




MEMORANDUM

TO : ALL DISTRICT COLLECTORS

FROM : REY LEONARDO B. GUERRERO
Commissioner *(Handwritten signature)* FEB 05 2021  BOC-03-04664

SUBJECT : PREPARATION OF PARCEL CLAIMING
PROCEDURES AND CUSTOMS GUIDELINES FOR
STAKEHOLDERS

DATE : 31 January 2020

In an effort to reduce confusion among BOC stakeholders and to inform the general public regarding various customs procedures whichever may be applicable to them, all District Collectors are directed to comply with the submission of their respective parcel claiming guidelines and Customs guidelines in accordance with the template attached to this Memorandum on or before February 20, 2020.

Submission may be done through the PIAD PIO Viber group or through the PIAD EMAIL address - piad@customs.gov.ph.

For strict compliance.

HOW TO USE THE BUREAU OF CUSTOMS PARCEL TRACKING SYSTEM

1. TYPE:

BOC | Parcel Tracking System

<https://parceltracking.customs.gov.ph/kiosk.php>

2. ENTER YOUR PARCEL TRACKING NUMBER

DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

Bureau of Customs
Parcel Tracking System

CH123456789US (SAMPLE TRACKING NUMBER)

SEARCH

3. CLICK 'SEARCH'.

4. CHECK STATUS OF YOUR PARCEL.

DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

Bureau of Customs
Parcel Tracking System

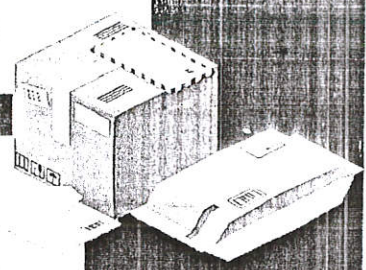
S/N	TRACKING NUMBER	STATUS	DATE	REMARKS	REQUIREMENTS
3	CH0792	FOR SUBMISSION OF REQUIREMENT	2019-10-21 16:14:06	For submission of required document or permit	Invoice/Proof of Payment
2	CH07	SEGREGATED FOR EXAMINATION	2019-10-18 13:42:58	For BOC examination	
1	CH07S	RECEIVED BY BOC	2019-10-18 13:42:58	FOR BOC CLEARANCE	

Back

QUICK & EASY STEPS TO CLAIM PARCEL

VERIFY YOUR PARCEL AT PHILPOST:

- 1. Wait for Notice Card from PHILPOST TO VERIFY PARCEL:
CALL: for Express Mail: 8288-7678
for Air Mail: 8288-7678
or through online Philpost tracking system at <https://tracking.philpost.gov.ph/>



OR

Check your parcel status online at **BUREAU OF CUSTOMS PARCEL TRACKING SYSTEM**

<https://parceltracking.customs.gov.ph/kiosk.php>

TO CLAIM

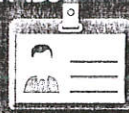
GO TO PHILPOST/CMEC,
PAY THE HANDLING FEE,
CUSTOMS DUTY & TAX (IF ANY)

Note: Official Bureau of Customst Receipt will be issued.

PHILPOST/CMEC OFFICE ADDRESS: DOMESTIC RD, PASAY, METRO MANILA

WHAT TO BRING WHEN CLAIMING PARCEL AT CMEC

- TWO (2) VALID GOVERNMENT IDs
- PHILPOST NOTICE CARD
- BOC NOTICE LETTER AND REQUIRED DOCUMENTS, IF ANY
- NOTARIZED AUTHORIZATION LETTER WITH ATTACHED PHOTOCOPY OF CONSIGNEE'S ID (FOR CLAIMANT'S REPRESENTATIVE)



**BUREAU OF CUSTOMS
CENTRAL MAIL EXCHANGE
CENTER (CMEC)**

CONTACT US AT:

GLOBE #
0927-173-0155

SMART #
0961-169-4147

EMAIL:
bocmecphils@gmail.com



PARCEL TRACKING SYSTEM

MASTER COPY

OCOM Memo No. 16-2020 p. 4

I have a package for you. Just claim it at Customs and pay the duties and taxes at XXX. Bank with an account number XXXX.

Wow! Thank you!

CHECK IF YOUR GIFT/ PACKAGE IS LEGIT

1. ASK FOR THE TRACKING NUMBER OF THE PACKAGE.
2. GO TO BUREAU OF CUSTOMS PARCEL TRACKING SYSTEM AT [HTTPS://PARCELTRACKING.CUSTOMS.GOV.PH/KIOSK.PHP](https://parceltracking.customs.gov.ph/kiosk.php) AND PUT IN THE TRACKING NUMBER.

parceltracking.customs.gov.ph

DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

Bureau of Customs
Parcel Tracking System

US123456789CH (SAMPLE TRACKING NUMBER)

Search

IF NO RECORD FOUND, THEN IT'S A SCAM!

NO.	TRACKING NUMBER	STATUS	DATE	REMARKS	REQUIREMENTS
No record found ...					

Back

BEWARE OF

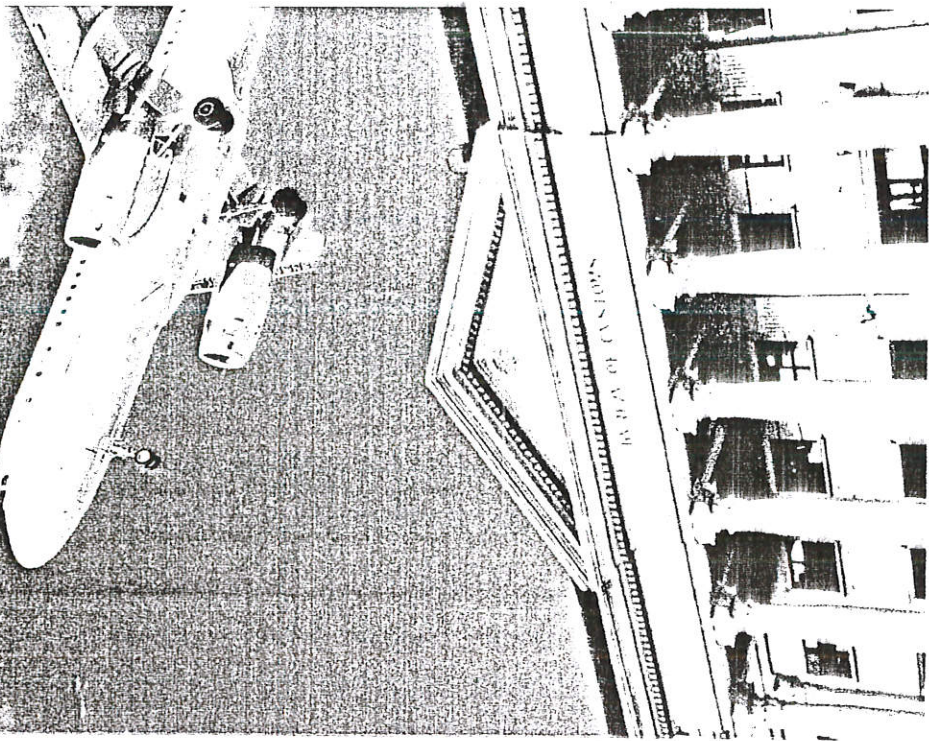
TO VERIFY CALL/TEXT CMEC AT 0927-173-0155,
0961-169-4147 OR EMAIL AT bocmecphils@gmail.com



Bureau of Customs
Ninoy Aquino International Airport

CARGOHAUS
Philippine Airlines Cargo Terminal, Ground Floor, Cargohaus Building NAIA
Ninoy Aquino International Airport, Complex, Barangay Vitalez Paranaque
Pasay City 1300, PH
+632 879 4383/ +632 878 4308
chlops@cargohaus.com

PHILIPPINE AIRLINES
AIR ASIA (HKG)
CEBU PACIFIC (BKK, HKG, JKT, CGK, DPS, ICN, HAN, SGN, KUL, BKK, REP, PVG, XNN, CAN, PEK, MF) port of loading
JEU/AIR



DHL EXPRESS PHILIPPINES CORPORATION
NAIA Complex,
R5 Maintenance Base Complex
Andrews Ave,
Pasay
811-700

DELBROS
Delbros Ave.,
Paranaque City, 1704,
383-1896

UPS (UNITED PARCEL SERVICE) - courier
CMEC Post Office
Domestic Road
Pasay City
354-4902

UPS (UNITED PARCEL SERVICE) - courier
EVA Air
Gulf Air
Alitalia
Hongkong Airlines
JAL - Japan Airlines
Jeju Air
Korean Air
Malaysia Airlines - Operates also in other terminals
Oman Air
Philippine Airlines - Operates also in other terminals

ORBIT AIR SYSTEMS, INC
NAIA, Naia Road
Pasay City, Metro Manila, PH
+632 879 5018

ROYAL BRUNNE AIRLINES - Operates also in other terminals
Turkish Airlines - Operates also in other terminals
Vietnam Airlines - Operates also in other terminals
Xiamen Airlines - Operates also in other terminals

Qantas
Qatar Airways
Singapore Airlines
Turkish Airlines - Operates also in other terminals
United Airlines

Malaysia Airlines - Operates also in other terminals
Philippine Airlines - Operates also in other terminals
Royal Brunei Airlines - Operates also in other terminals

China Airline - Operates also in other terminals
Delta Airlines
Emirates
KLM Royal Dutch Airlines
Philippine Airlines - Operates also in other terminals

China Airline - Operates also in other terminals
China Eastern Airlines
China Southern Airlines
Ethiopian Airlines

AIR Maccu
ALL NIPPON AIRWAYS (ANA) - Operates also in other terminals
Bangkok Airways
China Airlines - Operates also in other terminals

AIR CHINA
JETSTAR AIRLINES
KOREAN AIRLINES
KUWAIT AIRWAYS
LUCKY AIR
OMAN AIRLINE
QATAR AIRLINES
QATAR AIRWAYS
ROYAL BRUNEI
SAUDIA AIRLINES
SINGAPORE AIRLINES
THAI AIRWAYS
THAI AIRLINES (Coal and to SD Airways)
TURKISH AIRLINES
UNITED AIRLINES
VAAR CARGO
XIAMEN AIRLINES

AIR CHINA
JETSTAR AIRLINES
KOREAN AIRLINES
KUWAIT AIRWAYS
LUCKY AIR
OMAN AIRLINE
QATAR AIRLINES
QATAR AIRWAYS
ROYAL BRUNEI
SAUDIA AIRLINES
SINGAPORE AIRLINES
THAI AIRWAYS
THAI AIRLINES (Coal and to SD Airways)
TURKISH AIRLINES
UNITED AIRLINES
VAAR CARGO
XIAMEN AIRLINES

EMIRATES CARGO
ETHIOPIAN
ETIHAD AIRLINES
EVA AIR CARGO
GULF AIR

TMW Express Worldwide
Royal Cargo Property 3,
Ninoy Aquino Avenue Corner
Mullinational Village, Brgy. Sto. Nino,
Paranaque City - 1704, Philippines
875 3294
879 6237

TMW Express Worldwide
Royal Cargo Property 3,
Ninoy Aquino Avenue Corner
Mullinational Village, Brgy. Sto. Nino,
Paranaque City - 1704, Philippines
875 3294
879 6237

PHILIPPINE SKYLANDERS INCORPORATED
ICT Compound, PSI Building
NAIA, Pasay City 1300, PH
+632 865 1061 LOC. 1300
psicargo@philskylander.com

PHILIPPINE AIRLINES
AIR NIUGINI
ASIANA AIRLINES
CEBU PACIFIC (TPE, DXB, SING, NRT, NGO, FUK, KID, BWW) port of loading
MALAYSIAN AIRLINES
ROYAL DUTCH AIRLINES

SPECIAL PROCEDURES
Travelers and Passengers Baggage

(Sec. 431, Title IV Chapter 4, Customs Modernization and Tariff Act, RA 10863)

GENERAL PROVISION

All arriving Travelers and Crew who have something to declare shall accomplish a Customs Baggage Declaration Form (CBDF) to be submitted to the assigned Customs Officer at the Customs Arrival Area for clearance.
Currency and Monetary Instruments
Philippine Currency - No person may import or export or bring with him into or out of the country legal tender Philippine notes, coins, checks, money orders and other bills of exchange drawn in pesos against banks operating in the Philippines in an amount exceeding PHP50,000.00 without authorization by the Banko Sentral ng Pilipinas. (Bangko Sentral ng Pilipinas Circular No. 922, series of 2016, dated 23 August 2016, titled "The Amendments of the Rules on Cross-Border Transfer of Local Currency")

Foreign Currency - Any person bringing in or taking out foreign currency, or other foreign exchange-denominated bearer negotiable monetary instruments such as travelers checks, other checks, drafts, notes, money order, bonds, deposit, certificates, securities, commercial papers, Trust certificates, custodial receipts, deposit substitute instruments, trading orders, transaction tickets and confirmation of custodial receipts, confirmation of sale/investment, in excess of USD 10,000.00 or its equivalent must accomplish a Foreign Currency Declaration (FCD) Form which may be obtained from a Customs Officer at the Customs Desk in the Arrival or Departure Areas. (BSP Circular No. 308, Series of 2001, as amended by BSP Circular No. 507, Series of 2006)

Failure to declare currency and monetary instrument shall subject the violator to sanctions, including confiscation of the foreign currency or monetary instruments involved. (Anti-Money Laundering Act of 2001, RA 9160)

NAIA WAREHOUSES AND AIRLINES

PAIR CARGO
Pair-Pags Center Ninoy Aquino Avenue,
Pasay City 1300, PH
+632 854 8194 to 95
warehouse@paircargo.com

AIR CARGO GLOBAL
AIR CHINA
AIR HONGKONG
ALL NIPPON CARGO
BRUNEI AIRLINE
CATHAY PACIFIC CARGO
CEBU PACIFIC (SYD, GUAM)
CHINA AIRLINES
CHINA EASTERN
CHINA SOUTHERN AIR
DELTA CARGO
EMIRATES CARGO
ETHIOPIAN
ETIHAD AIRLINES
EVA AIR CARGO
GULF AIR

JAPAN AIRLINES
JETSTAR AIRLINES
KOREAN AIRLINES
KUWAIT AIRWAYS
LUCKY AIR
OMAN AIRLINE
QATAR AIRLINES
QATAR AIRWAYS
ROYAL BRUNEI
SAUDIA AIRLINES
SINGAPORE AIRLINES
THAI AIRWAYS
THAI AIRLINES (Coal and to SD Airways)
TURKISH AIRLINES
UNITED AIRLINES
VAAR CARGO
XIAMEN AIRLINES

ROYAL BRUNNE AIRLINES - Operates also in other terminals
Saudia
Scot
Thai Airways International
UNI Air
Vietnam Airlines - Operates also in other terminals
Xiamen Airlines - Operates also in other terminals

EVA Air
Gulf Air
Alitalia
Hongkong Airlines
JAL - Japan Airlines
Jeju Air
Korean Air
Malaysia Airlines - Operates also in other terminals
Oman Air
Philippine Airlines - Operates also in other terminals

Malaysia Airlines - Operates also in other terminals
Philippine Airlines - Operates also in other terminals
Royal Brunei Airlines - Operates also in other terminals

China Airline - Operates also in other terminals
Delta Airlines
Emirates
KLM Royal Dutch Airlines
Philippine Airlines - Operates also in other terminals

Qantas
Qatar Airways
Singapore Airlines
Turkish Airlines - Operates also in other terminals
United Airlines

CUSTOMS GUIDELINES FOR NAIA STAKEHOLDERS

For other regulated items not on this list please visit the Bureau of Customs Official Website at www.customs.gov.ph or email us at [bc.cares@customs.gov.ph](mailto:boc.cares@customs.gov.ph)

MASTER COPY
TMW Office@tmw.com

WHEN DUTY AND TAX ARE DUE ON IMPORTED GOODS

Except as otherwise provided for in this Act or in other laws, all goods, when imported into the Philippines, shall be subject to duty upon importation, including goods previously exported from the Philippines. (Sec.104 of The Customs Modernization and Tariff Act otherwise known as Republic Act 10863)

BOC DOCUMENTARY REQUIREMENTS:

- Duly notarized Supplemental Declaration on Valuation (SDV)
- Air Waybill
- Commercial Invoice, letter of credit or any other verifiable
- Commercial document evidencing payment
- Packing List, or commercial invoice provided, it contains the itemized specific information
- Documents as may be required by rules and regulations such as:

Goods	Regulating Government Agency/Department	Documentary Requirement(s)
Telecommunications Equipment and Devices (radio communications equipment, accessories, components and parts thereof)	National Telecommunications Commission (NTC) For further questions and inquiries please call NTC Metro Manila Office at +632 924 4072 (4010, 3779) or email them at ntcncr@ntc.gov.ph	- Permit to Import
Pharmaceutical Products in commercial quantities (medicines, drugs)	Food and Drug Administration For further questions and inquiries please call FDA trunkline +632 857 1900 or email them at info@fda.gov.ph	- Valid Certificate of Product Registration/ and or - Valid License to Operate as Importer from Food and Drug Administration
Cosmetic Products in commercial quantities and Hazardous Substances	Food and Drug Administration For further questions and inquiries please call FDA trunkline +632 857 1900 or email them at info@fda.gov.ph	- Valid Certificate of Product Registration/ and or - Valid License to Operate as Importer from Food and Drug Administration
Animals and their drugs and feeds for their use and Animal Products such as casings and leather also, food (meat, fresh and frozen)	Bureau of Animal Industry For further questions and inquiries please call BAI Office at (02) 926 6863 or visit BAI website at http://www.bai.gov.ph/	- Sanitary and Phytosanitary Import - Clearance/ Health Certificate

EXPORT DECLARATION

All good exported from the Philippines, whether subject to export duty or not, shall be processed in Export Division NAI/A, duly signed electronically or otherwise by the party making the declaration.

The description of the goods in the export declaration must contain sufficient and specific information for statistical purposes as well as for the proper valuation and classification of the goods. (Sec.500 of The Customs Modernization and Tariff Act otherwise known as Republic Act 10863)

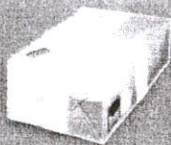
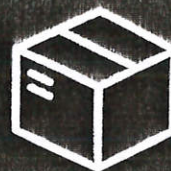
Kinds of Export Transactions	Documentary Requirements
Regular Export	- Export Declaration with Customs - Documentary Stamp (CDS) - Profirma Invoice - Packing List
Refers to export of Philippine products	- Export Declaration with Customs - Documentary Stamp (CDS) - Profirma Invoice - Packing List
Export of Regulated Products	- Export Declaration with Customs - Documentary Stamp (CDS) - Commercial Invoice - Packing List - Commodity Clearance/Export Clearance

OCOM Memo No. 16-2020 P.6

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Kinds of Export Transactions	Documentary Requirements
Export Under Warehousing	- Export Declaration with Customs - Documentary Stamp (CDS) - Profirma Invoice - Packing List - Certificate of Identification (CI) signed by WAD/WAU - Certificate of Inspection and Loading (CIL) - Boatnote (not mandatory)
Refers to exportation of processed products from Customs Bonded Warehouse	- Export Declaration with Customs - Documentary Stamp (CDS) - Profirma Invoice - Packing List - Shipment Information Slip issued by CIIS
Free Zones	- Automated Export Declaration System (AEDS) with PEZA Exit - Commodity Clearance/ Export Permit (if needed)
Refers to exportation of processed products from PEZA registered industries	- Export Declaration with Customs - Documentary Stamp (CDS) - Profirma Invoice - Packing List - Shipment Information Slip issued by CIIS
Export Under Drawback	- Export Declaration with Customs - Documentary Stamp (CDS) - Profirma Invoice - Packing List - Letter Request (address to the District Collector thru Deputy Collector for Operations) - Foreign Transshipment Declaration (if under SBMA) - Transshipment Permit - Aircraft Operations Division (AOD) Mission Order - Boatnote - Routing Slip/ Instruction form the Office of the Deputy Collector for Operations
Exportation of processed products which duties and taxes of imported raw materials used are paid	- Export Declaration with Customs - Documentary Stamp (CDS) - Profirma Invoice - Packing List - Letter Request (address to the District Collector thru Deputy Collector for Operations) - Foreign Transshipment Declaration (if under SBMA) - Transshipment Permit - Aircraft Operations Division (AOD) Mission Order - Boatnote - Routing Slip/ Instruction form the Office of the Deputy Collector for Operations
Transshipment	- Export Declaration with Customs - Documentary Stamp (CDS) - Profirma Invoice - Packing List - Letter Request (address to the District Collector thru Deputy Collector for Operations) - Foreign Transshipment Declaration (if under SBMA) - Transshipment Permit - Aircraft Operations Division (AOD) Mission Order - Boatnote - Routing Slip/ Instruction form the Office of the Deputy Collector for Operations
Refers to exportation of good locally transported from a local port to the port of foreign vessel	- Export Declaration with Customs - Documentary Stamp (CDS) - Profirma Invoice - Packing List - Letter Request (address to the District Collector thru Deputy Collector for Operations) - Foreign Transshipment Declaration (if under SBMA) - Transshipment Permit - Aircraft Operations Division (AOD) Mission Order - Boatnote - Routing Slip/ Instruction form the Office of the Deputy Collector for Operations
Export Under Bond (Conditionally Free Importation) or for repair	- Export Declaration with Customs - Documentary Stamp (CDS) - Profirma Invoice - Packing List - Certificate of Identification (CI) with Customs Documentary Stamp (CDS) - Notarized Affidavit - Photographs of the item and the serial number
Refers to goods importation without payment of duties and taxes with the condition that it will be returned to the exporting country in the prescribed period and/or after the purpose of which the goods is imported has been served. The imported goods must be covered by a bond or any other guarantee it can be released from BOC custody.	- Export Declaration with Customs - Documentary Stamp (CDS) - Profirma Invoice - Packing List - Certificate of Identification (CI) with Customs Documentary Stamp (CDS) - Notarized Affidavit - Photographs of the item and the serial number

PROSESO NG PAGPAPADALA AT PAGKUHA NG PARCELS



PARCEL

1. Ipinapadala sa pamamagitan ng postal services tulad ng parcel post, express post atbp.
2. Maaari lang maging duty and tax free kung hindi tataas sa Php10,000 ang halaga ng nilalaman nito.



BALIKBAYAN BOX

1. Dala ng mga OFW's mula sa ibang bansa o kaya'y ipinapadala sa pamamagitan ng mga accredited freight forwarders.
2. Duty and Tax Free (under Sec. 800-F and 800-G, CMTA RA 10863).

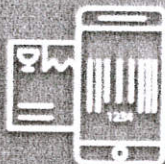
1

I-FILL UP NG SENDER ANG POSTAL DECLARATION FORM KASAMA NG PARCEL



2

I-CHECK ANG STATUS ONLINE GAMIT ANG TRACKING NUMBER NA IBINIGAY NG POST OFFICE.



3

SA SANDALING DUMATING SA BANSANG IHAHANAY ANG MGA PARCEL SA CUSTOMS OFFICER. IPASA ANG MGA DOKUMENTO NA NAKASAAD SA LETTER NOTICE MULA SA PHLPOST.



4

HINTAYIN NA I-DELIVER NG PHLPOST ANG PARCEL SA LOCAL POST OFFICE UPANG DOON MAGBAYAD NG BUWIS AT ICLAIM ANG PARCEL.



5

MAGDALANG DALAWANG GOVERNMENT IDs NA MAY KALAKIP NA AUTHORIZATION LETTER KUNG INATASAN NG MAY-ARI SA PAGKUHANG PARCEL.

