

Republic of the Philippines Department of Finance BUREAU OF CUSTOMS Collection District II—A Port of Manila

CUSTOMS MEMORANDUM ORDER NO. 46-91

TC

District Collector, PDM and MICP

Shipping Agents, Arrastre Contractors,

PPA Personnel, Customs Brokers, Importers and Others Concerned

SUBJECT

Rules and Regulations in the issuance of Customs Gate Pass in the Release/Transfer of Shipments from the Piers

I. OBJECTIVES:

- 1. To define the guidelines in the processing of Customs Gate Pass.
- To prevent the illegal withdrawal of cargoes from the piers.
- 3. To delineate the duties and responsibilities of personnel involved in the processing and issuance of Customs Gate Pass.

II. GENERAL CONSIDERATION:

The Customs Gate Pass shall be required for all shipments prior to their release from the piers in addition to the Arrastre Pass issued by the Arrastre Contractors.

III. DOCUMENTARY REQUIREMENTS:

The preparation of the Customs Gate Pass shall be made upon the submission of the following documents:

- Any one of the following:
 - 1.1 Original Permit to Deliver Imported Goods (PDIG), or
 - 1.2 Warehousing Permit, or
 - 1.3 Special Permit duly processed by the Division concerned; and
- 2. Arrastre Gate Pass

IV OPERATIONAL PROVISIONS:

1. The Customs Wharfinger-In-Charge or Officer-In-Charge of each pier where the cargo is to be released/transferred shall prepare the Customs Gate Pass (Annex "A") after verifying the completeness of all the documentary requirements. He shall write EPRS in bold letters on the face of the Customs Gate Pass if the shipment is to be released through the Express Processing.

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- The Customs Examiner accompanying the shipment to be released under the EPRS shall affix his/her signature on all the copies of the Customs Gate Pass.
- 3. The Customs Gatekeeper assigned at the exit gate shall check the signature of the <u>Wharfinger-In-Charge</u> on the Customs Gate Pass and the Plate Number of the truck/trailer bearing the cargo/container van as shown on the Customs Gate Pass.
- 4. For reconciliation purposes, the Chief Gatekeeper, at the end of each day, shall consolidate all the GAte Passes issued and transmit the Customs copy to the Wharfinger-In-Charge of each pier for comparison with the delivery permit, warehousing or special permit to transfer, as the case may be.
- 5. The Wharfinger-In-Charge of each pier shall submit to the Chief, Piers and Inspection Division (PID) thru the Supervising Wharfinger, a daily report of delivery/transfer of shipments not later than the following working day in the form attached as Annex "B".
- 6. The Arrastre Operator shall notify the Wharfinger-In-Charge of all movements and location of the cargo/container van from the time the shipment is received at the Port until it is delivered/transferred.

The Piers and Inspection Division (PID) shall continue to discharge its present duties and functions with respect to the release or transfer of cargoes from the piers.

V. REPEALING CLAUSE:

All orders, rules and regulations inconsistent with this Order are deemed superseded and/or modified according-

VI. EFFECTIVITY

This Order shall take ef

Acting/Commissioner

June 3, 1991

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