


**BUREAU OF CUSTOMS**  
 MAKABAGONG ADUANA, MATATAG NA EKONOMIYA
**MEMORANDUM**

BOC-01-05250

**TO :** ALL DISTRICT COLLECTORS  
 ALL DEPUTY COLLECTORS FOR OPERATIONS  
 ALL DEPUTY COLLECTORS FOR ASSESSMENT  
 ALL CHIEFS, BONDS DIVISION, PID, CCCD OR  
 THEIR EQUIVALENT UNITS  
 ALL WAREHOUSES/CUSTOMS GUARD  
 STAKEHOLDERS  
 ALL OTHERS CONCERNED

**FROM :** ATTY. EDWARD JAMES DY BUCO  
 Deputy Commissioner, AOCG

**SUBJECT :** E-TRACC EXPORTS IMPLEMENTATION FOR ECONOMIC ZONES

Pursuant to the implementation of Customs Memorandum Order No. 04-2020 all offices concerned are hereby directed to ensure that all containers processed as Export Transaction shall adhere to the following guidelines:

**General Guidelines:**

Per CMO 04-2020 the following sections pertain specifically for export shipments:

**Section 10.6** – Export of Cargo from Free Zones, Inland Customs Office, Depots or Terminals and CBWs to port of Loading

**Section 10.9** - Sealing of Export Cargo using Electronic Customs Seal

**Section 10.11** - Approval of Start Trip Authorization by PID or equivalent Office

**Section 10.12** - E-TRACC System Trip Monitoring

**Section 10.14** - Approval of CCCD or equivalent office for the End Trip Authorization

**Specific Guidelines**

1. Section 10.6.1 – The declarant shall file an Export Declaration (E-SAD) through the e2M System
2. Section 10.6.2 – The declarant shall pay the trip per container using the E-TRACC Trip Booking System ([www.ecms.ph](http://www.ecms.ph)). Data to be encoded during the trip booking are indicated in the specific guidelines.

**Booking a Trip** - The exporter or its authorized representative shall book the trip at least one (1) hour prior to exit from the economic zone premises. The booking shall contain the following information:



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Transaction Type	Select "Export" from the dropdown
Origin	Starting Point or Economic Zone of the Locator
Importer/Exporter	Name of Locator or Exporter
Broker Name	Name of Broker
Contact No.	Contact No. of Broker
Registry Number	System Assigned – Dummy Registry No.
BL#	System Assigned – Dummy BL#
Entry No./Export Dec No.	Export Declaration No.
Goods Description	General Description of Goods
Container #	Container No.
Container Size	Select from Dropdown (20,40 or 45 footer)
Driver/Dispatcher Name	Name of Dispatcher or Driver
Contact #	Contact No. of Dispatcher or Driver
Vehicle#/Plate No.	Conduction Sticker # or Plate No.
TABS Date	Not Applicable
TABS Time	Not Applicable

3. Section 10.6.3 – The COO V from the Export Division shall check the trip booking in the E-TRACC Trip Booking System ([www.ecms.ph](http://www.ecms.ph)) before the approval of E-SAD.
4. Section 10.9. 1 Affixing of Electronic Customs Seal
  - **Sealing Schedule** - Prior to the stuffing of cargo into the container, the declarant shall submit a request for a schedule of Electronic Sealing process in the E-TRACC Trip Booking System ([www.ecms.ph](http://www.ecms.ph)). The request shall include information on the estimated date and time of the completion of stuffing and preferred exit gate.  
  
Schedule of Sealing shall be from 8am – to 8pm, Monday to Friday. Beyond this schedule a formal request for overtime shall be submitted for approval
  - **Sealing Process** - After stuffing, the Export Examiner or authorized Customs Examiner and PEZA representative shall close the door of the container. Electronic shall be affixed by authorized personnel under the supervision of the Export Examiner or authorized customs Officer at the designated exit gate.
5. Section 10.9.1 The Export Examiner or authorized Customs Officer shall check the container and truck details against the trip enrollment on the E-TRACC mobile application, and if tallies proceed to the Request for Start Trip Authorization. Otherwise, the declarant shall modify the trip enrollment on the E-TRACC System.
6. Section 10.9.2 The Export Examiner or authorized Customs Officer shall take a visual evidence of the container wherein the container number, container seal number for the particular voyage and Electronic Customs Seal are visible as visual evidence and transmit to PID or authorized office for the approval of the Start Trip.

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South Harbor, Gate 3, Port Area, Manila 1099  
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**Exit Gate** – Economic Zones covered by this implementation shall designate an exit gate (preferably one gate) for control and monitoring purposes.

**Truck Exit** – Trucks shall exit only at a designated exit gate for export shipments to enable authorized personnel on duty to check the presence of electronic customs seal in the container. In cases wherein the container is not affixed with electronic customs seal, the export examiner may authorize the personnel of the Service Provider to install the required GPS seal following the standard procedure.

7. Section 10.11 – Approval of the Start Trip Authorization by PID or equivalent office of export cargo from CBW, Inland Customs Office, free zones, Depots, and Terminals to Port of Loading.
8. Section 10.12 - E-TRACC System Trip Monitoring – The PID or equivalent office shall monitor the authorized trips and alarms. The exporter or its authorized representative may also check the status of each trip booked and track the container during the trip.
9. Section 10.14 – Approval of CCCD or equivalent office for the end trip authorization of export cargo, comparison of visual evidence and removal of Electronic Customs Seal.

All containers for export coming from the following economic zones to the Port of Manila and Manila International Container Port shall be sealed with Electronic Customs Seal. The schedule of implementation are as follows:

#### September 20, 2021

- Light and Industry Science Park I
- Light and Industry Science Park II
- Laguna International Industrial Park
- Carmelray Industrial Park II
- Calamba Premiere International Park

#### October 4, 2021

- Cavite Economic Zone I

#### October 18, 2021

- Laguna Technopark, Inc.

#### November 2, 2021

- Cavite Economic Zone II

BOC Export Examiner/Appraiser or any BOC Authorized Customs Officer responsible for processing export clearance will not approve any customs exports SAD without the required E-TRACC Booking as prescribed in Section 10.6.3 of CMO 04-2020.

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E-TRACC Exports implementation of other economic zones shall be covered by a separate memorandum of implementation.

For further inquiries or concerns, please feel free to call Ascent Customer Support Hotline 632-82757766 and mobile nos. 0919-0793049, 0919-0806209 and 0919-0806210

**FOR STRICT COMPLIANCE.**

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