



Republic of the Philippines  
Department of Finance  
**Bureau of Customs**  
Gate 3, 16<sup>th</sup> Street, South Harbor, Port Area  
1018 Manila  
Office of the Commissioner

**CUSTOMS MEMORANDUM ORDER**

No. AO-2008

**SUBJECT: IMPLEMENTING CUSTOMS ADMINISTRATIVE ORDER NO. 8-2008, REQUIRING ELECTRONIC LODGMENT OF GOODS DECLARATIONS AND IMPOSING ADMINISTRATIVE SANCTIONS FOR NON-COMPLIANCE WITH THE REQUIREMENT**

**1. OBJECTIVES**

- 1.1. To require electronic lodgment of goods declarations using the Value-Added Service Provides (VASPs) and impose administrative sanctions for non-compliance with such requirement
- 1.2 To enhance monitoring of imported shipments and the accuracy of data generated thereby.

**2. SCOPE**

- 2.1 This Order shall cover all kinds of goods declarations for imports, exports, transshipment, transit and such other transactions covered by the E2M Automation Project of the Bureau of Customs (BOC).
- 2.2 This Order, however, shall be implemented in phases and initially apply to formal entries including consumption and warehousing entries.

**3. GENERAL PROVISIONS**

- 3.1 The manual processing of import entries/transshipments is not allowed, except in the following instances:
  - 3.1.1 computer systems breakdown;
  - 3.1.2 power failure which renders the computer system non-operational; and
  - 3.1.3 in other instances not covered by the foregoing but authorized under paragraph 3.2 hereof.
- 3.2 In any event, the application for the manual processing of entries for all shipments, including transshipments, in order to be authorized and manually processed, shall have to be accompanied

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by a favorable recommendation from the Office of the District Collector concerned; concurrence by the Office of the Deputy Commissioner, Management Information System and Technology Group (MISTG); and a CLEARANCE from the Office of the Commissioner. No shipment shall be manually processed and released without undergoing the aforementioned procedure.

- 3.3 Shipments manually processed shall still be electronically lodged as soon as practicable. For this purpose, the Deputy Commissioner for MISTG shall, together with the VASPs, design a system to make this possible soon. Until such payment is in place, the District Collector shall submit a report on manually processed goods declarations within five (5) days from the date of manual processing processed to the Deputy Commissioner, MISTG, and the Office of the Commissioner.

**4. ADMINISTRATIVE SANCTIONS**

- 4.1 The importer and customs broker concerned shall see it that the electronic lodgment of the manually processed import declaration is done as soon as practicable. Otherwise, failure to comply with such electronic lodgment is a ground for suspension of accreditation with the BOC.
- 4.2 The District Collector, Deputy Collector; Chief, Formal Entry Division/Warehouse Assessment Division; Chief, Collection Division; Chief, Entry Processing Unit; examiners, principal examiners/appraisers of FED/WAD and all other concerned Customs personnel shall be responsible for the strict enforcement of this Order and be held administratively liable in case of breach hereof.

**5. REPEALING CLAUSE**

All Orders and issuances inconsistent herewith are hereby deemed automatically revoked.

**6. EFFECTIVITY**

This Order shall take effect immediately.

Date: 04 December 2008

**NAPOLEON A. MORALES**  
Commissioner

