



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

08 August 2018

CUSTOMS MEMORANDUM CIRCULAR
NO. 158 - 2018

To: All Deputy Commissioners
All Directors and Division Chiefs
All District/Port Collectors
And Others Concerned

Subject: Lost Entry Covering the Shipment Consigned to PASAR

An Import Entry No. T-40652 covering the shipment consigned to **PHILIPPINE ASSOCIATED SMELTING AND REFINING CORPORATION (PASAR)** was reported lost.

To that effect, an Affidavit of Loss executed by Ms. Shiela Azineth Z. Martinez, Import Declarant of Associated Freight Consolidators, Inc. and the 1st endorsement dated 06 August 2018 of the District Collector, MICP are attached herein.

In order to ensure that unauthorized usage thereof is avoided, it is incumbent upon the Chiefs of concerned Divisions/Units to keep a permanent record of all lost documents as reference if secondary evidence is availed of in lieu of the lost original documents.

This CMC is issued pursuant to CAO 2-2001 and CMO 15-2002.

For your information and guidance.

For record purposes, please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.

Isidro S. Lapeña
ISIDRO S LAPEÑA, PhD, CSEE
Commissioner
AUG 09 2018





REPUBLIC OF THE PHILIPPINES
Department of Finance
BUREAU OF CUSTOMS
Manila
Collection District II-B

MANILA INTERNATIONAL CONTAINER PORT

MEMORANDUM –

FOR : **ATTY. VENER S. BAQUIRAN**
District Collector

THRU : **ATTY. JOSE MANNI FERDINAND A. LEYNES**
Acting Chief, Law Division

FROM : **ATTY. RENE MANUEL A. OCHAVE**
Hearing Officer

SUBJECT : **Request to reconstruct lost original import entry with attachments of PHILIPPINE ASSOCIATED SMELTING AND REFINING CORPORATION (PASAR)**

DATE : **August 6, 2018**

This has reference to the letter-request dated July 26, 2018 of Ms. Sheila Azineth Z. Martinez, Import Declarant of the **PHILIPPINE ASSOCIATED SMELTING AND REFINING CORPORATION (PASAR)**, to reconstruct Entry No. T-40652 covering the shipment of one (1) case STC: Cylinder Hydraulic which arrived at this Port on June 15, 2018 covered by B/L No. YHMNL-022-012-18JP. The shipment was entered into PEZA for transshipment to this Port and is covered by Surety Bond issued in favour of PASAR by The Premier Insurance & Surety Corp.

In support of her request, Ms. Sheila Azenith Martinez executed an Affidavit of Loss alleging that Transshipment Entry No. T40652 was filed on June 19, 2018 and was entered into PEZA, through Goldwin CFS, Inc. She averred further that the same was released from the said CFS for transshipment to this Port on June 25, 2018 and that their Processor handed all the pertinent documents to their office staff, Ms. Christine Mae Garcia, for safekeeping considering that the transshipment could not be finished yet.

Ms. Martinez admitted that their staff, Ms. Christine Mae Garcia, inadvertently misplaced the said documents and that when confronted, the latter manifested that she forgot where she placed them. The lost documents included the Transshipment Entry, bill of lading, packing list, invoice, import permit which are now deemed lost and irretrievable, despite diligent efforts to locate them.

In resolving the instant request, this Office took into consideration the provisions of Customs Memorandum Order (CMO) No. 15-2002 which are explicit on the procedures and requirements bearing on reconstruction of lost import or other official documents, to wit:

“x x x x x x x x x

1. A written request for the reconstruction of lost import documents or other official documents shall be filed with the Office of the District Collector in the Port where the said documents were entered/filed, attaching therewith the following:

1.1 Affidavit of Loss of the person responsible (importer, broker, broker’s representative or Customs employee/custodian) for the loss of the import document(s) duly registered with the Law Division;

1.2 Verified photocopy of the lost import documents; duly certified document(s) by or on behalf of the importer/broker may be accepted in lieu of the verified photocopy pursuant to Sec. 3515 of the TCCP, as amended;

1.3 Proposed reconstructed copy or copies of the lost import documents with the required amount of Customs documentary stamps already affixed thereon; and

1.4 Print-out of the Temporary Assessment Notice and SAD covering the importation to be sourced from the Office of the Chief, FED/WAD or equivalent unit in the Port.

x x x x x x x x x”

From the foregoing, and considering the faithful compliance by PASAR of the foregoing conditions, this Office recommends the approval of the request to reconstruct the aforesaid import entry in order that it may continue with the processing of the shipment with the PHILIPPINE EXPORT ZONE AUTHORITY (PEZA), Leyte.