating division. This Mission Order must be carried at all times during the underguarding of the shipment until duly received by the Customs Warehouseman or by the responsible official.

B. For shipments covered by Transshipment Permits (Shipments which arrived at the MICP and NAIA consigned to CBWs registered at the POM)

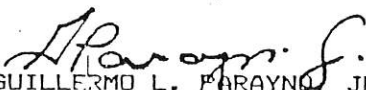
a. The Chiefs, Piers and Inspection Division, MICP and Airport Operations Division shall provide an office space in their respective divisions for the authorized representative of the operating divisions. These authorized representatives will receive the Boat Notes from the concerned Wharfinger and accordingly turn-over the same to the consignee-CBW operator thru the assigned Customs Guards and Accountable Officers by requiring them to affix their signatures over their printed names and thumbmarks in the Boat Notes.

For this purpose, the operating divisions shall provide their authorized representatives a complete and accurate listing of all Customs Guards and Accountable Officers with their corresponding pictures assigned in all of the registered CBWs.

b. In a situation where the assigned Customs Guard is not available, A.5 of the preceding paragraph shall apply.

Under this Memorandum, the concerned Warehouseman (for "closed" CBWs)/Accountable Official (for "open" CBWs) shall render a weekly report to the operating division concerned of all the shipments received at the CBW for the week.

The foregoing guidelines shall not apply to shipments consigned to CBWs under the jurisdiction of FTI Customhouse and NAIA Customhouse.


GUILLERMO L. PARAYNO, JR.
Commissioner