



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

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PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

AOCG Memo No. 56-2021



BOC-01-04325

## MEMORANDUM

**TO :** All District Collectors and Sub-port Collectors

**ATTENTION :** All Chiefs, Piers Inspection Division and Equivalent Units

**FROM :** *Bj*  
**BIENVENIDO Y. RUBIO**  
Director, Port Operations Service, AOCG

**SUBJECT :** Request for Pre-Arrival Documents/Advance Cargo Manifest

**DATE :** 29 January 2021

To effectively monitor port operations activities of your respective Collection Districts, you are hereby directed to timely submit a softcopy of the pre-arrival documents of all vessels, as follows:

- Notice of Arrival (NOA) with Estimated Time of Arrival (ETA); and,
- Electronic Inward Foreign Manifest (e-IFM) as submitted by shipping lines prior to arrival

The NOA shall bear the date and time stamped together with the signature of Customs Inspector or E2M officer-in-charge. Accordingly, the e-IFM shall indicate the specific time and date when such documents were received pursuant to CMO No. 22-2010 with subject, "Revised Customs Port Operations Manual".

Subsequently, you are also directed to submit the corresponding electronic copy of Stowage Plan and Container Discharging List for the said purpose.

Said reports shall be submitted via email thru pocd@customs.gov.ph together with the attached template (Annex "A") with subject title (Pre-Arrival Documents – Port of Discharge/Date [underscored items are to be filled out appropriately]).

For your strict compliance.

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**(NAME OF PORT/SUB-PORT)**  
**SUMMARY REPORT OF PRE-ARRIVAL DOCUMENTS**

| DATE | NAME OF VESSEL | REGISTRY NUMBER | NOTICE OF ARRIVAL         |                        | ELECTRONIC INWARD FOREIGN MANIFEST DATE AND TIME RECEIVED | ELECTRONIC STOWAGE PLAN* |               | ELECTRONIC CONTAINER DISCHARGING LIST* |               |
|------|----------------|-----------------|---------------------------|------------------------|---|--------------------------|---------------|--|---------------|
|      |                |                 | ESTIMATED TIME OF ARRIVAL | DATE AND TIME RECEIVED |   | SUBMITTED                | NOT SUBMITTED | SUBMITTED                              | NOT SUBMITTED |
|      |                |                 |                           |                        |   |                          |               |  |               |
|      |                |                 |                           |                        |   |                          |               |  |               |
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|      |                |                 |                           |                        |   |                          |               |  |               |
|      |                |                 |                           |                        |   |                          |               |  |               |

Annex "A"

\*place ( / ) on appropriate column