



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

24 February 1993

CUSTOMS MEMORANDUM ORDER
No. 6-93

The District Collectors, MICP and POM
All Shipping Lines
The President, Association of Int'l.
Shipping Lines, Inc.
The Officers-In-Charge, Data Monitoring
Units of MICP and POM, and
All Others Concerned

Subject: Supplementing Guidelines for CAO 4-82,
1-93 and CMO 4-93

1. OBJECTIVES

- 1.1 To effectively implement the provisions of CAO 4-82 as amended by CAO 1-93 [Annex A1] and CMO 4-93 [Annex A2].
- 1.2 To further define the procedures for the submission, distribution and processing of Inward Foreign Manifests (IFM) in the ff. forms:
 - 1.2.1 Submitted in three (3) hard copies with a diskette containing the same IFM data, or
 - 1.2.2 Submitted in hard copies only (as per previous arrangements prior to CAO 1-93).

2. ADMINISTRATIVE PROVISIONS

- 2.1 The hereinafter provisions shall apply to shipments arriving at MICP and POM starting 01 March 1993.
- 2.2 The automated manifest clearance process to be implemented by the Data Monitoring Unit (DMU) shall hereinafter be known as Automated Manifest Clearance System [AMCS].

This provision compliments Sec. 2.1 of CMO 4-93.

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CMO-6-93

2.3 Unless otherwise amended, the following Customs offices and external agencies are authorized to receive copies of the IFM on diskette:

2.3.1 Bureau of Customs:

- Customs Intelligence and Investigation Service
- Enforcement and Security Service
- Office of the Commissioner
- Port District Collector
- Entry Processing Division

2.3.2 External Agencies:

- Commission on Audit
- Department of Trade and Industry
- Nat'l. Economic Development Authority
- Nat'l. Statistics Office
- Phil. Ports Authority
- Arrastre Operator of the respective port

2.4 The names, specimen signatures and IDs (photocopy) of representatives from BOC units and external agencies authorized to receive copies of the IFM in diskette media shall be submitted to the DMUs.

2.5 All authorized recipients (listed in 2.3 above) of IFM data in diskettes must provide for their own diskettes.

Recipients must comply with the copying procedures (described in Sec. 3.4 of this Order) promulgated by an automated recording and accounting system on the submission and provision of IFM diskettes.

2.6 The DMU shall provide PID, for internal guidance, with an updated list of shipping lines complying with the BOC IFM-in-diskette scheme.

2.7 In case of non-operation of the AMCS, the process of verifying the entry declaration shall revert to the manual procedure. The computer files shall, however, be updated by the units concerned immediately upon resumption of the normal system operations.

This provision clarifies Sec. 2.4 of CMO 4-93.

2.8 The COA hard copy of the IFM shall, in all instances including copy of the supplemental manifests, be forwarded by PID to the DMU which will hold same for COA.

CMO-6-93

3. OPERATIONAL PROVISIONS

A. For shipping lines complying with the IFM-in-diskette scheme:

3.1 The master/agent of the vessel shall submit to the Customs Inspector (Boarding Officer) the four (4) hard copies of the manifests with an official Certificate of Compliance with the IFM-in-Diskette scheme.

3.2 The shipping agent shall submit to DMU the diskette containing the IFM information with the Transmittal/Evaluation Form (Annex B).

For shipments arriving outside government office hours, the diskette containing the IFM information shall be submitted immediately upon resumption of said office hours.

This provision clarifies and supplement Sec. 3.1 of CMO 4-93.

3.3 The DMU designated officer shall conduct Acceptance Test and shall accomplish the Transmittal/Evaluation Form. The original copy of the accomplished form shall be retained by DMU while the duplicate copy shall be returned to the shipping agent.

This provision supplements Sec. 3.2 of CMO 4-93.

3.4 The DMU shall make available the IFM data to authorized recipients in the ff. manner:

3.4.1 A pre-formatted [5.25" HD floppy] diskette shall be presented to the DMU by the respective Office/Agency authorized representative.

3.4.2 The duly-designated DMU Officer shall provide the requisite diskette copy using the IFM Data Copy/Accounting (IFM DC/A) Program [as per Sec. 2.5 of this Order].

The IFM DC/A Program will print-out an Acknowledgement Receipt [Annex C], in duplicate, listing the Registry No., Voyage No. and the No. of Records of the IFM file which was copied. The recipient representative must sign the receipt and leave the duplicate with the DMU.

[Handwritten initials]

CMO-6-93

B. For shipping lines not using the IFM-in-diskette scheme, guidelines and arrangements extant prior to this Order and CAO 1-93 shall govern.

C. For supplemental manifests and amendments to the manifests, existing guidelines shall be observed, except for the COA copy which shall likewise be submitted to DMU as prescribed in Sec. 2.8 of this Order.

4. EFFECTIVITY CLAUSE

Any issuances contradictory or inconsistent with this Order is hereby deemed revoked or modified accordingly.

This Order supplements CMO 4-93 dated 25 January 1993 and shall take effect 01 March 1993.


GUILLERMO L. PARAYNO, JR.
Commissioner

Date: August 10, 1992
Page: 2 of 2
Name: T E X T 01

CMO-6-93

F. CHANGES TO PREVIOUS FILE SPECIFICATION SHEET
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- Changes - field length of fields IFM_CNBSGN, IFM_ADD1 to IFM_ADD4;
IFM_SHIPr, IFM_sADD1 to IFM_sADD4, IFM_NOTIFY, IFM_nADD1 to ;
IFM_nADD4 - I.F.M. Cargo Info. File
- IFM_SEALno - I.F.M. Container Info. File
- IFM_SEQn, IFM_LINE - I.F.M. Description/Marks & No. file
\ _____ >-- removed and is now optional

CMO-6-93

Date: August 10, 1992
Page: 1 of 1

FILE SPECIFICATION SHEET
BOC, DNU, MICP

SYSTEM: CARGO REVENUE INFORMATION SYSTEM (CRIS)
FILE NAME: AAA99991.dbf (see TEXT 01 - C. FILE NAMING CONVENTION)
FORMAT: dBASE/FOX-BASE/CLIPPER Data Base File Format (see TEXT 01 -
A. FILE TYPE FORMAT)

DESCRIPTION: Inward Foreign Manifest Header File.

FIELD	NAME	TYPE	WIDTH	DEC	FORMAT	DESCRIPTION
1	IFM_REGno	Char.	7		AAA9999	Registry Number
2	IFM_ARIVAL	Date	8		MM/DD/YY	Date of Arrival in Month/Day/Year Format
3	IFM_VESSEL	Char.	15		XXXXXXXXXXXXXXXX	Vessel Name & Voyage No.
4	IFM_ORIGIN	Char.	2		AA	U.N. ISO Country Code of the Vessel's Last Port of Entry/Origin
++ 5	IFM_PORT	Char.	1		9	Port Code of Unloading
++ 6	MARKER	Num.	1		9	Status Code

REMARKS:

Fields marked (++) are BOC use only

PORT CODES:

- 1 - P.O.M.
- 2 - M.I.C.P.

7

250-6-93

Date: August 10, 1992
Page: 1 of 2

FILE SPECIFICATION SHEET
BDC,DMU,MICP

SYSTEM: CARGO REVENUE INFORMATION SYSTEM (CRIS)
FILE NAME: AAA99992.dbf (see TEXT 01 - C. FILE NAMING CONVENTION)
FORMAT: dBASE/FOX-BASE/CLIPPER Data Base File Format (see TEXT 01 -
A. FILE TYPE FORMAT)

DESCRIPTION: Inward Foreign Manifest Cargo Information File.

FIELD	NAME	TYPE	WIDTH	DEC	FORMAT	DESCRIPTION
++ 1	IFM_YS	Num.	2		99	Year Series of Registry
2	IFM_REGNo	Char.	7		AAA9999	Registry Number
3	IFM_BL	Char.	22		AAAAAAAAAAAAAAAAAAAAAAAA	Bill of Lading Number AAAA in picture clause is Shipping Line Prefix Code
** 4	IFM_CARGO	Num.	1		9	Container Loading Mode
5	IFM_SHIPR	Char.	40			Name of Shipper
6	IFM_sADD1	Char.	40			Shipper's Address
7	IFM_sADD2	Char.	40			
8	IFM_sADD3	Char.	40			
9	IFM_sADD4	Char.	40			
10	IFM_CNSGN	Char.	40			Name of Consignee
11	IFM_ADD1	Char.	40			Consignee's Address
12	IFM_ADD2	Char.	40			
13	IFM_ADD3	Char.	40			
14	IFM_ADD4	Char.	40			
15	IFM_NOTIFY	Char.	40			Party to Notify
16	IFM_nADD1	Char.	40			Notify Party's
17	IFM_nADD2	Char.	40			Address
18	IFM_nADD3	Char.	40			
19	IFM_nADD4	Char.	40			
20	IFM_noCNTR	Num.	3			Total Qty. of Containers

Date: August 10, 1992
Page: 2 of 2

FILE SPECIFICATION SHEET
BOC, DMU, MICP

CMO-6-93

SYSTEM: CARGO REVENUE INFORMATION SYSTEM (CRIS)
FILE NAME: AAA99992.dbf (see TEXT 01 - C. FILE NAMING CONVENTION)
FORMAT: dBASE/FOX-BASE/CLIPPER Data Base File Format (see TEXT 01 -
A. FILE TYPE FORMAT)

DESCRIPTION: Inward Foreign Manifest Cargo Information File.

FIELD	NAME	TYPE	WIDTH	DEC	FORMAT	DESCRIPTION
21	IFM_WEIGHT	Num.	11	2	99999999.99	Gross Weight in Kilograms
22	IFM_SIZE	Char.	11		XXXXXXXXXX	Measurement (Size & Unit)
** 23	IFM_ORG	Char.	2		AA	U.N. ISO Country Code of the shipment's original country of origin.
** 24	IFM_DES	Char.	3		AAA	Final Destination
++ 25	MARKER	Num.	1		9	Status Code

REMARKS:

Fields marked (++) are BOC use only

CONTAINER LOADING MODE: (see TEXT 01 - D. CONTAINER LOADING MODE)

- 1 - FCL
- 2 - LCL
- 3 - FCL/LCL

COUNTRY OF ORIGIN:

U.N. Coding Convention (ANNEX A)

FINAL DESTINATION:

** Final Listing NOT YET AVAILABLE

CMO-6-93

Date: August 10, 1992
Page: 1 of 1

FILE SPECIFICATION SHEET
BOC,DMU,MICP

SYSTEM: CARGO REVENUE INFORMATION SYSTEM (CRIS)
FILE NAME: AAA99994.dbf (see TEXT 01 - C. FILE NAMING CONVENTION)
FORMAT: dBASE/FOX-BASE/CLIPPER Data Base File Format (see TEXT 01 -
A. FILE TYPE FORMAT)

DESCRIPTION: Inward Foreign Manifest Container Information File.

FIELD	NAME	TYPE	WIDTH	DEC	FORMAT	DESCRIPTION
1	IFM_BL	Char.	22		AAAAAAAAAAAAAAAAAAAA	Bill of Lading Number AAAA in picture clause is Shipping Line Prefix Code
2	IFM_CNTRno	Char.	12		AAAA99999999	Container Number
3	IFM_SIZE	Char.	2		99	Container Size
4	IFM_SEALno	Char.	30			Container's Seal No. Ps. Include SGS Seal No.
** 5	IFM_sMODE	Num.	1		9	Container Mode
++ 6	MARKER	Num.	1		9	Status Code

REMARKS:

Fields marked (++) are BOC use only

CONTAINER MODE:

- 1 - CY-CY
- 2 - CY-CFS
- 3 - CFS-CY
- 4 - CFS-CFS

CMO-6-93

Date: August 10, 1992
Page: 1 of 1

FILE SPECIFICATION SHEET
BOC,DMU,MICP

SYSTEM: CARGO REVENUE INFORMATION SYSTEM (CRIS)
FILE NAME: AAA99994.dbf (see TEXT 01 - C. FILE NAMING CONVENTION)
FORMAT: dBASE/FOX-BASE/CLIPPER Data Base File Format (see TEXT 01 -
A. FILE TYPE FORMAT)

DESCRIPTION: Inward Foreign Manifest Container Information File.

FIELD	NAME	TYPE	WIDTH	DEC	FORMAT	DESCRIPTION
1	IFM_BL	Char.	22		AAAAAAAAAAAAAAAAAAAAAAAA	Bill of Lading Number ! AAAA in picture clause is ! Shipping Line Prefix Code
2	IFM_CNTRno	Char.	12		AAA999999999	Container Number
3	IFM_SIZE	Char.	2		99	Container Size
4	IFM_SEALno	Char.	30			Container's Seal No. ! Ps. Include SGS Seal No.
** 5	IFM_sMODE	Num.	1		9	Container Mode
++ 6	MARKER	Num.	1		9	Status Code

REMARKS:

Fields marked (++) are BOC use only

CONTAINER MODE:

- 1 - CY-CY
- 2 - CY-CFS
- 3 - CFS-CY
- 4 - CFS-CFS

Date: August 10, 1992
Page: 1 of 1

FILE SPECIFICATION SHEET
BOC, DMU, MICP

CMD-6-93

SYSTEM: CARGO REVENUE INFORMATION SYSTEM (CRIS)
FILE NAME: AAA99995.dbf (see TEXT 01 - C. FILE NAMING CONVENTION)
FORMAT: dBASE/FOX-BASE/CLIPPER Data Base File Format (see TEXT 01 -
A. FILE TYPE FORMAT)

DESCRIPTION: Inward Foreign Manifest Cargo Descriptions File.

FIELD	NAME	TYPE	WIDTH	DEC	FORMAT	DESCRIPTION
1	IFM_BL	Char.	22		AAAAAAAAAAAAAAAAAAAAAAAA	Bill of Lading Number AAAA in picture clause is Shipping Line Prefix Code
2	IFM_UNIT	Char.	5		XXXXX	Unit of Package
3	IFM_noPKG	Num.	6		999999	No. of Packages
4	IFM_DESC	Char.	35			Description of Goods
++ 5	MARKER	Num.	1		9	Status Code

REMARKS:

Fields marked (++) are BOC use only

CMO-6-93

Date: August 10, 1992
Page: 1 of 1

FILE SPECIFICATION SHEET
BOC, DMU, MICP

SYSTEM: CARGO REVENUE INFORMATION SYSTEM (CRIS)
FILE NAME: AAA99995.dbf (see TEXT 01 - C. FILE NAMING CONVENTION)
FORMAT: dBASE/FOX-BASE/CLIPPER Data Base File Format (see TEXT 01 -
A. FILE TYPE FORMAT)

DESCRIPTION: Inward Foreign Manifest Marks and Numbers File.

FIELD	NAME	TYPE	WIDTH	DEC	FORMAT	DESCRIPTION
1	IFM_BL	Char.	22		AAAAAAAAAAAAAAAAAAAA	Bill of Lading Number AAAA in picture clause is Shipping Line Prefix Code
2	IFM_DESC	Char.	15			Marks and Numbers
++ 3	MARKER	Num.	1		9	Status Code

REMARKS:

Fields marked (++) are BOC use only

18

CMO-6-93

U.N. ISO Coding Convention

CODE	COUNTRY	CODE	COUNTRY
KN	St. Kitts-Nevis	PL	Poland
KP	North Korea	PM	St. Pierre & Miquelon
KR	South Korea	PN	Pitcairn
KW	Kuwait	PR	Puerto Rico
KY	Cayman Islands	PT	Portugal
LA	Lao, People's Democratic Rep.	PU	United States Misc. Islands
LB	Lebanon	PY	Paraguay
LC	Saint Lucia	QA	Qatar
LI	Liechtenstein	RE	Reunion
LK	Sri Lanka	RO	Romania
LR	Liberia	RW	Rwanda
LS	Lesotho	SA	Saudi Arabia
LU	Luxemborg	SB	Solomon Islands
LY	Libyan Arab Jamahiriya	SC	Seychelles
MA	Morocco	SD	Sudan
MC	Monaco	SE	Sweden
MG	Madagascar	SG	Singapore
MI	Midway Islands	SH	St. Helena
ML	Mali	SJ	Svalvard & Jan Mayen Islands
MN	Mongolia	SL	Sierra Leone
MO	Macau	SM	San Marino
MQ	Martinique	SN	Senegal
MR	Mauritania	SO	Somalia
MS	Monserrat	SR	Suriname
MT	Malta	ST	Sao Tome & Principe
MU	Mauritius	SU	Union of Soviet Socialist Rep.
MV	Maldives	SV	El Salvador
MW	Malawi	SY	Syrian Arab Republic
MX	Mexico	SZ	Swaziland
MY	Malaysia	TC	Turks & Caicos Islands
MZ	Mozambique	TD	Chad
NA	Namibia	TF	French Southern Territories
NC	New Caledonia	TG	Togo
NE	Niger	TH	Thailand
NF	Norfolk Islands	TK	Tokelau
NG	Nigeria	TN	Tunisia
NI	Nicaragua	TO	Tonga
NL	Netherlands	TP	East Timor
NO	Norway	TR	Turkey
NP	Nepal	TT	Trinidad & Tobago
NR	Nauru	TV	Tuvalu
NT	Neutral Zone	TW	Taiwan
NU	Niue	TZ	Tanzania, United Republic of
NZ	New Zealand	UA	Ukrainian SSR
OM	Oman	UG	Uganda
PA	Panama	US	United States
PC	Pacific Islands Trust Territory	UY	Uruguay
PE	Peru	VA	Vatican City State
PF	French Polynesia	VC	St. Vincent & the Grenadines
PG	Papua New Guinea	VE	Venezuela
PH	Philippines	VG	British Virgin Islands
PK	Pakistan	VI	United States Virgin Islands

AB 14

CMB-6-93

U.N. ISO Coding Convention

CODE	COUNTRY	CODE	COUNTRY
AD	Andorra	DK	Denmark
AE	United Arab Emirates	DM	Dominica
AF	Afghanistan	DO	Dominican Republic
AG	Antigua & Barbuda	DZ	Algeria
AI	Anguilla	EC	Ecuador
AL	Albania	EG	Egypt
AN	Netherlands Antilles	EH	Western Sahara
AO	Angola	ES	Spain
AQ	Antartica	ET	Ethiopia
AR	Argentina	FI	Finland
AS	American Samoa	FJ	Fiji
AT	Austria	FK	Falkland Islands (Malvinas)
AU	Australia	FO	Faerol Islands
BB	Barbados	FR	France
BD	Bangladesh	GA	Gabon
BE	Belgium	GB	United Kingdom
BF	Burkina Faso	GD	Grenada
BG	Bulgaria	GF	French Guiana
BH	Bahrain	GH	Ghana
BI	Burundi	GI	Gibraltar
BJ	Benin	GL	Greenland
BM	Bermuda	GM	Gambia
BN	Brunei Darussalam	GN	Guinea
BO	Bolivia	GP	Guadeloupe
BR	Brazil	GQ	Equatorial Guinea
BS	Bahamas	GR	Greece
BT	Bhutan	GT	Guatemala
BV	Bouvet Island	GU	Guam
BW	Botswana	GW	Guinea-Bissau
BY	Byelorussian SSR	GY	Guyana
BZ	Belize	HK	Hong Kong
CA	Canada	HM	Heard & McDonald Islands
CC	Cocos (KEELING) Islands	HN	Honduras
CF	Central African Rep.	HT	Haiti
CG	Congo	HU	Hungary
CH	Switzerland	ID	Indonesia
CI	Ivory Coast	IE	Ireland
CK	Cook Islands	IL	Israel
CL	Chile	IN	India
CM	Cameron	IO	British Indian Ocean Territory
CN	China	IQ	Iraq
CO	Colombia	IR	Iran
CR	Costa Rica	IS	Iceland
CS	Chekoslovakia	IT	Italy
CU	Cuba	JM	Jamaica
CV	Cape Verde	JO	Jordan
CX	Christmas Island	JP	Japan
CY	Cyprus	JT	Johnston Islands
DD	German Democratic Rep.	KE	Kenya
DE	Germany, Fed. Rep. of	KH	Kampuchea
DJ	Djibouti	KI	Kirihati
		KM	Comoros

CMO-6-93

U.N. ISO Coding Convention

CODE	COUNTRY	CODE	COUNTRY
VN	- Viet Nam		
VU	- Vanuatu		
WF	- Wallis & Futuna Islands		
WK	- Wake Islands		
WS	- Samoa		
YD	- Yemen, Democratic		
YE	- Yemen		
YU	- Yugoslavia		
ZA	- South Africa		
ZM	- Zambia		
ZR	- Zaire		
ZW	- Zimbabwe		

TRANSMITTAL/EVALUATION FORM

Reference No: _____

T R A N S M I T T A L R E C E I P T
(To be accomplished by Operator/Shipping Agent)

Operator: _____

Shipping Agent: _____ Registry No. _____

Arrival Date: _____ Vessel/Voyage No. _____

SUMMARY REPORT ON DISKETTE CONTENTS

Total No. of B/L Records: _____

Total No. of CNTRS (BY TEUS): _____ 45 FT _____ 40 FT _____ 35 FT _____ 20 FT

Total Gross Mt. _____ Total Volume: _____

Prepared By: _____
Sign over printed nameDelivered By: _____
Sign over printed name

Date Submitted: _____

BOC-AMCS
DISKETTE ACCEPTABILITY TEST
(To be accomplished by BOC/DNU personnel)

Envelope Seal	<input type="checkbox"/> - INTACT	<input type="checkbox"/> - BROKEN
Virus Scan	<input type="checkbox"/> - W/ VIRUS	<input type="checkbox"/> - W/OUT VIRUS
Record Count	<input type="checkbox"/> - TALLY	<input type="checkbox"/> - DOES NOT TALLY

Remarks (if any): _____

Received By: _____
Sign over printed name

Date and Time Received: _____

* To be accomplished in duplicate form

