



Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
Collection District II-A
Port of Manila

CUSTOMS MEMORANDUM ORDER
NO. 46-91

TO : District Collector, POM and MICP
Shipping Agents, Arrastre Contractors,
PPA Personnel, Customs Brokers,
Importers and Others Concerned

SUBJECT : Rules and Regulations in the issuance of
Customs Gate Pass in the Release/Transfer
of Shipments from the Piers

I. OBJECTIVES:

1. To define the guidelines in the processing of Customs Gate Pass.
2. To prevent the illegal withdrawal of cargoes from the piers.
3. To delineate the duties and responsibilities of personnel involved in the processing and issuance of Customs Gate Pass.

II. GENERAL CONSIDERATION:

The Customs Gate Pass shall be required for all shipments prior to their release from the piers in addition to the Arrastre Pass issued by the Arrastre Contractors.

III. DOCUMENTARY REQUIREMENTS:

The preparation of the Customs Gate Pass shall be made upon the submission of the following documents:

1. Any one of the following:
 - 1.1 Original Permit to Deliver Imported Goods (PDIG), or
 - 1.2 Warehousing Permit, or
 - 1.3 Special Permit duly processed by the Division concerned; and
2. Arrastre Gate Pass

IV OPERATIONAL PROVISIONS:

1. The Customs Wharfinger-In-Charge or Officer-In-Charge of each pier where the cargo is to be released/transferred shall prepare the Customs Gate Pass (Annex "A") after verifying the completeness of all the documentary requirements. He shall write EPRS in bold letters on the face of the Customs Gate Pass if the shipment is to be released through the Express Processing.

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2. The Customs Examiner accompanying the shipment to be released under the EPRS shall affix his/her signature on all the copies of the Customs Gate Pass.
3. The Customs Gatekeeper assigned at the exit gate shall check the signature of the Wharfinger-In-Charge on the Customs Gate Pass and the Plate Number of the truck/trailer bearing the cargo/container van as shown on the Customs Gate Pass.
4. For reconciliation purposes, the Chief Gatekeeper, at the end of each day, shall consolidate all the GATE Passes issued and transmit the Customs copy to the Wharfinger-In-Charge of each pier for comparison with the delivery permit, warehousing or special permit to transfer, as the case may be.
5. The Wharfinger-In-Charge of each pier shall submit to the Chief, Piers and Inspection Division (PID) thru the Supervising Wharfinger, a daily report of delivery/transfer of shipments not later than the following working day in the form attached as Annex "B".
6. The Arrastre Operator shall notify the Wharfinger-In-Charge of all movements and location of the cargo/container van from the time the shipment is received at the Port until it is delivered/transferred.

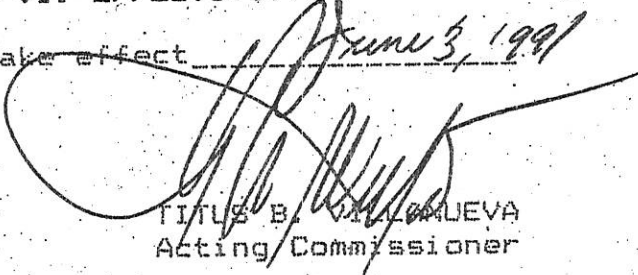
The Piers and Inspection Division (PID) shall continue to discharge its present duties and functions with respect to the release or transfer of cargoes from the piers.

V. REPEALING CLAUSE:

All orders, rules and regulations inconsistent with this Order are deemed superseded and/or modified accordingly.

VI. EFFECTIVITY:

This Order shall take effect

June 3, 1991

TITUS B. VILLALUEVA
Acting Commissioner

EC FORM NO. _____

ANNEX "A"

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

SN _____

CUSTOMS GATE PASS

CONSIGNEE : _____
 BROKER : _____ DATE _____ TIME _____
 LICENSE NO. : _____
 PRIME MOVER : _____ : PIER _____ : VESSEL : _____
 TLR CHASSIS : _____ : _____
 TRUCK : _____ : A : B : C : D : E : F : REG. NO. _____
 TH : _____ : G : H : I : J : K : L : ENTRY NO. _____
 : _____ : M : N : OY:WI :W2 :W3 : PERMIT NO. _____
 : _____ :W6 :W7 : W8:W9 :W10:W11: PDIC/WHSE/OTHERS _____
 : _____ :W12:C6 : STC : OS : BOS:

MARKS & NO.	CONTAINER NO.	NO. OF PKGS.	COMMODITIES	REMARKS

TOTAL IN FIGURES : _____ TOTAL IN WORDS _____

This is to certify that this Gate Pass was prepared and processed by the undersigned after compliance with all requirements under CMO NO. _____ (NOTE:- Customs Examiner should affix his signature if shipment is being transferred under EPRS).

WHARFINGER-IN-CHARGE
(Print Name and sign)

Customs Examiner/Customs Guard
(Print Name and Sign)

Truck Driver/Driver's Lic. No.
(Print Name & Sign)

RECEIVED CARGOES COMPLETE & IN ORDER

Checked & Verified above details
Gate No. _____ Time out _____

Consignee/Representative
(Print Name & Sign/ID No. for CB Rep.)

Gatekeeper
(Print Name & Sign)

Distribution :

Original	: Gatekeeper	Quadruplicate	: Truck Driver
Duplicate	: Wharfinger	Quintuplicate	: Arrastre
Triplicate	: Consignee/Broker	Sixtuplicate	: Examiner if EPRS Con- duction Guard if Warehousing

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Annex "B"

DAILY REPORT OF CUSTOMS GATE PASSES

	<u>Gate Pass No.</u>	<u>Date Issued</u>	<u>PDIG/WHSE. Permit No.</u>	<u>Entry No.</u>	<u>Consignee</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____
13.	_____	_____	_____	_____	_____
14.	_____	_____	_____	_____	_____
15.	_____	_____	_____	_____	_____
16.	_____	_____	_____	_____	_____
17.	_____	_____	_____	_____	_____
18.	_____	_____	_____	_____	_____
19.	_____	_____	_____	_____	_____
20.	_____	_____	_____	_____	_____
21.	_____	_____	_____	_____	_____
22.	_____	_____	_____	_____	_____
23.	_____	_____	_____	_____	_____
24.	_____	_____	_____	_____	_____
25.	_____	_____	_____	_____	_____
26.	_____	_____	_____	_____	_____
27.	_____	_____	_____	_____	_____
28.	_____	_____	_____	_____	_____
29.	_____	_____	_____	_____	_____
30.	_____	_____	_____	_____	_____

Submitted by:

Wharfinger-In-Charge
Pier _____
Date _____