



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

JUL 03 1991

Customs Memorandum Order
No. 60-91

To: All District/Port Collector
Service/Division Chief

Subject: Amending paragraph 2 of CMO
65-90

Paragraph 2 of CMO 65-90 is hereby amended by adding one more item which should read as follows:

- k. microfilms, microfiche, magnetic tapes and other similar time-sensitive materials subject to payment of duties and taxes or filing of re-export bond if they have commercial value.

Effectivity:

This order shall take effect on JUL 03 1991.

Salvador M. Mison
SALVADOR M. MISON
Commissioner

CMO-60-91



June 5, 1991

THE COMMISSIONER OF CUSTOMS
Port Area
Manila

RE: TERMINAL CLEARANCE/RELEASE

Dear Sir:

Saztec Philippines, Inc., a data base corporation is a BOI-registered, export-oriented and dollar-earning company that employs over a thousand people. Our imports mainly consist of source documents such as accomplished paper documents, microfilm, microfiche and magnetic tapes. These are time-sensitive items which are immediately coded and encoded upon arrival then converted into computer-readable form. Converted data are stored in magnetic tapes which are exported to our clients in the US and Europe within a three- to four-day turnaround period.

It might not be amiss to state that since we started operation in 1980, and up to the present, we have diligently followed whatever applicable Rules and Regulations are prescribed by the Bureau of Customs. In a way, we might say that this is our track record. Much as we are aware of your continued assistance to this emerging "sunshine industry" (Customs Memo of July 1988), we believe we need something more to improve our capability to meet the tight turnaround requirements of our clients. Thus, in order for us to sustain the kind of service appropriate to our special requirements, there is need for us to be issued an Authority for Terminal Release.

Premises considered, we are requesting your good office the authority for terminal release and clearance of our shipments of accomplished paper documents, microfilm/microfiche, magnetic tapes and other similar documents of Saztec Philippines, Inc. subject to the regular examination procedure, regardless of weight.

Thank you very much for your kind assistance on this matter.

Yours very truly,

Gerardo A. Borromeo

GERARDO A. BORROMEO
President & General Manager

SAZTEC PHILIPPINES, INC.
2nd Floor, SMS Building
213 Sen. Gil J. Puyat Avenue
1200 Makati, Metro Manila
P.O. Box 2412 MCPO
Phone: 87-30-53, 87-30-83 to 85
FACS 818-4107
TELEX 23208 SAZ PH

*Terminal Release
per memo of the
Commissioner
dated July 5/88
is allowed.
Hings
M. Lopez
1991*

C/O-60-91

PROPOSED COMPILED PROCEDURES ON
TERMINAL/BACK DOOR RELEASE

1. Upon arrival of a designated flight, the corresponding airwaybill is secured at PAL Releasing Counter.
2. Obtain forms (Informal Entry) at Customs Form Center (Cash Division)
3. Fill up forms and proceed to the Marine Division.
4. Marine Division logs, numbers and segregates the necessary copies.
5. Informal Entry is presented to the Public Assistance Unit for assignment of examiner.
6. Designated examiner will proceed to the warehouse, inspect the cargo, compares the invoice against the actual shipment, if found correct post his/her finding at the back of the original informal entry.
7. Entry is given to the appraiser for review and evaluation, thence to
8. Assistant Chief Informal Entry for final review.
9. Liquidation Division receives entry and if all signatures are in order, forwards same to
10. Cash Division - segregation of gate pass for onward transmission to -
11. Wharfingers Office - checks and reviews signatories, signs and forward entry to -
12. Warehouse - final checks by customs guard and security guard.
13. Shipment is exited/withdrawn from warehouse.