



MEMORANDUM

TO : ALL DEPUTY COMMISSIONERS
 ALL DISTRICT COLLECTORS
 ALL DEPUTY COLLECTORS FOR OPERATIONS
 ALL CHIEFS, PID OR EQUIVALENT UNITS
 ALL CHIEFS, AOD OR EQUIVALENT UNIT
 ALL CHIEFS, CCCD OR EQUIVALENT UNITS
 All CHIEFS, BONDS DIVISION
 ALL OTHERS CONCERNED

FROM : REY LEONARDO B. GUERRERO
 Commissioner *APR 13 2020*

SUBJECT : ONLINE APPLICATION FOR TRANSIT PERMIT SINGLE ADMINISTRATIVE DOCUMENT (PSAD) OF LESS CONTAINER LOAD (LCL) CARGO TO OFFDOCK CONTAINER YARD-CONTAINER FREIGHT STATION (CY-CFS)

DATE : 07 APRIL 2020

Pursuant to the President's declaration of "Enhanced Community Quarantine" and in line with our mandate to facilitate trade in goods and optimize revenue generation, in the interim, an "ONLINE APPLICATION FOR TRANSIT PERMIT SINGLE ADMINISTRATIVE DOCUMENT (PSAD)/ PERMIT TO TRANSFER (PT) TO OFFDOCK CY-CFS" is hereby implemented.

Section 1. Scope. This Order shall cover the interim implementation of the on-line application for PSAD/TP in all Collection Districts involving Cargo bound for Off-dock Container Yard-Container Freight Stations (CY-CFS) processed at the Office of the Deputy Collector for Operations (ODCOpe) or other equivalent office or unit.

Section 2. Objectives.

- 1.1. To ensure the unhampered and complete service of the BOC during the Enhanced Community Quarantine and the implementation of alternative working arrangements.

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- 1.2. To provide an option for BOC Stakeholders to avail of the Online Application for PSAD/TP considering the restriction of movement brought about by the Declaration of Enhanced Community Quarantine.

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

- 3.1. **Assignment of Ticket** – shall refer to the transfer or routing of an existing Ticket to and from an assigned Customs Officer or office.
- 3.2. **Bonds Assigned Officer** - shall refer to the Chief, Bonds Division or his duly designated officer who shall perform his function in a "Work from Home" arrangement and who shall inspect and CERTIFY the validity and sufficiency of the Carriers Bond.
- 3.3. **Container and Cargo Control (CCCD) Assigned Officer** - shall refer to the Chief, CCCD or his duly assigned personnel who shall perform his task in a "Work from Home" arrangement and who shall post and record the subject container.
- 3.4. **Customer Care Portal System (CCPS)** – shall refer to the BOC Online facility with support ticketing system and utilized to allow BOC Stakeholders to avail of the Online Filing of PSAD.
- 3.5. **Customs Officer** – shall refer to any BOC personnel authorized to perform a specific function as provided in this Memorandum, including but not limited to Customs Examiners, Appraisers, and personnel from the ODCOpe.
- 3.6. **Operations Assigned Officer** - shall refer to a personnel in the Office of the Deputy Collector for Operations or any equivalent office/unit who shall perform in a "Work from Home" arrangement, specifically designated to inspect the completeness and validity of all documents uploaded by User.
- 3.7. **Operations Chief Officer** - shall refer to the Deputy Collector for Operations or his duly assigned personnel, or any equivalent office/unit who shall perform his function in a "Work from Home" arrangement and who shall review the uploaded documents and approve the PSAD/TP.
- 3.8. **Piers and Inspection (PID) Duty Officer** - shall refer to the Chief, PID or his duly assigned PID personnel who shall inspect the authenticity and validity of the duly approved PSAD/Transfer Permit and shall issue the Mission Order assigning a PID guard to escort the cargo for transfer to the off-dock CY-CFS.

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- 3.9. Ticket** - shall refer to the electronic means utilized to identify issues, concerns and requests of the BOC Stakeholders. A ticket shall cover a message thread which may include the status and/or resolution of issues, concerns and requests, and may also allow BOC Stakeholders to upload relevant documents.
- 3.10. Ticket Number**- shall refer to a system-generated unique reference number assigned to a Ticket.
- 3.11. Transit Permit Single Administrative Document (PSAD)** - shall refer to the document issued online or in a hard copy by the Deputy Collector authorizing the transfer of LCL Cargo to the designated Off-dock/Off-terminal CY-CFS. Also known as Transfer Permit
- 3.12 User** – shall refer to BOC Stakeholders who will avail of the Online Filing of GDCT. The User's account shall have the same email address registered in the BOC CPRS.
- 3.13. Validating Personnel** – shall refer to a group of Customs Officers in the ODCope, or equivalent office, who are part of the skeletal workforce specifically designated to validate the PSAD/TP and supporting documents submitted online with the original documents once submitted by the User/stakeholder **upon lifting of the Declaration of the Enhanced Community Quarantine or within three (3) days thereafter.**
- 3.14. Wharfinger** - shall refer to the PID personnel tasked to issue the Transfer Note (Boatnote) for the transfer of the shipment from the port premises to the Off-dock CY/CFS and prepare the Mission Order for the assignment of a Customs Guard to escort the cargo to the off-dock/off-terminal CY-CFS.
- 3.15 Updating of E2M** – is the procedure done by the E2M Trigger Officer at the Office of the Deputy Collector for Operations or any equivalent office, of registering in the E2M System which is solely a system requirement.

Section 4. General Provisions.

- 4.1.** The Online Application for PSAD or Permit to Transfer can only be availed by BOC accredited Importers, Licensed Customs Brokers, Consolidators and Declarants.
- 4.2.** All PSADs/Permit to Transfer submitted online shall be considered provisional, provided that the Bureau stakeholder may, in the interim, attach a scanned copy of a letter of commitment and undertaking (Annex "A") in lieu of the required notarized undertaking. The Bureau shall accept unnotarized PSADs/Permits to Transfer submitted online, provided that

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the notarized PSAD/Permit to Transfer and Undertaking shall be submitted together with the notarized original copy of the PSAD and other supporting documents **upon lifting of the Declaration of the Enhanced Community Quarantine or within three (3) days thereafter.**

- 4.3. Non-compliance to the undertaking to submit the hardcopy of the original documents may cause the suspension of subsequent transactions by the erring Consolidator with the Bureau.
- 4.4 Pursuant to Sec. 412 of the CMTA and in relation to Republic Act (RA) No. 8792, otherwise known as the "Electronic Commerce Act of 2020", all uploaded files, under penalties of falsification or perjury, must be faithful reproduction of the original documents and shall be considered as actionable documents for purposes of prosecuting a declarant/ importer if the uploaded files are found to be fraudulent.
- 4.5 The District Collectors and Customs Officers concerned shall observe extreme care and caution in securing the credibility of this online service facility.
- 4.6. The District Collectors shall likewise supervise and monitor the Customs Officers in their respective ports and ensure that the timelines in performing their assigned tasks is at all times observed.

Section 5. Operational Provisions.

- 5.1 The following operational procedure shall be performed by the User or BOC Stakeholder:
 - 5.1.1. User will register and log-in with the CCPS at client.customs.gov.ph with its username and password and select "**Open A Ticket**".
 - 5.1.2. The User shall select "APPLICATION FOR PSAD OR TRANSFER PERMIT - LCL" from the drop-down menu of the "**Help**" topic.
 - 5.1.3. In the form page, select the Port and Declaration Type "**PSAD or Transfer Permit**". The user must also conform with the following by checking the corresponding checkboxes:
 - i. Identity Verification
 - ii. BOC Data Privacy Consent Form
 - iii. File Authenticity

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- 5.1.4. Enter the Application Form Reference Number, Consolidator's Complete Name, Name of Off-dock/Off-terminal CY-CFS and the Declarant's Name.
- 5.1.5. Upload the files by clicking "**choose them**" in the grayed box to the right of the document description.
- 5.1.6. Fields with red asterisks are mandatory fields. The creation of new ticket will not proceed without attaching the required document.
- 5.1.7. Click the green button at the bottom of the form to create the Ticket and upload the import documents.
- 5.1.8. Uploaded files must be in Portable Document Format (PDF) with the file size not exceeding 16 MB. Documents to be uploaded shall not be limited to the faithful reproduction of the following:
 - a. Inward Foreign Manifest duly endorsed by Shipping Line;
 - b. Bill of Lading (BL);
 - c. BC Form 204;
 - d. Print-Out of PSAD lodged in the e2m;
 - e. Details of Master B/L from VASP;
 - f. Authorization Letter from Consolidator/Freight Forwarder to CY-CFS Operator to strip/de-van consolidated shipment;
 - g. Carriers Bond; and
 - h. Undertaking of No Amendment by the Freight Forwarder
- 5.1.9. The User is likewise required to accomplish a written commitment and undertaking to submit the original copy of the supporting documents uploaded in the CCPS. The said forms can be downloaded in the links located below the "Related Resources" of the Upload Section in the ticket page
- 5.1.10. Once the scanned copy of the documents are transmitted to the Bureau, the User must keep the original hardcopy for submission or transmittal to the Bureau. The User may submit the documents **upon lifting of the Declaration of the Enhanced Community Quarantine or within three (3) days thereafter.**

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5.1.1.1 Once documents are ready for transmittal to the Bureau, the User may now send the original hardcopy to BOC through a courier for delivery or through the Customs Customer Care (CCC) or designated receiving station or drop box. The hard copies of the goods declaration and the supporting documents (bill of lading, Inward Foreign Manifest duly endorsed by Shipping Line, BC Form 204, Print-Out of PSAD lodged in the e2m, Details of Master B/L from VASP, a. Authorization Letter from Consolidator/Freight Forwarder to CY-CFS Operator to strip/de-van consolidated shipment, Undertaking of No Amendment by the Freight Forwarder, etc. must be placed in a long brown envelope properly labeled using size 16 Arial font with the following details, all in capital letters:

- a. Date (ex. OCTOBER 2, 2019);
- b. Port Code and Goods Declaration Reference Number (Entry Number) following the format in the SAD (ex. TP02A-P-12345-2019);
- c. Consolidator's Name;
- d. Consolidator's Email address (ex. ilti@gmail.com);
- e. Declarant (ex. JOSE DE LA CRUZ);
- f. Declarant's email address (ex. jdlic@gmail.com);
- g. List of Documents submitted separated by Comma (ex. BC FROM 204, PRINTOUT OF PSAD, BL, ETC.); and
- h. Ticket No.

5.2. The following operational procedure shall be performed by the Customs Officers:

- 5.2.1. The Ticket will automatically be assigned or routed to the concerned Port and the Bonds Division based on the input from the User.
- 5.2.2. The assigned Bonds Assigned Officer shall then review the authenticity and sufficiency of the Carriers Bond.
- 5.2.3. Upon evaluation and review of the Assigned Bonds Officer, should the Carriers Bond be fraudulent or insufficient, he shall inform the stakeholder indicating it in the message thread of the ticket.
- 5.2.4. Once found to be in order, the Assigned Bonds Officer shall CERTIFY on the sufficiency and authenticity of the Carriers Bond on the Remarks portion of the TICKET.

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- 5.2.5. After certification by the Bonds Assigned Officer, the Ticket shall be transferred to the Officer-in-Charge, Customs Intelligence and Investigation (CIIS) Unit of the Port for Clearance. If Cleared by the OIC-CIIS, the word "CLEARED" shall be stated in the Remarks portion of the TICKET.
- 5.2.6. Once cleared by the OIC-CIIS, the TICKET shall be transferred to the Port's District Commander, Enforcement and Security Service (ESS) for Clearance. If Cleared by the ESS, the word "CLEARED" shall be indicated in Remarks portion of the TICKET.
- 5.2.7. Once cleared by the ESS District Commander, the TICKET shall be transferred to the Assigned Operations Officer at the ODCOpe who shall perform the following:
 - i. Check the completeness of all uploaded documents;
 - ii. Validity of the Freight Forwarder's accreditation with the DTI Fair Trade and Enforcement Bureau (FTEB); and
 - iii. Check the master B/L with the e-IFM and check if the house B/Ls have been validated and that the number of packages and the weight match.
- 5.2.8. Should there be any findings, the Assigned Operations Officer shall inform the User by indicating it in the message thread of the Ticket. If the Assigned Operations Officer finds the Application to be in order, the Ticket shall then be assigned to the Assigned Operations Chief Officer for evaluation and review.
- 5.2.9. Upon review of the Assigned Chief Operations Officer, should there be any findings, the Chief Operations Officer shall inform the User by indicating it in the message thread. If the Chief Operations Officer finds the Application to be in order, he shall put the word 'APPROVED' on the REMARKS portion of the TICKET.
- 5.2.10 Once the PSAD/Transfer Permit is approved, the ticket is then assigned to the Trigger Officer for updating in the e2m and manual lifting of the terminal operator's On-Line Release System. The Trigger Officer shall then transfer the Ticket to the CCCD Assigned Officer.
- 5.2.11. The CCCD Assigned Officer shall post and record the container of the subject shipment. Once the container is duly posted and recorded, the CCCD or equivalent unit shall transmit to the

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terminal operator via email, copies of the approved PSADs/Transfer Permits as reference for the processing and payment of arrastre and wharfage dues by the stakeholder, as applicable. The CCCD shall likewise post a message in the thread of the Ticket informing the User to proceed for payment with the terminal operator.

- 5.2.12 The Ticket shall then be routed to the Chief Wharfinger for issuance of the Transfer Note (Boatnote) and preparation of the Mission Order assigning a Customs Guard to escort the container from the port to the designated off-dock CY-CFS.
- 5.2.13. The PID Assigned Officer shall sign and issue the Mission Order route the ticket to the wharfinger assigned at the Off-dock CY-CFS.
- 5.2.14. Once the container reaches the off-dock CY-CFS, the assigned wharfinger shall acknowledge receipt of the container/s and close the ticket.
- 5.2.15. The responsible Customs Officers shall ensure that the User is informed of the status of the ticket by updating and posting messages in the message thread.
- 5.2.16. Upon receipt of the original hard copies of the Application and the other documents, the ODCO Validating Personnel shall validate the submitted online and hard copies of the PSAD/TP and supporting documents and record the same.

Section 6. Liability of BOC Personnel. Failure of any BOC personnel to comply with any provisions of this Order shall be dealt with administratively and/or criminally, as the circumstances may so warrant.

Section 7. Transitory Provision. All Online Application of PSAD/TP submitted prior to the effectivity of this Order shall be accepted and processed in accordance with the provisions of this Order.

Section 8. Repealing Clause. All orders, memoranda, circulars and issuance inconsistent herewith are hereby repealed and/or deemed modified accordingly.

Section 9. Effectivity. This Order shall take effect immediately and shall last until repealed or revoked.

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COMPANY LETTERHEAD

Date: _____

The District/Port Collector
Port of _____

SUBJECT: LETTER OF COMMITMENT AND UNDERTAKING

Dear Sir/Madam;

I am the _____ (position) of _____ (company) with office address at _____.

I lodged a Permit to Transfer/ PSAD on _____ (date), in view of the declaration of the Enhanced Community Quarantine by the President for our shipment, more specifically described as follows:

- Permit to Transfer/Single Administrative Document (PSAD) No.:
- Consolidator/Freight Forwarder:
- Address :
- Broker :
- Master BL Number :
- Container Number/s:
- Description of the Goods:

I have full knowledge of the content of the said shipments and I attest to the veracity of the declaration as well as the supporting documents thereof.

I undertake to submit the original copy of the importation document/s **upon lifting of the Declaration of the Enhanced Community Quarantine or within three (3) days thereafter** including the Special Power or Attorney or Secretary's Certificate issued by _____ of the _____ (company) authorizing me to act for and in behalf of the company.

I further commit and undertake that failure on my part to submit the hardcopy of the original documents within the prescribed period may cause the suspension of accreditation as an importer or broker and I will be barred from transacting with the Bureau.

I finally undertake under penalty of perjury and other related criminal offenses that this commitment and undertaking is true and current, and I submit to the full authority of the Bureau of Customs (BOC) to proceed against the shipment or to the company, should any of the foregoing facts be found to be false and incorrect.

I am writing this commitment and undertaking to attest to the truthfulness of the foregoing statement, and for the purpose of complying with the requirements in support of the provisional goods declaration.

Thank you.

Respectfully,

Signature over printed name