



# BUREAU OF CUSTOMS

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**CUSTOMS MEMORANDUM ORDER**  
NO. 11-2022

U.P. LAW CENTER Date: APR 29 2022  
 OFFICE of the NATIONAL ADMINISTRATIVE REGISTER  
 Administrative Rules and Regulations

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**SUBJECT: IMPLEMENTATION OF THE ELECTRONIC CUSTOMS BAGGAGE AND CURRENCY DECLARATION (eCBCD) SYSTEM**

**Section 1. Objectives.** To provide the guidelines on the customs clearance process for all Travelers and Crew Members using the Electronic Customs Baggage and Currency Declaration (eCBCD) System in relation to CAO No. 1-2017.

**Section 2. Scope.** This Order shall cover the operational procedure for the use of the eCBCD System for all Travelers and Crew Members arriving at or departing from all ports of entry and exit.

**Section 3. Definition of Terms.** For purposes of this Order, the following terms are defined accordingly:

- 3.1. Crew Member** – shall refer to person/s assigned by an Air or Vessel Operator to render duty during a flight or voyage duty period;<sup>2</sup>
- 3.2. Commercial Quantity** – shall refers to the quantity for a given kind or class of articles which are in excess of what is compatible with and commensurate to the person’s normal requirements for personal use.<sup>3</sup>
- 3.3. Electronic Customs Baggage Declaration Form (eCBDF)** – shall refer to the electronic form of the Customs Baggage Declaration Form in the eCBCD System prescribed by the Bureau giving information or particulars required by Customs and any government agency;<sup>4</sup>
- 3.4. Electronic Currency Declaration Form (eCDF)** – shall refer to the electronic form of the Currency Declaration Form in the eCBCD System prescribed by the *Bangko Sentral ng Pilipinas (BSP)* to be filled-out by Travelers and Crew Members bringing in or out foreign currency in excess of US\$10,000 or its equivalent in other foreign currency and other foreign currency denominated bearer monetary instruments, or bringing in or out legal tender

<sup>2</sup> Customs Administrative Order (CAO) No. 1-2017, Section 3.8.

<sup>3</sup> Department of Finance (DOF) Department Order (DO) 57-2011, 2 (b).

<sup>4</sup> cf. CAO No. 1-2017, Section 3.10.

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Philippine notes and coins, checks, money order and other bills of exchange drawn in pesos against banks operating in the Philippines in an amount exceeding Php50,000;

- 3.5. Electronic Customs Baggage and Currency Declaration (eCBCD) System** (*referred to as "eCBCD System"*) – shall refer to a web portal that caters to the online Customs Baggage Declaration and Currency Declaration by Travelers and Crew Members;
- 3.6. Fraud** – shall refer to acts knowingly, voluntarily and intentionally committed or omitted which prejudice the interest of the government, e.g. submitting fake or spurious document, making material untruthful statement(s) or committing any other analogous act(s) or omission(s);<sup>5</sup>
- 3.7. Non-Resident Filipinos** – refer to Filipinos those who have established permanent residency abroad but have retained Filipino citizenship, whether or not they have availed of the benefits under Republic Act No. 9225 or the Citizenship Retention and Re-acquisition Act of 2003;<sup>6</sup>
- 3.8. Overseas Filipino Worker (OFW)** – refers to a holder of a valid passport issued by the Department of Foreign Affairs (DFA) and certified by DOLE or POEA for overseas employment purposes. This covers all Filipinos working in a foreign country under employment contracts, regardless of their professions, skills or employment status in a foreign country.<sup>7</sup> For purposes of this CAO, the term OFW includes Filipinos working abroad under job contracts who do not require a certification from the Department of Labor and Employment (DOLE) or the Philippine Overseas Employment Administration (POEA);<sup>8</sup>
- 3.9. Traveler** – shall refer to any person who temporarily enters the territory of a country in which he or she does not normally reside ("non-resident") or who leaves that territory; or any person who leaves the territory of a country in which he or she normally resides ("departing resident") or who returns to that territory ("Returning Resident");<sup>9</sup> and

<sup>5</sup> cf. CAO No. 10-2020, Section 3.12.

<sup>6</sup> cf. CAO No. s1-2017, Section 3.19

<sup>7</sup> cf. CMTA, Title VIII, Chapter 1, Sec. 800 (g), par.2.

<sup>8</sup> cf. CAO No. 1-2017, Section 3.20

<sup>9</sup> cf. CAO No. 1-2017, Section 3.32

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**Section 4. General Provisions.**

- 4.1. All arriving Travelers and Crew Members shall accomplish the Electronic Customs Baggage Declaration Form (eCBDF), including the Electronic Currency Declaration Form (eCDF) if applicable, in the eCBCD System before or upon arrival in all ports of entry.
- 4.2. The eCBCD System can be accessed by logging-in at <https://ideclare.customs.gov.ph> or at the designated eCBCD Kiosk at the Customs Arrival and Departure Area.
- 4.3. Upon successful sign-in, the Traveler or Crew Member shall select "Arrival" or Departure" in the eCBCD System homepage.
- 4.4. The Traveler or Crew Member shall be directed to the eCBDF for arrival and/or eCDF for departure, as applicable.
- 4.5. In addition to the eCBDF, the following documents shall be uploaded and/or accomplished in the eCBCD System, if applicable:
  - a. Electronic Currency Declaration Form (eCDF) for Travelers and Crew Members bringing in foreign currency in excess of US\$10,000 or its equivalent in other foreign currency and other foreign currency denominated bearer monetary instruments, or bringing in legal tender Philippine notes and coins, checks, money order and other bills of exchange drawn in pesos against banks operating in the Philippines in an amount exceeding Php50,000;
  - b. Prior authorization duly issued by the BSP for Travelers and Crew Members bringing in legal tender Philippine notes and coins, checks, money order and other bills of exchange drawn in pesos against banks operating in the Philippines in an amount exceeding Php50,000;
  - c. Necessary import clearances/permits/licenses from the concerned regulatory agency in case of restricted and regulated goods in excess of the limits allowed by the agencies; or
  - d. Owner's Pre-Departure Declaration Form or Certificate of Identification (CI) for goods previously exported.
- 4.6. All departing Travelers and Crew Members intending to bring out foreign currency, as well as other foreign currency-denominated bearer monetary instruments in excess of USD10,000 or its equivalent, or legal tender Philippine notes and coins, checks,

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money order and other bills of exchange drawn in pesos against banks operating in the Philippines in an amount exceeding Php50,000, shall accomplish the eCDF in the eCBCD System.

The copy of prior Authorization duly issued by the BSP shall be uploaded in the eCBCD System for Philippine currency and/or any Philippine monetary instrument.

- 4.7.** A QR Code shall be generated after successful submission in the eCBCD System and shall be presented by the Traveler and Crew Member to the assigned Customs Officer at the Customs Arrival or Departure Area for validation and clearance.
- 4.8.** Assigned Customs Officers at the Customs Arrival Area shall observe existing lanes catering to different types of Travelers or Crew Members such as the following:
- a. OFWs, Returning Residents and Non-Resident Filipinos;
  - b. Foreign Travelers and Diplomatic Personnel;
  - c. Airline Crew Members; and
  - d. Traveler with Accompanied and/or Unaccompanied Baggage containing goods in Commercial Quantity.

Provided that, Travelers may be routed either to the green or red channel as provided under Section 6.2 of this Order based on his/her general declaration or based on derogatory information, reasoned or random selection.

Provided finally, that Crew Members shall be directed to the lane provided for Crew Members for mandatory physical examination of their baggage.<sup>11</sup>

- 4.9.** All baggage shall be subject to mandatory non-intrusive inspection.

## **Section 5. Administrative Provisions.**

- 5.1.** The eCBCD System shall have the capacity of uploading documents and real-time notifications to the users on the status of their eCBCDF.
- 5.2.** The Management Information System and Technology Group (MISTG) shall provide the technical specifications of the hardware requirements of the system to the ports concerned.

<sup>11</sup> cf. CAO No. 1-2017, Section 5.2.

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- 5.3.** The eCBCD System shall have the capacity to generate the following reports:
- a. Number of Travelers and Crew Members arriving with foreign currency, as well as other foreign currency-denominated bearer monetary instruments in excess of USD10,000 or its equivalent;
  - b. Number of Travelers and Crew Members arriving with legal tender Philippine notes and coins, checks, money order and other bills of exchange drawn in pesos against banks operating in the Philippines in an amount exceeding Php50,000;
  - c. Collection on dutiable/taxable goods;
  - d. Number of CBDFs;
  - e. Number of CDFs for arrival;
  - f. Number of CDFs for departure;
  - g. Total number of arriving Travelers per day, per flight, and/or per month; and
  - h. Other reports as may be required.
- 5.4.** The system administrator shall be responsible for account user creation and granting of access to assigned Customs Officers at all ports of entry and exit with international Travelers:

User	User Role	Access Level
COO I or assigned officer	Encodes manual declarations Uploads declaration and supporting documents, if any  Prints report from the database	View, Edit (findings only but for manual forms, he/she can input new entries; attach signatures)
COO III/Acting COOIII	Encodes findings or computation in the declarations  Uploads documents	View, Edit (findings only; attach signatures)
COO V	Reviews findings of examiner (COOIII)	View, Edit (findings only; attach signatures)
Cashier	Receives Payment	View, Edit (payment details only)

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ESS/CIIS	Witness in the examination	View, Edit (insert comments; attach signature)
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- 5.5. The system administrator shall be responsible for account user creation and granting of access to the Anti-Money Laundering Council (AMLC), Bangko Sentral ng Pilipinas (BSP) and other offices and agencies, as applicable, for purposes of monitoring and report generation.
- 5.6. The eCBCD System, as far as practicable, shall adopt and implement an advance information and traveler record as a risk management tool in traveler processing and in preparation for the establishment of the Passenger Name Record System (PNRS).
- 5.7. Assigned Customs Officers and other offices and agencies concerned shall create a user profile by providing the following details to the system administrator:
  - a. Full Name;
  - b. Designation; and
  - c. Official email address.
- 5.8. After providing the requested information, username and password to log-in to the eCBCD System shall be provided by MISTG. Level of access shall be based on the designation of the officer.
- 5.9. After successful registration, Customs Officers and other agencies concerned shall log-in using the email registered in the eCBCD System and its corresponding password and click "Sign-in".

**Section 6. Procedure for Arriving Travelers and Crew Members.**

**6.1. Fulfillment of the eCBCD System.** The following operational procedure shall be observed by Arriving Travelers and Crew Members in the use of the eCBCD System:

**6.1.1.** Travelers and Crew Members shall log in at <https://ideclare.customs.gov.ph> and click "CBDF" button and fill out/upload the following:

- a. Flight Details;
- b. Port of Departure and Arrival;
- c. Personal Information;
- d. General Declaration;

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- e. Additional Documents, if any;
- f. Signature; and
- g. Email Address.

**6.1.2.** The General Declaration includes the following, and the required permits/licenses/clearances from regulatory agencies which shall be uploaded:

	<b>Declaration</b>	<b>Requirement</b>
1	Philippine Currency and/or any Philippine Monetary Instrument in excess of PhP 50,000.00	Prior Authorization from BSP
2	Foreign Currency and/or Foreign Monetary Instrument in excess of USD 10,000.00 or its equivalent	NA
3	Gambling Paraphernalia	Prior import permit/clearance/license from the Philippine Amusement and Gaming Corporation.
4	Cosmetics, skin care products, food supplements and medicines in excess of quantities for personal use;	Prior import permit/clearance/license from the Food and Drug Administration
5	Dangerous drugs such as morphine, marijuana, opium, poppies or synthetic drugs	Prior import permit/clearance/license from the Philippine Drug Enforcement Agency
6	Firearms, ammunitions and explosives	Prior import permit/clearance/license from the Firearms and Explosives Office, Philippine National Police

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7	Alcohol and/or tobacco products in commercial quantities	Prior import permit/clearance/license from the Food and Drug Administration for alcohol or National Tobacco Administration for tobacco products
8	Foodstuffs in commercial quantity	Prior import permit/clearance/license from Food and Drugs Administration
9	fruit(s), vegetables	Prior import permit/clearance/license from Bureau of Plant Industry
10	live animal(s), meat, eggs etc.),	Prior import permit/clearance/license from Bureau of Animal Industry
11	marine and aquatic product(s), and/or the product(s) and their by-product(s)	Prior import permit/clearance/license from Bureau of Fisheries and Aquatic Resources
12	Mobile phones in excess of quantities for personal use, and radio communication equipment	Prior import permit/clearance/license from the National Telecommunications Commission
13	Cremains (human ashes), human organs or tissues	Prior import permit/clearance/license from the Bureau of Quarantine
14	Jewelry, gold, precious metals or gems	NA
15	Other goods, not mentioned above	Other goods which require prior import permit/clearance/license from the concerned regulatory agency

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6.1.3. Once complete, the Travelers and Crew Members shall tick the box for the Terms and Conditions and Data Privacy Consent.



- 6.1.4.** The Travelers and Crew Members shall click **"Submit"** button to upload the eCBDF.
- 6.1.5.** The eCBCD System shall automatically send a notification to the Travelers' and Crew Members' registered email address informing successful registration to the eCBCD System in the form of a QR Code which can be downloaded and shall be presented to Customs Officer at the arrival area for clearance.
- 6.2. Clearance Channels.** According to his/her declaration, the Traveler or Crew Member shall proceed to the following channels, as applicable<sup>12</sup>:
- 6.2.1. GREEN LANE** – For Travelers with **Nothing to Declare** or having with them only goods which can be admitted free of import duties and taxes and not having with them any goods which are subject to import prohibition, restriction or regulation; and<sup>13</sup>
- 6.2.2. RED LANE** - For Travelers and Crew Member with **Goods to Declare** for purposes of import duties and taxes, or having with them goods above the exempted Customs limit, or having with them any goods or article which are prohibited, controlled or regulated, for purposes of validation.
- 6.2.3.** Pursuant to the risk management selection process such as random and/or reasoned selection or on account of intelligence information, a Customs Officer may direct any Traveler or Crew Member arriving in all ports of entry to the RED CHANNEL regardless of his/her declaration in the eCBDF or eCDF.
- 6.2.4.** A Crew Member, regardless of his/her declaration in the eCBDF or eCDF shall be directed to the lane provided for Crew Members or in the absence thereof, to the RED LANE, for mandatory physical examination of their baggage.<sup>14</sup>

<sup>12</sup> cf. CAO No. 2-2014, Section 2.1

<sup>13</sup> cf. CAO No. 2-2014, Section 2.1 (A).

<sup>14</sup> CAO No. 1-2017, Section 5.2.

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**6.3. Clearance Procedure under Green Lane.**

- 6.3.1.** The Traveler shall present the QR Code together with his or her passport to the assigned Customs Examiner at the Arrival Area at the port of entry.
- 6.3.2.** The assigned Customs Examiner shall scan the QR Code which shall reflect the following details for reference and validation:
- a. Name of Traveler or Crew Member;
  - b. Passport Number;
  - c. Nothing to Declare or Goods to Declare;
  - d. Date and Time of Declaration;
  - e. Flight Number; and
  - f. Date and Time of Arrival or Departure.
- 6.3.3.** The Customs Examiner shall verify the information in the passport as against the eCBDF, and eCDF if applicable.
- 6.3.4.** The Customs Examiner shall verbally ask the Traveler if he/she has anything to declare.
- 6.3.5.** If the Traveler confirms that he has goods to declare, the examiner shall request the Traveler in correcting the entries in the eCBDF, or render assistance if necessary. Thereafter, the Traveler shall be directed to proceed to the red lane or secondary examination room for the conduct of physical examination.
- 6.3.6.** If the Traveler has nothing to declare and the assigned Customs Examiner is convinced with the statement of the Traveler, the Customs Examiner shall clear the Traveler and authorize the release of the accompanied baggage, if any.
- 6.3.7.** If the Customs Examiner is not satisfied with the declaration of the Traveler due to intelligence information, reasoned or random selection, he/she shall escort the Traveler to the red lane or secondary examination room for physical examination of the Traveler and/or accompanied baggage.

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**6.4. Clearance Procedure under Red Lane.**

- 6.4.1.** For arriving Travelers and Crew Member proceeding to or was directed to the RED LANE, the assigned Customs Examiner or the Examiner who escorted the Traveler to



the RED LANE or secondary examination room shall conduct an examination and report his/her findings and assessment under the column "FOR CUSTOMS USE ONLY" of the eCBDF indicating therein all the necessary information, such as quantity, description of articles, dutiable value, rate and amount of duty and tax, among others.

**6.4.2.** For a Crew Member who has nothing to declare, the assigned Customs Examiner shall conduct physical examination. If the declaration is validated, the Customs Examiner shall clear the Crew Member and release the baggage.

**6.5. Clearance without Payment.** Baggage not containing any dutiable or taxable goods shall be cleared immediately by the Examiner by attaching his/her electronic signature to the eCBDF.

**6.6. Clearance with Payment.** Baggage found to contain dutiable or taxable goods shall be assessed duties, taxes and other charges. The Examiner shall encode his/her computation of the duties and taxes in the Examiner's Findings Box of the eCBDF and shall attach his/her electronic signature. The Flight Supervisor shall review the findings and computation and attach his/her electronic signature if he/she affirms said findings and computation. The Examiner shall inform the Traveler or Crew Member the total amount of the assessed duties, taxes and other charges. If the Traveler or Crew Member agrees to pay the total amount of duties, taxes and other charges, the Flight Supervisor shall electronically transmit the eCBDF to the Collecting Officer.

In case the Traveler or Crew Member refuses to pay duties, taxes and other charges or does not have sufficient funds, the baggage and the goods shall be held in the In-Bond Room of the Baggage Assistance Division and a Held-Baggage Receipt (HBR) shall be issued as provided under Section 6.9.1 (a) to the Traveler or Crew Member.

Upon receipt of the eCBDF, the Collecting Officer shall collect the duties, taxes and other charges and encode in the system the BCOR No., date of payment and amount paid. He/she shall give the original copy of BCOR to the Traveler or Crew Member. The Traveler or Crew Member shall then return to the customs lane and present the BCOR to the Examiner who shall verify the correctness of the amount paid and stamp "CLEARED" on the BCOR affixing his/her signature and indicating the date.

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**6.7. Clearance with Currency Declaration.**

**6.7.1.** Foreign currency in the amount of 10K USD or less need not be declared. If the Traveler or Crew Member declares in the eCBDF or verbally declares that he is carrying foreign currency or monetary instruments in excess of USD \$10,000 or equivalent, the Examiner shall verify whether the Traveler or Crew Member filled out the eCDF. If the Traveler or Crew Member filled out the eCDF, the Examiner shall verify the information provided by the Traveler or Crew Member in the eCDF with the information in the passport.

The Examiner shall print a copy of the eCDF in three (3) sets.

In case the Traveler or Crew Member failed to fill out the eCDF, the Examiner shall provide a hardcopy of the CDF and ask the Traveler or Crew Member to completely accomplish all the boxes in the form. The Examiner shall assist the Traveler or Crew Member in the filling out of all the boxes in the CDF.

Upon submission of the CDF, the Examiner shall check the information in the CDF as filled out by the Traveler or Crew Member as against the information contained in the Traveler or Crew Member's passport. The Examiner shall ensure that the amount of declared currency shall be written in words and in figures.

Before counting the currency, the Examiner shall verify with the Traveler or Crew Member whether the amount written in the CDF is the actual amount he/she is bringing in.

The counting of the currency shall be conducted in the secondary examination room in the presence of the Traveler or Crew Member or his/her authorized representative, including the CIIS and ESS as witnesses under the supervision of the Flight Supervisor. The XIP Operative shall also act as a witness if the currency was discovered as a result of x-ray scanning.

The total amount of the currency must be declared. After the counting of the currency, and the declaration is found to be correct, the Examiner, Flight Supervisor, ESS Witness and CIIS Witness shall affix their signatures in

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the CDF. The Traveler or Crew Member shall be cleared and the currencies shall be released.

The first copy of CDF shall be retained and filed at the Arrival Operations Division. The Examiner shall give the second copy to the Traveler or Crew Member. The third copy shall be transmitted to the AMLC.

The Examiner shall input a digital entry in the eCBCD and encode the details of the currency declaration in behalf of the Traveler or Crew Member.

If the passenger did not make any foreign currency declaration, but after examination of the baggage and counting of the currency an amount in excess of USD10,000 is found, the USD10,000 or its equivalent shall be returned and the excess amount shall be held in the In-Bond Room of the Baggage Assistance Division and HBR shall be issued to the Traveler or Crew Member.

In case there is a discrepancy between the declared amount of foreign currency and that which is found after counting due to false declaration, the total amount declared shall be returned to the Traveler or Crew Member and the undeclared amount shall be held in the In-Bond Room of the Baggage Assistance Division and HBR shall be issued to the Traveler or Crew Member.

If fraud is apparent in the false declaration or non-declaration such as concealment of the undeclared amount or there was an attempt on the part of the Traveler or Crew Member to avoid customs examination or clearance, the Traveler or Crew Member shall be turned over to the ESS for investigation. In the absence of fraud, the Traveler or Crew Member shall be cleared.

If the Traveler or Crew Member declares in the eCDF or verbally declares that he is carrying Philippine currency or monetary instruments in excess of PhP 50,000.00, the Examiner shall require the submission of prior authorization from the Bangko Sentral ng Pilipinas (BSP). In the absence of a BSP authority, the Traveler and Crew Member may be allowed to exchange the Philippine currency to foreign currency from the airport banks located in the arrival area, if the excess amount is merely for personal expenses. Thereafter, the Traveler and Crew Member shall be cleared and the currency shall be released.

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In case of non-declaration of Philippine currency in excess of PhP50,000.00 whether written or verbal, the Philippine currency shall be held in the In-Bond Room of the Baggage Assistance Division and HBR shall be issued to the Traveler or Crew Member.

If evidence of fraud exists, such as concealment or attempt to avoid customs examination and clearance, the Traveler and Crew Member shall be turned over to the ESS for investigation.

**6.7.2.** The procedure provided under the preceding section shall likewise apply to the counting, release or holding in bond of Philippine currency.

**6.8. Clearance of Restricted, Regulated, or Prohibited Goods.** Travelers or Crew Members bringing in restricted or regulated goods shall be required to present/submit the original copy of the import clearances/licenses/permits from the concerned regulatory agency. Upon submission of the verified permits/licenses/clearances, the Traveler and Crew Member shall be cleared, and the goods shall be released, subject to payment of duties, taxes and other charges, if applicable.

If the Traveler or Crew Member fails to submit the required import clearances/licenses/permits, the restricted or regulated goods shall be held in the In-Bond Room of the Baggage Assistance Division and HBR shall be issued to the Traveler or Crew Member. If evidence of fraud exists, such as concealment or attempt to avoid customs examination and clearance, the latter shall be turned over to the ESS for investigation. In the case of regulated perishable goods, such as fruits, vegetables, raw meat, they shall immediately be turned over to the concerned regulatory agency without issuance of HBR.

Prohibited goods shall be immediately held in the In-Bond Room of the Baggage Assistance Division and HBR shall be issued to the Traveler or Crew Member. The Traveler or Crew Member shall be turned over to the ESS for investigation.

The same procedure for examination, inventory of the goods, assessment and payment of duties, taxes and other charges, if applicable shall be done in case of regulated, restricted or prohibited goods.

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Provided that, in case of drugs and other items covered under Republic Act 9165, as amended, the protocol in the inventory and transfer of custody of the seized drugs shall be strictly enforced.

**6.9. Issuance of Held-Baggage Receipt (HBR).**

**6.9.1.** The HBR is an accountable form bearing a serial number which is issued by the warehouseman of the In-Bond Section, Baggage Assistance Division to the Traveler or Crew Member whose baggage is held for any of the following reasons:

- a. Insufficient Funds for payment of duties, taxes and other charges;
- b. Traveler or Crew Member is required to submit clearances/permits/licenses;
- c. Traveler or Crew Member refuses to pay the assessed duties and taxes;
- d. Goods are prohibited;
- e. Baggage to be claimed by the real owner;
- f. Violations of the CMTA and related laws exist; or
- g. Other valid reasons.

**6.9.2.** The following information shall be indicated in the HBR:

- a. Tag number, if any;
- b. Number of pieces of baggage;
- c. Description and color of baggage (suit case, balikbayan box, plastic container, etc);
- d. Weight of each baggage;
- e. Nature of goods/contents of the baggage;
- f. Serial number of the goods, if any;
- g. Remarks, if any;

**6.9.3.** The HBR shall be signed by the Traveler or Crew Member, Baggage Assistance Division personnel, Examiner, Flight Supervisor and XIP witness if discovered through x-ray scanning. If the goods are currencies, the CIIS and ESS shall be required to sign as witnesses.

The copies of the HBR shall be distributed as follows:

- a. White copy – to the Traveler or Crew Member;
- b. Blue copy – to the Arrival Operations Division; and
- c. Pink copy – to the Baggage Assistance Division

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**Section 7. Procedure for Departing Travelers and Crew Members.**

- 7.1. Travelers and Crew Members shall log in at <https://ideclare.customs.gov.ph> and click "CDF" button and fill out/upload the following:
  - a. Personal Information;
  - b. Details of Travel;
  - c. Owner/Sender of Currency or Monetary Instruments;
  - d. Recipient of Currency or Monetary Instrument;
  - e. Currency or Monetary Instrument Information;
  - f. Signature; and
  - g. Email Address.
  
- 7.2. Once complete, the Travelers and Crew Members shall tick the box for the Terms and Conditions and Data Privacy Consent.
  
- 7.3. The Travelers and Crew Members shall click "Submit" button to upload the eCDF.
  
- 7.4. The eCBCD System shall automatically send a notification to the Travelers' and Crew Members' registered email address informing successful registration to the eCBCD System in the form of a QR Code which can be downloaded.
  
- 7.5. The QR Code may be printed or directly presented by the Traveler or Crew Member, together with his or her passport to the assigned Customs Examiner departure area at the port of exit.
  
- 7.6. The assigned Customs Examiner shall scan the QR Code which shall reflect the following details for reference and validation:
  - a. Name of Traveler or Crew Member;
  - b. Passport Number;
  - c. Date and Time of Declaration;
  - d. Flight Number; and
  - e. Date and Time of Departure.
  
- 7.7. The procedure provided for inbound Travelers or Crew Members in relation to the examination and inventory of currency shall be applied in the same manner for outbound Travelers or Crew Members, including the submission of prior clearance from the BSP for Philippine currency or monetary instrument and/or the investigation of the Traveler or Crew Member in case of fraud.
  
- 7.8. The findings shall be reflected in the "Examiner's Findings Box" in the eCDF. In case of CDF, the examiner shall reflect his/her findings in the "GOVERNMENT USE ONLY" portion of the CDF.

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- 7.9. If the Traveler or Crew Member has presented the CDF, the Examiner shall input a digital entry in the eCDF and encode the details of the currency declaration in behalf of the Traveler or Crew Member.

**Section 8. ECBCD Kiosk.** The Assigned Customs Officer shall likewise assist Travelers and Crew Members in using the eCBCD Kiosk in cases when the Traveler or Crew Member was not able to accomplish the eCBDF or eCDF, as applicable in the web portal of the eCBCD System prior to his or her arrival or departure.

**Section 9. Paper Form.** The paper form of the **CBDF/CDF** shall likewise be available at the arrival/departure Customs counter for manual filling-out of the Travelers and Crew Members who are not capable of accessing or using the eCBCD System or in cases of system breakdown, unstable internet connection, among others.

The assigned Customs officer shall assist the Travelers in accomplishing the eCBDF/eCDF or its paper form.

The assigned Customs officer shall encode the details of the declaration in the system and upload the scanned copy of the paper form.

Travelers are strongly encouraged to accomplish the eCBDF or eCDF to avoid delays in the clearance of the goods or currency.

**Section 10. eCBCD System Help Desk.** An eCBCD System Help Desk shall be made available in the Customs Client Portal System which can be accessed at <https://client.customs.gov.ph> to provide assistance for Travelers and Crew Members intending to use the eCBCD system.

**Section 11. Confidentiality of Information.**

11.1. The Bureau recognizes its responsibilities under Republic Act No. 10173, also known as the Data Privacy Act of 2012 and CMO No. 16-2021 or the Bureau of Customs Data Privacy Manual, with respect to the data they collect, record, organize, update, use, consolidate or destruct from its stakeholders.

11.2. All personal data and/or proprietary information obtained from the system entered and stored in the eCBCD System are for BOC, AMLC and BSP purposes only. It shall remain confidential and will not be disclosed to third parties without the consent of the Traveler and Crew Member.

11.3. Every officer, agent or employee of the Bureau who shall be found guilty or unlawfully disclosing confidential information gained during any investigation or audit, or using such information for personal gain or detriment to the government, the Bureau or third

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parties shall be penalized pursuant to Section 1431 of the Customs Modernization and Tariff Act and the Data Privacy Act.

**Section 12. Periodic Review and Updating.** Unless otherwise provided, this Order and the eCBCD System shall be reviewed every three (3) years and be amended and/or updated as necessary.

**Section 13. Repealing Clause.** All other Orders, Memoranda, Circulars or parts thereof which are inconsistent with this Customs Memorandum Order are hereby deemed repealed and/or modified accordingly.

**Section 14. Separability Clause.** If any part of this Order is declared by Courts as unconstitutional or contrary to existing laws, the other parts not so declared shall remain in full force and effect.

**Section 15. Effectivity.** This Order shall take effect immediately.

The Office of National Administrative Register (ONAR) of the UP Law Center shall be provided three (3) certified copies of this Order.



**REY LEONARDO B. GUERRERO**  
Commissioner



BOC-02-09410

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