



BUREAU OF CUSTOMS
 MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



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PROFESSIONALISM INTEGRITY ACCOUNTABILITY

AOCG Memo No. 531-2021

MEMORANDUM

TO : ALL DISTRICT COLLECTORS
 ALL SUPPORT COLLECTORS
 ALL DEPUTY COLLECTORS FOR OPERATIONS
 ALL OTHERS CONCERNED

FROM : *By* BIENVENIDO Y. RUBIO
 Director, Port Operations Service, AOCG

SUBJECT : TEMPORARY CONVERSION OF FOREIGN VESSELS

DATE : 05 October 2021

To effectively monitor port operations-related activities and to ensure the payment and collection of proper duties and taxes covering the **TEMPORARY CONVERSION** of ships, tankers, barges, tugboats, lighterages, tramping vessels, small sea craft and other foreign vessels, you are hereby directed to submit periodic reports of the same using the attached template (**Annex "A"**) together with copies of the following documents:

1. Certification from the concerned office of the Bureau that Import Entry had been filed and duties and taxes had been paid and/or secured to be paid;
2. Certification of Conversion issued by the Maritime Industry Authority (MARINA);
3. Certification from the Chief, Piers and Inspection Division and Chief, Bay Service Section (or their equivalent offices) with the Enforcement and Security Service (ESS) as member of the searching team, that the vessel has been fully searched for contraband cargoes indicating therein the results of the searching mission;
4. Certification from the shipping agency attested by the Customs Inspector on board that all foreign cargoes are fully discharged from vessel; and
5. Inventory list of ship's store and saloons and duly accomplished crew declaration signed by the master of the vessel and attested by the Customs Inspector on board.

The said report shall be submitted electronically through pocd@customs.gov.ph on a weekly basis starting October 11-17, 2021.

For compliance.

