

**MEMORANDUM**

**TO :** ALL DISTRICT COLLECTORS  
ALL OTHERS CONCERNED

**FROM :** **ATTY. EDWARD JAMES A. DY BUCO**  
Deputy Commissioner  
Assessment and Operations Coordinating Group

**SUBJECT :** **Request for Comments and Recommendations on the Proposed Revision of BOC Citizen Charter Process Flow Chart of Clearance Procedures on Formal Entry, Informal Entry, Transit and Transshipment**

**DATE :** 22 October 2020



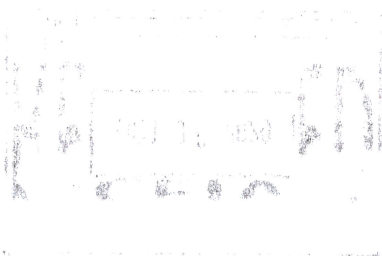
BOC-01-04007

To harmonize clearance procedures in all ports of entry, you are hereby directed to submit comments and recommendation on the revised citizen charter process flow chart on the following procedures:

- a. Formal Entry – **Annex “A”**
- b. Informal Entry (Less Container Load and Containerized Single Consignee shipments, Consolidated Balikbayan Shipments and Commercial Goods under Informal Entry)- **Annex “B”**
- c. Transit Procedures – **Annex “C”**
- d. Transshipment Procedures – **Annex “D”**

Kindly submit your comments and recommendations NLT 06 November 2020 through [pocd@customs.gov.ph](mailto:pocd@customs.gov.ph).

For appropriate action.



Annex A

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Annex A

**FORMAL ENTRY PROCEDURES**

CLIENT/IMPORTER/ DECLARANT STEPS	CUSTOMS ACTION		RESPONSIBLE OFFICE/OFFICER
<p>List of Requirements</p> <ul style="list-style-type: none"> <li>- SAD (Declaration Code of 4 or 4ES)</li> <li>- Commercial Invoice               <ul style="list-style-type: none"> <li>- Packing List</li> <li>- Bill of Lading</li> <li>- License</li> </ul> </li> <li>- Permits and Clearance (Regulated Entries)               <ul style="list-style-type: none"> <li>- LPS/DPS</li> <li>- Certificate of Origin</li> <li>- SDV</li> </ul> </li> <li>- Economic Partnership Agreement form ex. JPEPA, AFTA, ANZFTA etc.</li> </ul> <p>Lodges Goods Declaration in the E2M Systems through VASP</p> <p>Submits Hard Copy of documents through EPU or Create ticket and upload documents via CCPS</p>	<p>Receives and check for completeness and authenticity of the hard copy of SAD and required documents</p> <p>*Opens ticket number and checks completeness of documents attached</p>		<p>EPU/EPU Staff</p>
<p>*with Customer Care Center Portal System **with GDVS system</p>	<p>For entries without Preference</p>	<p>For entries with Preferential Rate forwards documents to Preferential Reference Unit</p> <p>a. Verifies description of the commodities declared in the SAD if reflected in the Certificate of Origin (CO) from</p> <p>b. Review details of CO if compliant with the applicable ATIGA Rules of Origin</p> <p>c. if verified "accept" CO and corresponding preferential rate of duty then return entry to EPU</p> <p>"reject" CO and subject the entry for recomputation of COO-III of duties and taxes</p> <p>d. return entry to EPU</p>	<p>Preferential Rate Unit</p>
	<p>Records details and stamps "Received" with date and time as receipt in the Hard Copy of the entry</p>		<p>EPU/EPU Staff</p>
	<p>Forward to Chief/Assessment Division (Chief to assign Section/COO-III)</p> <p>**Encodes details in GDVS (Automatically assigns COO-III)</p>		

*hmo*  
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	Checks entry assigned via GDVS or Chief Assessment Division *if filed via CCCPS claim ticket in the portal			COO-III
	Reviews SAD E2M system and required documents			
	Check Selectivity of Entry if (Green, Yellow and RED)			
	<b>GREEN</b>	<b>YELLOW</b>	<b>RED</b>	
	Conducts document inspection submitted	Re-evaluates submitted documents and thoroughly check for compliance	Conducts X-Ray examination of the shipment if X-ray needs verification a physical examination needs to be conducted  Conducts Physical Examination at Warehouse or OCY	
	Affixes his signature over his printed name in SAD if no discrepancy found	Fills Box #58 of SAD with Examination findings	If found with Discrepancy <30% but >10% subject for additional >30% subject for Warrant Seizure and Detention submits to Chief, Assessment Division  if found no discrepancy Fills Box #58 of SAD with Examination findings	

	Forwards Entry Document to COO-V  **Updates GDVS as Registered	Forwards Entry Document to COO-V  **Updates GDVS as Registered	Forwards Entry Document to COO-V  **Updates GDVS as Registered	
	Review thoroughly a findings of COO-III (Return to COO-III if discrepancy was found)	Review thoroughly findings of COO-III (Return to COO-III if discrepancy was found)	Review thoroughly findings of COO-III (Return to COO-III if discrepancy was found)	COO-V
		Re-routes selectivity to Greenlane if no discrepancies found	Re-routes selectivity to Greenlane if no discrepancies found	
	Affixes his signature over printed name in box #64  **updates GDVS as Assessed	Affixes his signature over printed name in box #64  **updates GDVS as Assessed	Affixes his signature over printed name in box #64  **updates GDVS as Assessed	
	Prints Final Assessment Notice and attaches it to the documents	Prints Final Assessment Notice and attaches it to the documents	Prints Final Assessment Notice and attaches it to the documents	
	After payment of Duties and Taxes at Authorize Agent Bank, prints Statements of Settlement of Duties and Taxes (SSDT)	After payment of Duties and Taxes at Authorize Agent Bank, prints Statements of Settlement of Duties and Taxes (SSDT)	After payment of Duties and Taxes at Authorize Agent Bank, prints Statements of Settlement of Duties and Taxes (SSDT)	



<p>Payment of Storage, Demorage and Gatepass at the Arrastre Operator</p>	<p>Issue Gatepass  ***For Entries that uses Reefer application for E-TRACC seal through PID or CCCD</p>	<p>Issue Gatepass  ***For Entries that uses Reefer application for E-TRACC seal through PID or CCCD</p>	<p>Issue Gatepass  ***For Entries that uses Reefer application for E-TRACC seal through PID or CCCD</p>	
<p>Releases Cargo</p>	<p>Forwards Entry Document to Liquidation and Billing Unit</p>	<p>Forwards Entry Document to Liquidation and Billing Unit</p>	<p>Forwards Entry Document to Liquidation and Billing Unit</p>	

INFORMAL ENTRY- LESS CONTAINER LOAD (LCL) AND CONTAINERIZED SINGLE CONSIGNEE SHIPMENTS				
<b>Office or Division:</b>		Informal Entry Division		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C- Government to Citizen G2B- Government to Business G2G- Government to Government		
<b>Who may avail:</b>		Accredited Importers and Licensed Customs Brokers or their Authorized Representatives		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly accomplished Informal Import Entry Declaration (IIDE) (BC Form No. 077) (1 Set original)		Collection Division		
Permit to Deliver Imported Goods (PDIG) (BC Form No. 194) (1 Set Original)		Collection Division		
Packing List (1 Original)		Country of Origin/Shipper/Sender		
Invoice (1 Original)		Country of Origin/Shipper/Sender		
Tax Exemption Indorsement, if applicable (1 Original)		Revenue Operations Group- Department of Finance		
Permits or Clearances for regulated commodities (1 Original)		Regulatory Government Agency		
Passport, if applicable (1 photocopy)		Department of Foreign Affairs		
Affidavit of ownership, if applicable		Importer (as natural person)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Lodgement of Goods Declaration (Informal entry) using		None		
1.2 Submission of Informal Import Declaration Entry (IIDE) with supporting documents to EPU	1.3 Receives the hardcopy of IIDE and attached documents 1.4 Checks completeness of the entry documents and its required attachments 1.5 Matches IIDE against the Electronic Manifest 1.6 Assign and stamps the local entry number 1.7 Segregates copies of the IIDE and PDIG for distribution to different corresponding offices 1.8 Encodes necessary data	PHP 15.00- Cost of IIDE Form PHP 15.00- Cost of PDIG Form PHP 30.00- Documentary Stamp	20 minutes	Staff Entry Processing Unit/ Equivalent Unit
	1.9 Assigns Customs Examiner and Appraiser and records the said assignment	None	2 minutes	Chief Informal Entry Division
	1.10 Conducts Physical Examination a. If found that it has clear image or with no discrepancy, then the shipment will continue to be processed b. If found positive with suspected image, subjects the shipment to spotcheck examination (COOII) b.1 additional assessment of duties and taxes, if any. b.2 recommends Alert/Hold Order if any 1.11 Reflects findings at the back of the IIDE 1.12 Assesses duties and taxes 1.13 Prepares Order of Payment 1.14 Affixes signature over printed name	None	2 hours and 10 minutes	X-ray Inspection Officer X-ray Inspection Project  Customs Operations Officer III Informal Entry Division
	1.15 Appraises, reviews findings of the COOIII and affixes signature over printed name 1.16 Forwards the entry to Liquidation and Billing Unit	None	10 minutes	Customs Operations Officer V Informal Entry Division
	1.17 Receives IIDE from IED and record details of the IIDE in the logbook	None	2 minutes	Receiving Clerk Liquidation and Billing Unit
	1.18 Checks the entry documents and its attachment 1.19 Reviews computation of duties and taxes (Pre-liquidation of duties and taxes of the shipment)	None	8 minutes	Liquidation and Billing Unit Officer Liquidation and Billing Unit
	1.20 Conducts review on the IIDE 1.21 Writes the dates, stamps/prints the name and signs the IIDE 1.23 Issues Order of Payment for the payment of the computed duties and taxes	None	2 minutes	Chief or Asst. Chief Liquidation and Billing Unit
	1.24 Records in the logbook and forwards the entry to the Cash Section/Collection Division/ Equivalent Unit	None	2 minutes	Releasing Clerk Liquidation and Billing Unit

<p>2. Payment of duties and taxes and other charges to in-house bank- Philippine National Bank (PNB) or Land Bank of the Philippines (LBP)</p>	<p>2.1 Accepts and issues BCOR on payment of duties and taxes 2.2 Writes the date and stamps print the name and signs the IIDE 2.3 Records in the Cash Book the pertinent data of the payment</p>	<p>None</p>	<p>3 minutes</p>	<p>Collecting Officer Cash Section/ Collection Division</p>
	<p>2.4 Returns the entry documents to Examiner</p>	<p>None</p>	<p>2 minutes</p>	<p>Releasing Clerk Cash Section/ Collection Division</p>
	<p>2.5 Checks the correctness of the amount paid on the shipment 2.6 Opens E2M system and enters appropriate data for the manual discharge of the entry</p>	<p>None</p>	<p>5 minutes</p>	<p>Customs Operations Officer III Informal Entry Division</p>
	<p>2.7 Give copies of PDIG (pink and green to Declarant/ Authorized Representative and forwards the working copy (IIDE, PDIG and other documents to LBU for post-audit and safekeeping</p>	<p>None</p>	<p>2 minutes</p>	<p>Releasing Clerk Informal Entry Division</p>
	<p>2.8 Checks the entry documents and its attachments 2.9 Retains other documents for safe keeping 2.10 Transmits monthly the complete original documents of the processed entries to COA</p>	<p>None</p>	<p>-</p>	<p>Liquidation and Billing Unit Officer Liquidation and Billing Unit</p>
	<p>Note: * The Declarant/LCB or Authorized Representative presents Pink Copy to Arrastre Operator for containerized shipment and to CY-CFS for LCL shipments * The Arrastre operators/ Warehouse Operators issues Gate Pass for containerized shipments/ printed copy of OLRs from BOC are issued by warehouse operators for LCL shipments * Arrastre operator and PID/ESS personnel supervise the releases for containerized shipment while wharfinger being the gatekeeper is in charge for LCL shipment</p>			
<b>TOTAL</b>		<b>PHP 60.00</b>	<b>3 hours, 8 minutes</b>	

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INFORMAL ENTRY- CONSOLIDATED BALIKBAYAN SHIPMENTS				
<b>Office or Division:</b>		Informal Entry Division		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C- Government to Citizen G2B- Government to Business G2G- Government to Government		
<b>Who may avail:</b>		Accredited Importers and Licensed Customs Brokers or their Authorized Representatives		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly accomplished Informal Import Entry Declaration (IIDE) (BC Form No. 077) (1 Set original)		Collection Division		
Permit to Deliver Imported Goods (PDIG) (BC Form No. 194) (1 Set Original)		Collection Division		
Packing List (1 Original)		Country of Origin/Shipper/Sender		
Invoice (1 Original)		Country of Origin/Shipper/Sender		
Tax Exemption Indorsement, if applicable (1 Original)		Revenue Operations Group- Department of Finance		
Permits or Clearances for regulated commodities (1 Original)		Regulatory Government Agency		
Passport, if applicable (1 photocopy)		Department of Foreign Affairs		
Affidavit of ownership, if applicable		Importer (as natural person)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Lodgement of Goods Declaration (Informal entry) using the Single Administrative Document (SAD) through the BOC.		None		
1.2 Submission of Informal Import Declaration Entry (IIDE) with supporting documents to EPU	1.3 Receives the hardcopy of IIDE and attached documents 1.4 Checks completeness of the entry documents and its required attachments 1.5 Matches IIDE against the Electronic Manifest 1.6 Assign and stamps the local entry number 1.7 Segregates copies of the IIDE and PDIG for distribution to different corresponding offices 1.8 Encodes necessary data	PHP 15.00- Cost of IIDE Form PHP 15.00- Cost of PDIG Form PHP 30.00- Documentary Stamp	20 minutes	Staff Entry Processing Unit/ Equivalent Unit
	1.9 Assigns Customs Examiner and Appraiser and records the said assignment	None	2 minutes	Chief Informal Entry Division X-ray Inspection Officer X-ray Inspection Project
	1.10 Conducts Physical Examination a. If found that it has clear image or with no discrepancy, then the shipment will continue to be processed b. If found positive with suspected image, subjects the shipment to spotcheck examination (COOIII) b.1 additional assessment of duties and taxes, if any. b.2 recommends Alert/Hold Order if any  1.11 Reflects findings at the back of the IIDE 1.12 Assesses duties and taxes 1.13 Prepares Order of Payment 1.14 Affixes signature over printed name	None	1 hour and 10 minutes (Action time for physical examination is dependent on several factors.)	Customs Operations Officer III Informal Entry Division
	1.15 Appraises, reviews findings of the COOIII and affixes signature over printed name 1.16 Forwards the entry to Liquidation and Billing Unit	None	10 minutes	Customs Operations Officer V Informal Entry Division
	1.17 Receives IIDE from IED and record details of the IIDE in the logbook	None	2 minutes	Releasing Clerk Liquidation and Billing Unit
	1.18 Checks the entry documents and its attachment 1.19 Reviews computation of duties and taxes (Pre-liquidation of duties and taxes of the shipment)	None	8 minutes	Liquidation and Billing Unit Officer Liquidation and Billing Unit
	1.20 Conducts review on the IIDE 1.21 Writes the dates, stamps/prints the name and signs the IIDE 1.23 Issues Order of Payment for the payment of the computed duties and taxes	None	2 minutes	Chief or Asst. Chief Liquidation and Billing Unit
	1.24 Records in the logbook and forwards the entry to the Cash Section/Collection Division/ Equivalent Unit	None	2 minutes	Releasing Clerk Liquidation and Billing Unit
2. Payment of duties and taxes and other charges to in-house bank- Philippine National Bank (PNB) or Land Bank of the Philippines (LBP)	2.1 Accepts and issues BCOR on payment of duties and taxes 2.2 Writes the date and stamps print the name and signs the IIDE 2.3 Records in the Cash Book the pertinent data of the payment	None	3 minutes	Collecting Officer Cash Section/ Collection Division
	2.4 Returns the entry documents to Examiner	None	2 minutes	Cash Section/ Collection Division
	2.5 Checks the correctness of the amount paid on the shipment 2.6 Opens E2M system and enters appropriate data for the manual discharge of the entry	None	5 minutes	Customs Operations Officer III Informal Entry Division
	2.7 Give copies of PDIG (pink and green to Declarant/ Authorized Representative and forwards the working copy (IIDE, PDIG and other documents to LBU for post-audit and safekeeping	None	2 minutes	Releasing Clerk Informal Entry Division
	2.8 Checks the entry documents and its attachments 2.9 Retains other documents for safe keeping 2.10 Transmits monthly the complete original documents of the processed entries to COA	None		Liquidation and Billing Unit Officer Liquidation and Billing Unit
	Note: * The Declarant/LCB or Authorized Representative presents Pink Copy to Arrastre Operator for containerized shipment and to CY-CFS for LCL shipments * The Arrastre operators/ Warehouse Operators issues Gate Pass for containerized shipments/ printed copy of OLRs from BOC are issued by warehouse operators for LCL shipments * Arrastre operator and PID/ESS personnel supervise the releases for containerized shipment while wharfinger being the gatekeeper is in charge for LCL shipment			
<b>TOTAL</b>		PHP 60.00	2 hours, 8 minutes	



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INFORMAL ENTRY- COMMERCIAL GOODS UNDER INFORMAL ENTRY AS PER CMO NO. 06-2020				
<b>Office or Division:</b>		Informal Entry Division		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C- Government to Citizen G2B- Government to Business G2G- Government to Government		
<b>Who may avail:</b>		All entities registered as regular importer or Small Value Importer (SVI) with Client		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Requirements for Registration of SVI:</b>				
Application form completely filled & signed by the applicant & signed by		Consignee (through Value Added Service Provider)		
BIR Tax Identification Number (TIN)		Consignee		
Government Issued ID		Consignee		
Notarized print out of the stored CPRS Form		Consignee		
Special Power Attorney (SPA) with copy of gov't Issued ID of both		Consignee		
<b>SVI APPROVED</b>				
Duly accomplished Informal Import Entry Declaration (IIDE) (BC Form		Collection Division		
Permit to Deliver Imported Goods (PDIG) (BC Form No. 194) (1 Set		Collection Division		
Packing List (1 Original)		Country of Origin/Shipper/Sender		
Invoice (1 Original)		Country of Origin/Shipper/Sender		
Tax Exemption Indorsement, if applicable (1 Original)		Revenue Operations Group- Department of Finance		
Permits or Clearances for regulated commodities (1 Original)		Regulatory Government Agency		
Passport, if applicable (1 photocopy)		Department of Foreign Affairs		
Affidavit of ownership, if applicable		Importer (as natural person)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Lodgement of Goods Declarations to the E2M through the VASP by filling up the required information in the SAD Document (All GDs shall be automatically tagged as RED in the E2M selectivity system)		None		
1.2 Submission of hard copy of the SAD to the EPU together with the following supporting documents: a. Endorsed Bill of Lading/ Airway Bill; b. Commercial Invoice c. Packing List d. Certificate of Origin, if applicable e. Tax Exemption Indorsement/Certificate, if applicable	1.3 Receives the hardcopy of SAD and other pertinent documents 1.4 Checks completeness of the entry documents and its required attachments 1.5 Checks completeness of the entry documents and its required attachments	None	20 minutes	Staff Entry Processing Unit/ Equivalent Unit
	1.9 Assigns Customs Examiner and Appraiser and records the said assignment	None	2 minutes	Chief Informal Entry Division
	1.10 Conducts Physical Examination a. If found that it has clear image or with no discrepancy, then the shipment will continue to be processed b. If found positive with suspected image, subjects the shipment to spotcheck examination (COOIII) b.1 additional assessment of duties and taxes, if any. b.2 recommends Alert/Hold Order if any 1.11 After examination, the COOIII shall enter his findings in the Inspection Act in the E2M	None	2 hours and 10 minutes (Action time for physical examination is dependent on several factors.	X-ray Inspection Officer X-ray Inspection Project  Customs Operations Officer III Informal Entry Division
	1.12 Appraises, reviews findings of the COOIII and shall, based upon his evaluation, re-route the entry to GREEN for further processing or in case of discrepancy, shall recommend appropriate action to the Chief, IED or equivalent unit	None	10 minutes	Customs Operations Officer V Informal Entry Division
	1.13 The SVI shall be notified of the assessment of payable customs duties and taxes through VASP.	None	2 minutes	Receiving Clerk Liquidation and Billing Unit
2. Payment of duties and taxes and other charges shall be made in cash through an Authorized Agent Bank (AAB), if payment is through Payment Abstract Secure System version 5 (PASS5), or through E2M Cash SAD Module if payment is to be made through the in-house bank, or the Colection Division of the port	2.1 Once payment has been confirmed, the Bureau shall electronically transmit the release instruction message to the respective Customs Facilities/Customs Warehouses for the release of the goods to the Proper party	None	3 minutes	Collecting Officer Cash Section/ Collection Division
<b>TOTAL</b>		<b>None</b>	<b>2 hours, 47 minutes</b>	

**TRANSIT PROCEDURES**

<b>CLIENT STEPS</b>	<b>PERSON RESPONSIBLE</b>	<b>AGENCY ACTIONS</b>
<ul style="list-style-type: none"> <li>• Lodge the Transit Goods Declaration (TSAD) in the E2M System and submit the hard copy and other supporting documents to the Office of the Deputy Collector for Operations for Processing</li> <li>• Transit SAD(TSAD)</li> <li>• Bill of Lading</li> <li>• Invoice</li> <li>• Packing List</li> <li>• Electronic Import/Admission Permit</li> <li>• General Transport Surety Bond (GSTB)</li> <li>• And other licenses, permit or clearances issued by Appropriate Regulatory Agencies</li> </ul>	<p><b>Receiving Clerk            Office of the Deputy            Collector for Operations</b></p>	<ul style="list-style-type: none"> <li>• Receive the completeness of documents and stamp document number</li> </ul>
	<p><b>Manifest Clerk            Office of the Deputy            Collector for Operations</b></p>	<ul style="list-style-type: none"> <li>• Match the details of the shipment in the Bill of Lading versus the Electronic Manifest submitted in E2M</li> </ul>
	<p><b>Bonds Clerk            Office of the Deputy            Collector for Operations</b></p>	<ul style="list-style-type: none"> <li>• Check the availability of General Transport Surety Bond (GTSB) to cover the duties and taxes to be released.</li> </ul>
	<p><b>COO III            Office of the Deputy            Collector for Operations</b></p>	<ul style="list-style-type: none"> <li>• Check the authenticity of the Goods Declaration and attached documents</li> <li>• Verify the Import/Admission Permit and Mark the Same as "USED"</li> <li>• Update the Goods Declaration (TSAD) in the E2M System</li> </ul>
<ul style="list-style-type: none"> <li>• Book a Trip to the E-TRACC System</li> </ul>		
	<p><b>COO V            Office of the Deputy            Collector for Operations</b></p>	<ul style="list-style-type: none"> <li>• Check the trip booking details before the processing of Goods Declaration (TSAD)</li> </ul>

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		<ul style="list-style-type: none"><li>• Check and execute Final Assessment of Goods Declaration (TSAD) in E2M</li></ul>
	<b>Deputy Collector for Operations Office of the Deputy Collector for Operations</b>	<ul style="list-style-type: none"><li>• Approval/ Disapproval of Goods Declaration</li></ul>
	<b>Receiving/ Outgoing Clerk Office of the Deputy Collector for Operations</b>	<ul style="list-style-type: none"><li>• Record and Stamp "Documentation Completed" and transmits Good Declaration to Piers Inspection Division (PID)</li></ul>

**TRANSSHIPMENT PROCEDURES**

Shipping agent submits the following documentary requirements to the PID:	Office/Person Responsible	Agency Actions
<ul style="list-style-type: none"> <li>• Letter Request for Foreign Transshipment</li> <li>• Bill of Lading</li> <li>• Copy of the Inward Foreign Manifest</li> <li>• Certification of Arrival by the Customs Inspector on board the recipient foreign vessel</li> <li>• Transshipment Permit Form (BC Form No. 199 Revise 1977) duly filled up with documentary stamp</li> </ul>	<b>Piers and Inspection Division</b>	<ul style="list-style-type: none"> <li>• Checks the completeness and veracity of documents</li> <li>• Verifies the whereabouts of the recipient foreign vessel</li> <li>• Chief, PID recommends approval of the request for foreign transshipment to the Deputy Collector for Operations</li> </ul>
	<b>Office of the Deputy Collector for Operations Receiving Clerk</b>	<ul style="list-style-type: none"> <li>• Checks the completeness of documents</li> </ul>
	<b>Office of the Deputy Collector for Operations Manifest Clerk</b>	<ul style="list-style-type: none"> <li>• Verifies details of e-manifest at the e2m system against the bill of lading and inward foreign manifest</li> </ul>
	<b>Deputy Collector for Operations</b>	<ul style="list-style-type: none"> <li>• Approves transshipment permit execute manual discharge in the e2m system to write-off the B/L and proceed with payment to arrastre</li> <li>• Transmit the Transshipment permit to the PID</li> </ul>



	<p><b>Piers and Inspection Division          Customs Guard</b></p>	<ul style="list-style-type: none"> <li>• Execute the order from the Deputy Collector for Operations as per the approved Transshipment Permit</li> <li>• Determine the appropriate section for the movement of the container by the following conditions:             <ul style="list-style-type: none"> <li>a) Bay Service Section or equivalent office— Supervise when the receiving vessel is available during the discharge of the container that will be loaded within the same day</li> <li>b) Port Utilization Section or equivalent office – Supervise when the receiving vessel is not available during the discharge of the container. The PUS will assign the Custom Officer or equivalent officer who will supervise the cargo until it is received by the receiving vessel.</li> </ul> </li> <li>• Whichever office was assigned must comply the completion report to the Deputy Collector for Operations</li> </ul>
	<p><b>Customs Container Control Division</b></p>	<ul style="list-style-type: none"> <li>• Received and records the complete documentation of the approved transshipment permit.</li> </ul>
<p><b>END</b></p>		