



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

INTERNAL ADMINISTRATION GROUP
CENTRAL RECORDS MANAGEMENT DIVISION

October 15, 2018

The Director

Office of the National Administrative Register (ONAR)
UP Law Center Diliman, Quezon City

Sir/Ma'am:

Transmitted are three certified true copies and soft copy (word format in compact disc rewritable) of the following Customs Memorandum Order, to wit:

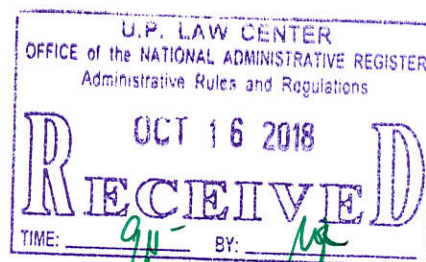
CMO 17-2018: NATIONWIDE IMPLEMENTATION OF THE 1-ASSESSMENT SYSTEM (FORMERLY KNOWN AS ENHANCED GOODS DECLARATION VERIFICATION SYSTEM OR EGDVS)

CMO 18-2018: GUIDELINES ON THE IMPLEMENTATION OF CUSTOMS ADMINISTRATIVE ORDER (CAO) NO. 01-2018 ON AMENDED RULES ON CONSOLIDATED SHIPMENT OF "BALIKBAYAN BOXES"

Thank you.

Very truly yours,

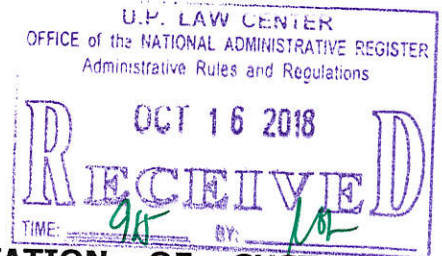
Gladys C. Cabugawan
GLADYS C. CABUGAWAN
Chief, CRMD





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA 1099

CUSTOMS MEMORANDUM ORDER (CMO)
NO. 18-2018



SUBJECT: GUIDELINES ON THE IMPLEMENTATION OF CUSTOMS ADMINISTRATIVE ORDER (CAO) NO. 01-2018 ON AMENDED RULES ON CONSOLIDATED SHIPMENT OF "BALIKBAYAN BOXES"

Section 1. Scope. This CMO applies to consolidated shipments of Balikbayan Boxes entered through any port of entry, sent to families or relatives by Qualified Filipinos While Abroad. Balikbayan Boxes brought in through means other than Consolidated Shipments shall be covered by a separate CMO.

Section 2. Objectives.

- 2.1. To prescribe simplified customs clearance procedures for consolidated shipment of Balikbayan Boxes sent by Qualified Filipinos While Abroad to their families or relatives, especially the OFWs in recognition of their significant contribution to the Philippine economy;
- 2.2. To facilitate customs clearance of consolidated shipment of Balikbayan Boxes without sacrificing the Bureau's core functions of revenue collection and border protection through application of risk management techniques and Information and Communication Technology (ICT) enabled monitoring and control systems;
- 2.3. To adopt clear and transparent customs rules, regulations, policies and procedures, consistent with international standards and customs best practices;
- 2.4. To prevent revenue loss from possible abuse in the availment of the privilege on the tax and duty-exempt importation of Balikbayan Boxes; and
- 2.5. To guide customs personnel and stakeholders in the customs formalities in the clearance and release of Balikbayan Box shipments.

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Section 3. General and Administrative Provisions.

3.1. Registration of Deconsolidators. The Deconsolidator shall apply for registration every two (2) years with the Account Management Office (AMO) of the Bureau, in addition to the registration requirements imposed by other government agencies.

3.2. Documents Required. The following shall be submitted:

- a. Duly accomplished AMO application form;
- b. List of Consolidators with whom the applicant Deconsolidator has existing Service Contracts;
- c. Copy of the individual Service Contract/s between the Deconsolidator and the Consolidator/s with all the annexes. The duly executed Service Contract/s entered into by and between the Deconsolidator and the Consolidator/s shall contain the following undertakings or provisions, that:

- i. The required Information Sheet is properly accomplished;

- ii. The Consolidator shall advise the Sender of the following:

- ii.1. That no prohibited or restricted items, or regulated items in commercial quantities are included in the shipment;

- ii.2. No individual shipment shall exceed the limits as to value and frequency as fixed by law.

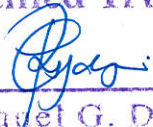
- iii. Should any consolidated shipment include or contain restricted, prohibited or any regulated articles in commercial quantities, the Deconsolidator shall be held responsible therefor; and

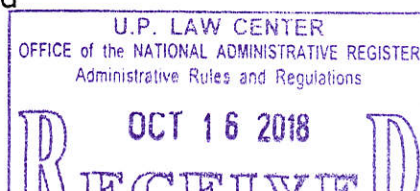
- iv. The Deconsolidator shall ensure that their principals abroad are made fully aware of the need for Senders to provide information and documents as listed in Section 5.1.2 of CAO 5-2016, to enable the expeditious processing of the shipment and that the data will be used only for the sole purpose of sending the box and shall be covered by the Data Privacy Protection Law existing in the country of origin.

- d. Certified True Copy of the registration or accreditation certificate from other government agencies;

- e. An Affidavit of Undertaking stating that the Deconsolidator shall be obliged to answer for the various charges that may be incurred by the Bureau such as storage, arrastre, shipping demurrage, stripping and stuffing charges and other incidental expenses not otherwise chargeable against the Forfeiture Fund, in case of implied abandonment of the goods; and

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- f. Any other documentary requirements that may be required by the Bureau.

Section 4. Operational Provisions.

4.1. Submission of Electronic - Inward Foreign Manifest (E-IFM), House Bill of Lading (HBL) and House Airway Bill (HAWB).

4.1.1. Submission of E-IFM. Submission of E-IFM shall be governed by provisions of existing rules and regulations of the Bureau relative to the submission of cargo manifest. For purposes of uniformity in documentation and to distinguish Consolidated Balikbayan Shipments from other consolidated commercial importations, the words "CONSOLIDATED BALIKBAYAN SHIPMENT" shall be indicated in the field for Description of Goods in the Master Bill of Lading.

4.1.2. Submission of HBL or HAWB. The Deconsolidator shall submit an electronic copy of the consolidated manifest containing the individual HBLs to the Bureau through the Advanced Manifest System (AMS) within the period prescribed by the Bureau.

4.2. Preparation and Submission of Information Sheet.


4.2.1. The Sender may request copies of the Information Sheet (**Annex "A"**) from the Consolidator or may download copies directly from the BOC website (www.customs.gov.ph) or from any of the following Value-Added Service Providers (VASPs):

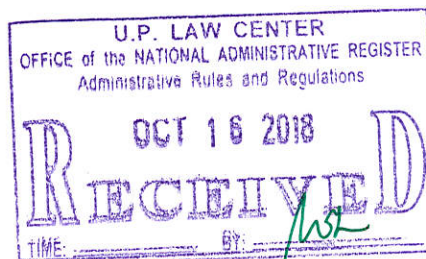
- a. www.etrade.net.ph;
- b. www.intercommerce.com.ph; and
- c. www.ekonek.com.

4.2.2. The Sender shall either:

- a. Print the Information Sheet and fill out manually Sections A, B and C thereof in triplicate per Balikbayan Box; or
- b. Accomplish Sections A, B and C thereof online and print the accomplished form in three (3) sets.

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4.2.3. All three (3) sets of the Information Sheet must be signed by the Sender on page two (2) and distributed as follows:

- a. First (1st) Copy – shall be placed by the sender at the top-most portion inside of the Balikbayan Box containing the goods;
- b. Second (2nd) Copy – shall be kept by the Sender; and
- c. Third (3rd) Copy – shall be furnished to the Consolidator to be submitted to the Bureau together with the other documentary requirements.

The Information Sheet must have the following attachments:

i. For Filipino Citizens:

i.1. Photocopy of any documents containing the Qualified Filipino's **citizenship, full name** (First Name, Middle Name, Surname & Suffix), **date of birth** and **place of birth**, including:

- a. Pertinent page of the Philippine passport with personal information, picture and signature;
- b. Permanent Resident ID or equivalent document in other countries (e.g. Green Card, IQAMA);
- c. Overseas Employment Certificate (OEC) / OWWA Card;
- d. Work Permit;
- e. Unified Government ID issued by the Department of Labor and Employment (DOLE); and
- f. Any other equivalent document (except Birth Certificate):

f.i. Any Philippine Government issued ID which states the Filipino citizenship; and

f.ii. Any foreign government issued ID that show full name, date of birth, place of birth, and Filipino citizenship.

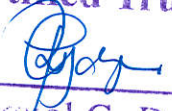
i.2. A copy of the invoice, receipt or proof of payment of the goods contained in the Balikbayan Box, **if available**.

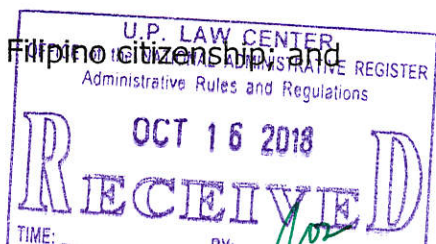
ii. For Dual Filipino Citizens without a Philippine passport:

ii.1. A photocopy of the biographical page of the foreign passport where the personal information, picture and signature are indicated;

ii.2. A photocopy of proof of Filipino citizenship; and

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ii.3. A copy of the invoice, receipt or proof of payment of the goods contained in the Balikbayan Box, if available.

4.2.4. The Sender shall clearly indicate in the Information Sheet that he/she allows the Consolidator, Deconsolidator, the Bureau and its Accredited Information Processor, to process any and all personal or sensitive personal information voluntarily disclosed therein.

The Consolidator shall not handle the delivery of the shipment without signing the Data Privacy Consent portion of the Information Sheet.

Any information obtained in the Information Sheet shall be treated as confidential and shall be used for customs purposes only, such as during clearance of goods or investigation conducted by the Bureau for possible violation of customs laws, rules and regulation.

4.2.5. For purposes of compliance with the Data Privacy Act of 2012, the collection and processing of personal data pertaining to the Sender shall be the responsibility of the Deconsolidator, including the collection of personal data by the Consolidator on its behalf.

4.2.6. The Information Sheet and required attachments shall be submitted to the Consolidator who shall assign a unique single Tracking Number for every shipment of the Sender, regardless of the number of boxes sent by a single Sender.

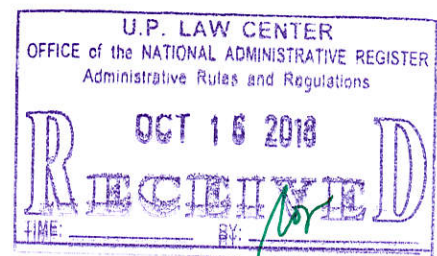
4.2.7. The Consolidator shall fill out Section D of the Information Sheet and electronically forward the scanned Optical Character Recognition (OCR) PDF copies of the complete set of the Information Sheet with the required attachments, simultaneously to the Deconsolidator and to the Bureau's AMS thru the VASP.

4.2.8. For consolidated shipments by sea, the shipping line prior to loading of containers onto the vessel, shall require a Certificate of Compliance (**Annex "B"**) from the consolidator, relative to the requirements stated in Section 4.2.7 of this Order.

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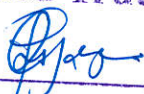
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Section 5. Lodgement of Goods Declaration. To expedite the cargo clearance process, the Deconsolidator, upon filing of the goods declaration with the Informal Entry Division (IED) or its equivalent unit, must submit the soft copy of the Information Sheet details using the prescribed format in **Annex "C"**, together with the following documentary requirements:

- a. Master ocean bill of lading (MBL) or master airway bill (MAWB) duly endorsed by the shipping agent, airline or air carrier, respectively;
- b. Consolidated Cargo Manifest;
- c. Individual HBL or HAWB duly endorsed by Deconsolidator;
- d. Accomplished Information Sheet duly signed by the Sender, Consolidator and Deconsolidator, and page 5 (**Annex "D"**) thereof;
- e. Photocopy of any documents containing the Qualified Filipino's citizenship, full name (First Name, Middle Name, Surname & Suffix), date of birth and place of birth, including:
 - e.1. Pertinent page of the Philippine passport with personal information, picture and signature or in case of dual Filipino citizen without Philippine passport, photocopy of foreign passport with personal information, picture and signature plus copy of proof of dual Filipino citizenship;
 - e.2. Permanent Resident ID or equivalent document in other countries (e.g. Green Card, IQAMA);
 - e.3. Overseas Employment Certificate (OEC) / OWWA Card;
 - e.4. Work Permit;
 - e.5. Unified Government ID issued by the Department of Labor and Employment (DOLE); and
 - e.6. Any other equivalent document (except Birth Certificate):
 - e.i. Any Philippine Government issued ID which states the Filipino citizenship; and
 - e.ii. Any foreign government issued ID that show full name, date of birth, place of birth, and Filipino citizenship.
- f. Invoice, receipt or equivalent document covering the goods contained in the Balikbayan Box, **if available**; and
- g. Other documents as may be required by the Bureau.

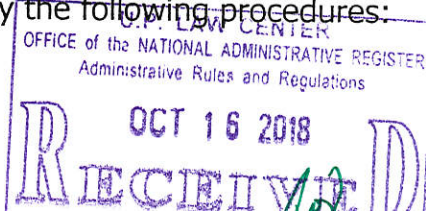
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Based on the Information Sheets submitted in advance by the Consolidator, the COO III shall conduct a determination whether a Sender is qualified to avail of the tax and duty exemption under the De Minimis scheme or of the privilege under Section 800 (g) of the CMTA and for the expedited clearance of his Balikbayan Box/es.

Section 6. Cargo Clearance Procedures. Until such time that the Bureau has implemented an electronic processing system for clearance of consolidated shipments of Balikbayan Boxes, cargo clearance shall be governed by the following procedures:



6.1. The Deconsolidator shall lodge separate informal entries for Balikbayan Boxes falling under each type of availment i.e. De Minimis, Section 800 (g) of the CMTA or not qualified for availment, on a per container basis in a given consolidated shipment.

Example: One MBL covering two containers. Separate informal entries shall be filed for every type of availment for each container.

6.2. The individual HBLs or HAWBs together with the Information Sheets which shall serve as the packing lists and invoices, and all other documentary requirements in Section 5 of this Order shall be attached to the goods declaration.

6.3. The IED or its equivalent unit shall verify the completeness of the submitted documentary requirements, match the submitted BL/AWB/HBL/HAWB with the Manifest System and/or Manifest Data, assign the entry number and forward the same to the Assessment Section.

6.4. The COO III shall match the declaration filed by the Deconsolidator against the Information Sheet electronically submitted by the Consolidator to check the veracity and to determine if there are inconsistencies in the information stated in the Information Sheet attached to the entry. Matching of the declaration shall be made for Balikbayan Boxes subject to alert orders, derogatory information and any other relevant information received. This is without prejudice to any risk parameters that the Bureau may establish upon automation of the clearance process of the Balikbayan Boxes.

6.5. All Consolidated Balikbayan Shipments processed under this Order shall be subject to mandatory non-intrusive inspection by, or under the supervision of, BOC personnel;

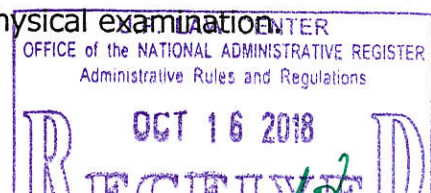
6.5.1. If the x-ray image is tagged "no suspect" and the print out thereof is stamped by the X-Ray Image Analysis Inspector with the notation "IMAGE APPEARS TO BE REGULAR", the COO III shall indicate his findings on the Informal Import Declaration and Entry Form (IIDE); assess duties and taxes and other charges due thereon, if any; affix his signature; and forward the same to the COO V; or

6.5.2. In cases where the x-ray image is tagged "suspect" and the print out thereof is stamped by the X-Ray Image Analysis Inspector with the notation "FOR VERIFICATION", the X-Ray Image Analysis Inspector shall identify and mark the portion of the container with possible violation and the COO III shall subject said portion to 100% physical examination.

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6.5.3. The Deconsolidator shall request the stripping of the container to enable the conduct of 100% physical examination of the Balikbayan Boxes located in the suspected and marked portion of the container.

However, upon request of the Deconsolidator and with the approval of the District Collector, the Bureau may allow the conditional release of the container for the conduct of 100% examination of Balikbayan Boxes located in the suspected and marked portion of the container at the warehouse of the Deconsolidator subject to the following conditions:

- a. The suspected image is not clear;
- b. There is no derogatory information that the Balikbayan Boxes contain prohibited, restricted or regulated goods; and
- c. Upon submission of an Affidavit of Undertaking by the Deconsolidator subject to existing customs laws, rules and regulations.

6.5.4. If no discrepancy is found after the conduct of 100% physical examination on the suspected and marked portion, the COO III shall assess duties, taxes and other charges due thereon, if any, affix his signature on the goods declaration and forward the same to the COO V.

6.5.5. If discrepancy is found after physical examination by the COO III, Balikbayan Box/es with violation shall be segregated and released only upon compliance with existing rules and regulations.

6.5.6. The remaining Balikbayan Boxes without violation shall be allowed continuous processing and released following the procedures set forth in Section 6.5.4 of this Order.

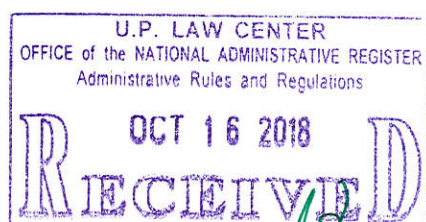
For purposes of transparency and notification to the consignee, the COO III who conducted the examination shall place a Notice of Inspection (**Annex "E"**) inside the balikbayan boxes that have been inspected and shall seal said boxes with the Customs Security Tape (**Annex "E"**).

6.6. The COO V shall review the entry documents, tariff classification, appraisal, computation of duties, taxes and other charges, affix his signature on the goods declaration and return the same to the COO III for preparation of the Order of Payment.

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- 6.7. The COO III shall prepare the Order of Payment for the processing charges and for the duties, taxes and other charges, if any, which shall be presented to the BOC Cashier or to the In-House Bank for payment using the e2m Cash-Miscellaneous Module.
- 6.8. Computation of the processing charges shall be Php125.00 multiplied by the number of HBLs or HAWBs in one MBL or MAWB.
- 6.9. For air shipment, the goods declaration shall be forwarded by the IED to the BOC Cashier for payment of processing charges and for the duties, taxes and other charges, if any.
- 6.10. The Transmittal Clerk from the BOC Cashier shall forward the gate pass to the wharfinger or warehouseman for his signature to effect physical release of shipments of Balikbayan Boxes.
- 6.11. The COO III shall verify payment in the e2m Cash-Miscellaneous Module. After verifying that the appropriate payment has been collected, the COO III retrieves the data corresponding to the MBL of the IIDE. The COO III shall select from the e-manifest menu the operation "Manual Discharge" to perform manual write-off of the MBL.
- 6.12. For shipments found in violation of this Order and other pertinent laws, the concerned COO III shall make a report of findings with the corresponding recommendation to the District Collector.

Section 7. Preparation of Order of Payment. Regardless of the number of goods declaration lodged for a single MBL or MAWB, only one (1) Order of Payment (OP) shall be prepared by the COO III for that MBL or MAWB.

Section 8. Misdeclared Shipments. Shipments declared as consolidated Balikbayan Boxes but are found to be otherwise shall be considered as misdeclared and subjected to seizure and forfeiture proceedings.


Section 9. Repealing Clause. This CMO specifically amends or repeals previously issued CMOs which are inconsistent with the provisions herein stated.

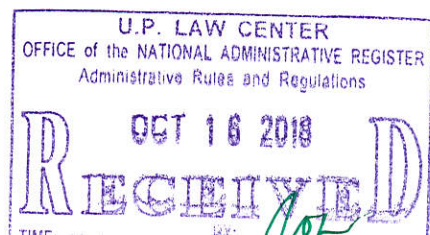
Section 10. Effectivity. This CMO shall take effect immediately.


ISIDRO S LAPEÑA, PhD, CSEE
 Commissioner



OCT 11 2018
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THE REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

INFORMATION SHEET

for Consolidated Shipments of "Balikbayan Boxes"
Revised BOC Form No. BB-IS-001

MBL/MAWB Number: _____
Tracking Number: _____
To be filled out by the Consolidator

INSTRUCTIONS:

- To avoid delays in the processing and release of your Balikbayan Box, fill out ALL fields below.
- Write legibly in CAPITAL LETTERS and check only the appropriate boxes.
- Prepare three (3) sets of this Information Sheet per balikbayan box. The 1st copy is placed at the top-most portion inside the box; the 2nd is your copy as the Sender; and the 3rd copy is given to the Consolidator.
- Attach a photocopy of any document to show proof of your Filipino citizenship as you indicated in the box for Sender Information.
- Sign the Data Privacy Consent. Your shipment may not be processed without your consent to the processing of your personal information.

TYPE OF AVAILMENT ¹⁴

Balikbayan Box privilege

1st Time
 2nd Time
 3rd Time

De Minimis
 None

TYPE OF SENDER

Qualified Filipinos While Abroad (QFWA)
 OFW
 Resident Filipino
 Non-Resident Filipino

Non-Qualified Filipinos While Abroad (NQFWA)
 Others _____

A. SENDER INFORMATION

Business Name (Only for Sole Prop., Partnership, Corporation)/Pangalan ng Negosyo (Nag-iisang pagmamay-ari/Megkasosyo, Korporasyon): _____

Family Name/Apelyido:* _____ Given Name/Pangalan:* _____ Middle Name/Panggitnang Apelyido:* _____ Suffix/Jr./Sr./atbp.:* _____

Contact Number/Numerong Tawagan:* _____ E-mail Address, if any/E-mail Address, kung mayroon man: _____

Valid IDs Presented (Indicate the document showing Filipino citizenship, full name, date of birth and place of birth):
Wastong pagkakakilanlan (Isulat ang uri ng dokumento na nagpapatunay ng pagiging Pilipino at nakasulat ang buong pangalan, araw ng kapanganakan at lugar ng kapanganakan): (For QFWAs Only)* _____

Passport No. _____ Overseas Employment Certificate (OEC)/OWWA Card No. _____ Date Issued/Petsa ng Pagkaloob (mm/dd/yyyy): (For QFWAs Only)* _____

Foreign Passport No. _____ Unified Government ID No. _____ Expiry Date/ Petsa ng Pagkawalang Bisa (mm/dd/yyyy): (For QFWAs Only)* _____

Permanent Resident No. or Equivalent Document _____ Work Permit No. _____ Place Issued or Issuing Authority/ Lugar ng Pagkaloob o Maykapangyarihang magkaloob (For QFWAs Only)* _____

Driver's License No. _____ Others (except Birth Certificate) _____

Complete Current Address Abroad/Kasahukuyang Address sa ibang Bansa:* _____ Complete Address in the Philippines/ Kumpletong Address sa Pilipinas:* _____

Total Value of all contents of each Balikbayan Box (in Philippine Peso)/ Kabuuang halaga ng lahat ng nilalaman ng bawat Balikbayan Box (Peso ng Pilipinas):* _____

B. PHILIPPINE-BASED RECIPIENT

Family Name/Apelyido:* _____ Given Name/Pangalan:* _____ Middle Name/Panggitnang Apelyido:* _____ Suffix/Jr./Sr./atbp.:* _____

Contact Number/Numerong Tawagan:* _____ E-mail Address, if any/E-mail Address, kung mayroon man: _____

Complete Address in the Philippines/Kumpletong Address sa Pilipinas:* _____

Relationship to Sender (by affinity or consanguinity)/Relasyon sa Nagpadala (kamag-anak sa kasal o sa dugo):

Spouse/Asawa Child/Anak Parent/Magulang Sibling/Kapatid Sibling of Parent/Kapatid ng Magulang 1st Cousin/Pinsan Niece/Nephew/Pamangkin

Grandparent/Lolo o Lola Grandchild/Apo Sibling of Grandparent/Kapatid ng Lolo o Lola

Grand Niece/Nephew/Anak ng Pamangkin Great Grandchild/Apo sa Tuhod Great-Grandparent/Nuno sa Tuhod

DATA PRIVACY CONSENT (Pahintulot sa Pagproseso ng Personal at Sensitibong Impormasyon)

I hereby agree, consent and authorize _____ (Name of Consolidator), _____ (Name of Deconsolidator), the Bureau of Customs, Philippines and its Accredited Information Processor to collect, use, disclose and process my personal or sensitive personal information set out in this form and/or otherwise provided by me or possessed by them which includes but is not limited to the following: (Ibinibigay ko ang aking kapahintulutan ang _____ (Pangalan ng Consolidator), _____ (Pangalan ng Deconsolidator), the Bureau of Customs, at kanyang Accredited Information Processor na kumuha, ipaalam at gamitin ang aking personal o sensitibong impormasyon na ipinahayag ko sa papel na ito o hawak nila, kasama subalit hindi nalilimitahan sa mga sumusunod):

- To use the personal or sensitive personal information that I declared in the Information Sheet for customs purposes, such as during clearance of goods or investigation conducted by the Bureau for possible violation of customs laws, rules and regulations; (Gamitin ang personal at sensitibong impormasyon na aking inilathad sa Information Sheet para sa pagproseso ng aking kargamento sa Bureau of Customs o imbestigasyon na iniatas ng Customs dahil sa posibleng paglabag ng batas at ng mga regulasyon ng Customs;)
- To retain the hard copy of the Information Sheet, or electronic copy of personal and sensitive personal information obtained therefrom in the database of the Bureau within a period as prescribed under existing rules and regulations issued by the Bureau or the Commission on Audit. I agree that my information will be destroyed/deleted after this period. (Magtabi ng kopya ng Information Sheet o electronic na kopya ng personal at sensitibong impormasyon sa database ng Customs sa loob ng panahon ayon sa regulasyon ng Bureau of Customs o ng Commission on Audit. Pumapayag ako na ang nasabing impormasyon ay sisirain o latangalin pagkatapos ng itinakdang panahon;)
- To share my information to necessary third parties such as Accredited Information Processor, and other government agencies authorized by law to have access thereon for customs purposes or to carry out the constitutionally and statutorily mandated functions of public authority. I am assured that security systems are employed to protect my information; (Magbahagi ng aking personal o sensitibong impormasyon sa kinakailangang third parties katulad ng Accredited Information Processor o ibang ahensya ng pamahalaan na pinayagan ng batas na magproseso nito, o upang maisagawa ang kanilang mandato ayon sa batas. Ako ay sinigurado na may sapat na pangangalaga sa aking personal o sensitibong impormasyon;)
- To inform me of any other processing of my personal and sensitive information that I shared with the Bureau other than those enumerated in paragraph 1 and 3 herein. (Pabalid sa akin kung mayroong ibang pagproseso ng aking personal o sensitibong impormasyon na aking ibinahagi sa Bureau of Customs bukod sa inilathad sa una at pangatlong talata dito.)

Sender's Signature over Printed Name _____
Date Accomplished: ____/____/____
mm/dd/yyyy

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U.P. LAW CENTER
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations

RECEIVED

OCT 16 2018

Kaquel G. De Jesus
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ADDITIONAL INFORMATION:

WHO CAN SEND BALIKBAYAN BOXES TO THE PHILIPPINES? Anyone can send balikbayan boxes to the Philippines, even corporations, partnerships and sole proprietors. But only a Qualified Filipino While Abroad (QFWA) can avail of the tax and duty-free privilege of balikbayan boxes under Section 800 (g) of the Customs Modernization and Tariff Act (CMTA).

WHO ARE QUALIFIED FILIPINO CITIZENS WHILE ABROAD (QFWA)? They are Resident Filipinos², Non-Resident Filipinos⁴ and Overseas Filipino Workers (OFWs)?

WHAT IS THE PRIVILEGE UNDER SECTION 800 (G) OF THE CMTA OR THE BALIKBAYAN BOX PRIVILEGE? This is the privilege given to a Qualified Filipino Citizen While Abroad to send Balikbayan Boxes to a Family Member or Relative, tax and duty free, subject to conditions.

HOW MANY TIMES CAN I SEND BALIKBAYAN BOXES? There is no limit unless you will avail of the Balikbayan Box Privilege.

HOW MANY TIMES CAN I AVAIL OF THE BALIKBAYAN BOX PRIVILEGE? A Qualified Filipino Citizen While Abroad can avail of the balikbayan box privilege up to 3 times or up to 3 shipments in a calendar year. The total value of all the shipments should not be more than Php150,000.00 in a calendar year.

HOW MANY BALIKBAYAN BOXES CAN I SEND IN 1 SHIPMENT IF I WILL AVAIL OF THE BALIKBAYAN BOX PRIVILEGE? There is no limit to the number of Balikbayan Boxes that you can send per shipment but the size of the boxes must be not bigger than .20 cbm (about the size of an XL box) and the total value should not be more than Php150,000.00 in a calendar year.

WHAT CAN I PUT IN MY BALIKBAYAN BOX IF I WANT TO AVAIL OF THE BALIKBAYAN BOX PRIVILEGE? You can only send household effects and personal effects³. You cannot send items which are in commercial quantities, or send items which are for sale, barter or hire, or those which are prohibited or restricted. Importations of up to 1.5 liters (1500 ml) of wines and liquor, 2 reams of cigarettes and 50 sticks of cigars shall be subject to payment of excise tax only. Any excess is subject to duty, VAT and excise tax.

WHAT HAPPENS IF UPON AVAILMENT OF THE BALIKBAYAN BOX PRIVILEGE, I EXCEED THE ALLOWED QUANTITIES AND VALUES? Anything in excess of the allowable quantity, amount or frequency shall be subject to payment of duties and taxes.

WHAT IF THE VALUE OF MY SHIPMENT IS LESS THAN PHP10,000.00? You can avail of the De Minimis privilege and you do not need to be a Qualified Filipino While Abroad but you must have only 1 consignee or recipient. Even if you are a Qualified Filipino While Abroad, a De Minimis Value shipment shall not be counted as an availment under the Balikbayan Box privilege.

IMPORTANT THINGS YOU SHOULD KNOW:

- Balikbayan Box** – refers to a corrugated box or other container or receptacle up to a maximum volume of two hundred thousand (200,000) gross cubic centimeters without regard as to the shape of the container or receptacle.
For purposes of duty and tax exemption, the Balikbayan Box should contain only personal and household effects that shall neither be in commercial quantities nor intended for barter, sale or for hire sent by Qualified Filipinos While Abroad often shipped by freight forwarders specializing in Balikbayan Boxes by sea or air.
- Qualified Filipinos While Abroad** – refers to a collective term used to refer to Resident Filipinos, OFWs and Non-Resident Filipinos entitled to send or bring-in balikbayan boxes entitled to duty and tax exemption pursuant to Section 800 (g) of the CMTA.
- Resident Filipinos** – refers to Resident Filipino citizens who temporarily stay abroad which may include holders of student visa, holders of investors' visa, holders of tourist visa and similar visas which allow them to establish temporary stay abroad.
- Non-Resident Filipinos** – refers to those Filipinos who have established permanent residency abroad but have retained Filipino citizenship, whether or not they have availed of the benefits under Republic Act No. 9225 or the Citizenship Retention and Re-acquisition Act of 2003.
- Overseas Filipino Worker (OFW)** – refers to a holder of a valid passport issued by the Department of Foreign Affairs (DFA) and certified by Department of Labor and Employment (DOLE) or Philippine Overseas Employment Administration (POEA) for overseas employment purposes. This covers all Filipinos working in a foreign country under employment contracts, regardless of their professions, skills or employment status in a foreign country. For purposes of this CAO, the term OFW includes Filipinos working abroad under job contracts who do not require a certification from the DOLE or the POEA.
- Family and Relatives** – refers to relatives up to the fourth (4th) civil degree of consanguinity or affinity (first cousin).
- Calendar Year** – refers to the period from January 1 to December 31 of the same year.
- Household Effects** – refers to furniture, dishes, linens, libraries, and similar household furnishing for personal or family use.
- Personal Effects** – refers to commodities whether new or used, for personal use or consumption and not for commercial purposes, such as wearing apparel, personal adornments, electronic gadgets, toiletries, or similar items.
- Commercial Quantity** – refers to the quantity for a given kind or class of articles which are in excess of what is compatible with and commensurate to the person's normal requirements for personal use. For a single sender with multiple ultimate consignees, commercial quantity of a given class shall be determined based on the total quantity thereof sent by the sender to all the consignees.
- Prohibited Importation** – the importation of the following goods are prohibited:
 - Written or printed goods in any form containing any matter advocating or inciting treason, rebellion, insurrection, sedition against the government of the Philippines, or forcible resistance to any law of the Philippines, or written or printed goods containing any threat to take the life of, or inflict bodily harm upon any person in the Philippines;
 - Goods, instruments, drugs and substances designed, intended or adapted for producing unlawful abortion, or any printed matter which advertises, describes or gives direct or indirect information where, how or by whom unlawful abortion is committed;
 - Written or printed goods, negatives or cinematographic films, photographs, engravings, lithographs, objects, paintings, drawings or other representation of an obscene or immoral character;
 - Any goods manufactured in whole or in part of gold, silver or other precious metals or alloys and the stamp, brand or mark does not indicate the actual fineness or quality of the metals or alloy;
 - Any adulterated or misbranded food or goods for human consumption or any adulterated or misbranded drug in violation of relevant laws and regulations;
 - Infringing goods as defined under the Intellectual Property Code and related laws; and
 - All other goods or parts thereof which importation are explicitly prohibited by law or rules and regulations issued by the competent authority.
- Restricted Importation** - except when authorized by law or regulation, the importation of the following restricted goods are prohibited:
 - Dynamite, gunpowder, ammunitions and other explosives, firearms and weapons of war, or parts thereof;
 - Roulette wheels, gambling outfits, loaded dice, marked cards, machines, apparatus or mechanical devices used in gambling or the distribution of money, cigars, cigarettes or other goods when such distribution is dependent on chance, including jackpot and pinball machines or similar contrivances, or parts thereof;
 - Lottery and sweepstakes tickets, except advertisements thereof and lists of drawings therein;
 - Marijuana, opium, poppies, coca leaves, heroin or other narcotics or synthetic drugs which are or may hereafter be declared habit forming by the President of the Philippines, or any compound, manufactured salt, derivative, or preparation thereof, except when imported by the government of the Philippines or any person duly authorized by the Dangerous Drugs Board, for medicinal purposes;
 - Opium pipes or parts thereof, of whatever material;
 - Any other goods whose importation are restricted;
 - Weapons of mass destruction and goods included in the National Strategic Goods List (NSGL) as provided under Republic Act No. 10697 or the Strategic Trade Management Act (STMA); and
 - Toxic and Hazardous goods under Republic Act No. 6969 or the "Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990." The restriction to import the above stated goods shall include the restriction on their transit.
- De Minimis Value** – FCA or FOB Value of Php10,000.00 or less for which no duty or tax is collected.
- Availment** – refers to the determination by the Bureau or by the qualified senders that the Balikbayan Boxes brought in or sent are counted as first, second or third within a calendar year and thus entitled to duty and tax exemption pursuant to Section 800 (g), Chapter 1, Title VIII, CMTA. Any amount in excess of the allowable non-dutiable and non-taxable value shall be subject to the applicable duties and taxes. Shipment that is above the de minimis threshold shall be automatically considered as one availment. De minimis importation shall not be included in the counting of availment; provided that the Qualified Filipinos While Abroad can only send to one ultimate consignee in one consolidated shipment.
- Regulated Importation** – goods which are subject to regulation and may be imported or released only after securing the necessary clearances, permits, licenses, and any other requirements.
- Unit of Measure** – e.g. pieces, dozens, pairs, boxes, bundles, bars, cans, packs, bottles, tubes, units, rolls etc.
- Ultimate Recipient or Consignee** – refers to the Family Member or Relative of the Sender of the Balikbayan Box who will be the ultimate beneficiary of the same.

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D. SHIPMENT & TRANSPORT INFORMATION
 (To be filled out by the Consolidator)

To be filled out by the Consolidator
 MBL/MAWB Number: _____
 Tracking Number: _____

Mode of Shipment: <input type="checkbox"/> Air <input type="checkbox"/> Sea	Name of Deconsolidator/Agent:	Name of Consolidator:	
Shipment Reference or Load No.:	Complete Address of Deconsolidator/Agent:	Complete Address of Consolidator:	
Total No. of Boxes per Tracking No.:			
Total Measurement of Box/es (CBM):	Contact Details of Deconsolidator/Agent Mobile/Landline Number:	Contact Details of Consolidator Mobile/Landline Number:	
Date of Departure (mm/dd/yyyy):	E-mail Address of Deconsolidator:	E-mail Address of Consolidator:	
Total Gross Weight per Tracking No.:	Name of Sender:	Name of Vessel or Aircraft:	
Total Net Weight Per Tracking No.:	Original Port and Country of Loading:	Container Number:	
MBL/MAWB Number:	Tracking Number:	Total Insurance per Tracking No.:	Total Freight per Tracking No.:

Declaration
 I declare, under the penalties of falsification, that this Information Sheet has been made in good faith and to the best of my knowledge and belief, is true and correct pursuant to the provisions of the Customs Modernization and Tariff Act of the Philippines and its implementing rules and regulations.

 Consolidator or Authorized Representative
 Signature over Printed Name
 Date Accomplished: ___/___/___
 mm dd yyyy

E. ARRIVAL DETAILS
 (To be filled out by the Deconsolidator)

Name of Vessel or Aircraft:		Registry Number of the Vessel/Aircraft:	Voyage or Flight Number:
Port of Last Call:	Date of Departure (mm/dd/yyyy):	Container Number:	MBL/MAWB Number:
Port of Discharge:	Date of Arrival (mm/dd/yyyy):	HBL/HAWB No./Tracking No.:	Other Information:

Declaration
 I declare, under the penalties of falsification, that this Information Sheet has been made in good faith and to the best of my knowledge and belief, is true and correct pursuant to the provisions of the Customs Modernization and Tariff Act of the Philippines and its implementing rules and regulations.

 Deconsolidator or Authorized Representative
 Signature over Printed Name
 Date Accomplished: ___/___/___
 mm dd yyyy

For questions and clarifications visit www.customs.gov.ph or you may contact the Bureau of Customs at (632) 705- 6000/ (632) 705-6052
 A joint project of CMTA-JFR Project Management Office and Public Information and Assistance Division.

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 Administrative Rules and Regulations
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 CRMD - BOC
 OCT 16 2018
RECEIVED
 TIME: _____ BY: *[Signature]*

Official letterhead and stationery of Consolidator

CERTIFICATION OF COMPLIANCE

To: Name of Shipping Line
Port of Loading /Country

THIS IS TO CERTIFY that the Information Sheets and other supporting documents pertaining to the shipment details below have been transmitted in a secure electronic format to the Philippine Bureau of Customs and to our duly registered designated deconsolidator, pursuant to the former's mandatory requirements.

THIS IS TO CERTIFY FURTHER, that we have an existing service contract with the deconsolidator named below.

Name of Consolidator (Shipper)	Complete business address and contact details	Contact person and positions/designation
Name of Deconsolidator/Agent (Consignee)	Complete business address and contact details (Philippines)	Contact person and position/designation
Name of shipping line	Vessel name and voyage number	Master bill of lading number
Container number, size and seal number	Total number of balikbayan boxes	Notify Party (if different from consignee)
Original Port and Country of Loading	Vessel departure date/time (port of loading)	

We declare that all the information contained this Certification are true and correct and in faithful compliance with the provisions of Customs Memorandum Order No. _____ entitled " _____ " issued by the Philippine Bureau of Customs on _____ 2016.

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TIME: _____ BY: *Lot*

We hereby hold _____ (name of shipping line) _____ and its general agent in the Philippines free and harmless from all liabilities and any consequences thereof arising out of this Certification.

We further authorize the _____ (name of shipping line) _____ to transmit this Certification to its general agent in the Philippines and the Republic of the Philippines Bureau of Customs.

Date of Certification:

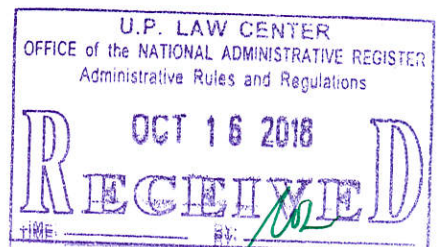
Name of Consolidator:

Printed name and signature of Consolidator /Authorized Representative:

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SVCOD
CRMD - BUC



INFORMATION SHEET DETAILS

FILE NAME CONVENTION : <PORTCODE> + "BB" + <REGISTRY NO> + <MBL / HBL> .xlsx

All information must be completely filled out. Only fields with asterisk(*) are required to be filled out for the De Minimis availment.

INFORMATION SHEET DETAILS:

1. Date Declaration Lodged
2. MBL/MAWB
3. Tracking No.

A. SENDER INFORMATION

4. Nature of Availment ("IB" - Balikbayan/ "ID" - De Minimis/"NA" - None)
5. Number of Availment
6. Type of Sender
7. Business Name*
8. Family Name*
9. Given Name*
10. Middle Name*
11. Suffix*
12. Contact No.*
13. Email Address*


14. Philippine Passport Number
15. Date Issued (mm/dd/yyyy)
16. Expiry Date (mm/dd/yyyy)
17. Place Issued

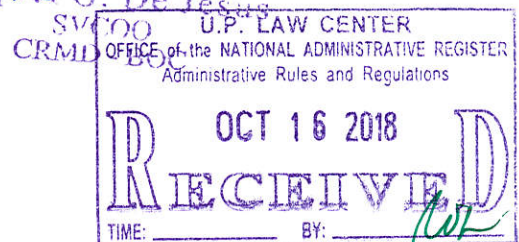
18. Address Abroad*
19. Philippine Address*
20. Total Value (Php)*

B. PHILIPPINE-BASED RECIPIENT

21. Family Name*
22. Given Name*
23. Middle Name*
24. Suffix*

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- 25. Contact Number*
- 26. Email Address*
- 27. Philippine Address*
- 28. Relationship to Sender
- 29. Total Number of Boxes
- 30. Date Signed (mm/dd/yyyy)*

D. SHIPMENT & TRANSPORT INFORMATION

- 31. Mode of Shipment (AIR/SEA)*
- 32. Shipment Reference/ Load No.*

- 33. Name of Deconsolidator*
- 34. Address*
- 35. Contact No*
- 36. Email Address*

- 37. Name of Consolidator*
- 38. Address*
- 39. Contact No*
- 40. Email Address*

- 41. Total No of Boxes*
- 42. Box/es Measurement (Cubic Meter)*
- 43. Total Gross Weight (kgs)*
- 44. Total Net Weight (kgs)*
- 45. Original Port of Loading*
- 46. Original Country of Loading*
- 47. Total Insurance *
- 48. Total Freight*

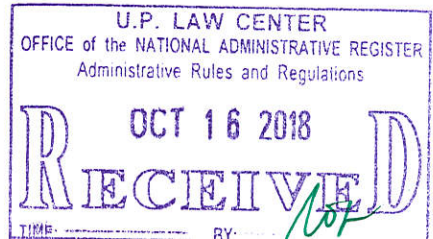
E. ARRIVAL DETAILS

- 49. Name of Vessel/Aircraft*
- 50. Registry No*
- 51. Voyage or Flight No*
- 52. Port of Last Call*
- 53. Departure Date (mm/dd/yyyy)*
- 54. Port Code of Discharge*
- 55. Date of Arrival (mm/dd/yyyy)*
- 56. Container No.*
- 57. House BL*
- 58. Other Information

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Description	Quantity	Dutiable Value	Tariff Heading	Rate of Duty	Foreign Currency	Peso (Php)
TOTAL						

Date of Physical Examination, if any : _____
 Number of Boxes examined, if applicable : _____

SUMMARY OF CHARGES

Customs Duty	
VAT	
Excise Tax	
Processing Charge	
Documentary Stamp	
Legal Research Fee	
Other Charges	
Surcharge	
TOTAL	

COO III _____ DATE _____
 COO V _____ DATE _____

To be used if more space is needed:

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 SVCOO
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 TIME: _____ BY: _____

BAGGAGE INSPECTION FORM



Republic of the Philippines
Department of Finance
Bureau of Customs

NOTICE OF INSPECTION

MBL/MAWB No.:

Tracking No.:

Date of Examination (mm/dd/yyyy):

This box was randomly selected for physical examination by the Bureau of Customs (BOC) pursuant to Section 420 of the Customs Modernization and Tariff Act (CMTA).

The customs officer exercised proper care and observed due diligence during the examination in the presence of the Deconsolidator authorized by the sender to witness the conduct of the examination.

If you have questions, comments, or concerns, please feel free to contact the BOC at (02) 705-6000 or 705-6052.

www.customs.gov.ph



Email
boc.cares@customs.gov.ph



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SECURITY TAMPER EVIDENT TAPE



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