



BUREAU OF CUSTOMS
 MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



BOC-01-06251

PROFESSIONALISM INTEGRITY ACCOUNTABILITY

AOCG Memo No. 45-2022

MEMORANDUM

TO : DISTRICT COLLECTOR, Port of Davao
 DISTRICT COLLECTOR, Port of Cagayan De Oro
 DISTRICT COLLECTOR, Batangas
 DISTRICT COLLECTOR, Cebu
 DISTRICT COLLECTOR, Subic
 DISTRICT COLLECTOR, Subport of Dadiangas
 DEPUTY COLLECTOR FOR OPERATIONS
 DEPUTY COLLECTOR 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 IMPLEMENTATION AND GUIDELINE ON IMPORT
 AND EXPORT CARGOES FOR CUSTOMS BONDED
 WAREHOUSE (CBW)

Pursuant to the implementation of Customs Memorandum Order No. 04-2020 all offices concerned are hereby directed to ensure that all containers processed shall adhere to the provisions of the CMO and specific guidelines as follows:

General Guidelines for CBW Import Cargoes:

1. Transfer of Full Container Load (FCL) containers shall be sealed with Electronic Customs Seal before leaving the container yard at the port of discharge. This is consistent with section 6 – Electronic Customs Seal, Section 10 – Trip booking and Section 10.5 – Transit to CBWs of CMO 04-2020
2. Transfer of Loose Cargo Load (LCL) shall follow current rules and regulations and still be underguarded by warehouseman and/or customs guard to the client member warehouse/sub-contractors.
3. Urgent need to disarm GPS and to strip the container shall follow the current procedure.

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BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM INTEGRITY ACCOUNTABILITY

AOCG Memo No. 45-2022

p. 2

Specific Guidelines for CBW Import Cargoes per type:

MISCELLANEOUS CBWs:

1. **Destination** – during the trip booking process (www.ecms.ph) the stakeholder shall choose the name of their company from the dropdown geozones.
2. **Electronics GPS** – FCL containers bound from the port to CBW shall be sealed with Electronic GPS and therefore no need for under-guarding.
3. **Unsealing** – Upon arrival of containers at destination, the warehouseman or customs guard shall undertake the following steps:
 - Take visual evidence of the container showing the container number, Electronic Customs Seal is still intact, and the container seal from the shipping line;
 - Transmit the information to PID or equivalent office for the approval of the end trip; and
 - Once End Trip is authorized, the Customs Warehouseman/Guard shall manually remove the Electronic Customs Seal from the Container.
4. **Availability of Warehouseman / Customs Guard** – assignment of Customs Warehouseman/ Guard shall continue to be coordinated with the CBW Chief.

COMMON BONDED WAREHOUSES:

1. **Destination** – during the trip booking process (www.ecms.ph) the stakeholder shall choose the name of their company from the dropdown geozones. The corridor/route of the geozone requires the truck to stop briefly at the mother warehouse for recording and documentation before proceeding to the client member warehouse.
2. **Electronic GPS** – FCL containers bound from the port to mother warehouse and to client member warehouse shall be sealed with Electronic GPS.
3. **UNSEALING** –

In case involving FCL containers for Garments, the warehouseman shall, upon arrival of container at the mother bonded warehouse, undertake the following steps:

- Take visual evidence of the container showing the container number, Electronic Customs Seal is still intact, and the container seal from the shipping line;
- Transmit the information to PID or equivalent office for the approval of the end trip; and
- Once End Trip is authorized, the Customs Warehouseman/Guard shall manually remove the Electronic Customs Seal from the Container.

In case involving FCL containers for **Miscellaneous**, the **warehouseman** shall, upon arrival of container at the mother bonded warehouse, undertake take visual evidence



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM INTEGRITY ACCOUNTABILITY

BOCG MEMO NO. 95-2022

p.3

of the container showing the container number, Electronic Customs Seal is still intact, and the container seal from the shipping line.

The truck containing the FCL containers shall then proceed to the member CBW after completion of inspection.

The **security guard** assigned shall, upon arrival of the container at the member CBW, undertake the following steps:

- Take visual evidence of the container showing the container number, Electronic Customs Seal is still intact, and the container seal from the shipping line;
 - Transmit the information to PID or equivalent office for the approval of the end trip; and
 - Once End Trip is authorized, the Customs Warehouseman/Guard shall manually remove the Electronic Customs Seal from the Container.
4. **Availability of Warehouseman / Customs Guard** – assignment of Customs Warehouseman/ Guard shall continue to be coordinated with the CBW Chief.
 5. In some cases (Garments), FCL containers bound to warehouse are stripped and unloaded at the mother warehouse for storing of raw materials.

General Guidelines for CBW Export Cargoes:

1. Transfer of **Full Container Load (FCL)** and **Loose Cargo Load (LCL)** container for export shall be sealed with Electronic Customs Seal before leaving the CBWs to the port of loading. This is consistent with **Section 10.9, Section 10.2** and **Section 10.6** of **CMO 04-2020**.
2. **Destination** – during the trip booking process (www.ecms.ph) the stakeholder shall choose the name of their company from the dropdown geozones.
3. **Electronic GPS** – FCL containers, bound from the CBW to Port of Loading shall be sealed with Electronic GPS and therefore no need for under guarding.
4. **Sealing** – The arming/affixing of electronic seal shall be undertaken by the assigned customs warehouseman.
 - a. The warehouseman shall also be responsible for checking the trip enrollment details and taking of visual evidence to be transmitted to the control tower for the authorization of the start trip.
 - b. Disarming of the electronic container seal shall be undertaken by the CCCD personnel once the container arrives at the Port of Loading and end trip authorization is approved by the control tower.

BOC Import or Export Examiner/Appraiser or any BOC Authorized Customs Officer responsible for processing import or export clearance will not approve any import or

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PROFESSIONALISM INTEGRITY ACCOUNTABILITY

AOCG Memo No. 45-2022

p-4

exports SAD without the required E-TRACC Booking as prescribed in the CMO 04-2020.

The schedule of the **one hundred percent (100%) implementation** of ETRACC shall commence on March 1, 2022 for the following ports:

Port of Davao – all CBW Exports
Port of Cagayan De Oro – all CBW Exports
Port of Batangas – all CBW Exports
Port of Subic – all CBW Exports

The schedule of the **one hundred percent (100%) implementation** of ETRACC shall commence on April 4, 2022 for the following ports:

Port of Cebu – all CBW Exports
Subport of Dadiangas – all CBW Imports and Exports

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.