

2019-09-04



Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
1099 Manila



BOC-01-01789

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**MEMORANDUM**

**To :** **DISTRICT COLLECTORS,**  
**NAIA**  
**CEBU**  
**DAVAO**  
**CDO**  
**ILOILO**  
**CLARK**  
**APARRI**  
**ALL OTHERS CONCERNED**

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**From :** **REY LEONARDO B. GUERRERO**  
Commissioner SEP 04 2019

**Subject :** **"Check-Thru Baggage" Procedure for Transit Baggage of Arriving International Flight Passengers with Connecting Domestic Flight.**

**Date :** 13 July 2019

For transit baggage of arriving international flight passengers with connecting domestic flight, the "check-thru baggage" procedure shall be observed, provided all the following are present –

1. The transit baggage must be accompanied and checked-in;
2. Both the international flight will land and the connecting domestic flight will take-off from the same airport;
3. The domestic airport of final destination must be with customs complement;
4. Both the international and domestic legs of the air trip are with the same air carrier; and,
5. The transit baggage is not subject to an alert order or derogatory information.

The "check-thru baggage" procedure basically shifts the payment of duties, taxes and other charges on such transit baggage from the airport of entry (AE) to the domestic airport of final destination (DAFD). The procedure shall be, as follows –

South Harbor, Gate 3, Port Area Manila 1099 Tel. Nos. 527-4537, 527-1935 (OCOM)  
Website: [www.customs.gov.ph](http://www.customs.gov.ph) . Email: [Boc.cares@customs.gov.ph](mailto:Boc.cares@customs.gov.ph) (PIAD)

1. The airline representative shall inform in writing the AE District Collector of such transit baggage, indicating therein necessary details, such as, but not limited to, the name of the passenger/s and their baggage, the corresponding baggage tag number/s, the domestic port of destination and the flight number.
2. The AE District Collector shall immediately forward said information through the fastest means of communication available (*e.g. fax, e-mail, sms, etc.*), if possible it shall be sent through redundant means, to the DAFD District Collector, who in turn shall acknowledge receipt of such information. Without such acknowledgement, the AE District Collector shall continue sending the notice until the same is acknowledged at the receiving end.
3. The transit baggage shall be x-rayed at the terminal of the airport of entry prior to its loading on the domestic flight.
4. The AE District Collector shall immediately designate a customs personnel to attach to the transit baggage before it is loaded to the domestic flight a tag or tape identifying it as "Transit Baggage, Duties and Taxes Unpaid. Attention: Customs Collector – (Mactan/Davao/Laoag, etc.)", and at the bottom of which in smaller but legible print the phrase "Remove not under penalty of law".
5. The DAFD District Collector shall assess and collect the appropriate duties, taxes and other charges on the transit baggage.
6. The DAFD District Collector shall notify the AE District Collector that the transit baggage has arrived at the airport of final destination and appropriate action has been taken.
7. Should the identified flight supposedly carrying the transit baggage arrive without the transit baggage, the DAFD District Collector shall immediately perform the following –
  - a) Inform the airline to immediately explain in writing why the transit baggage did not arrive and take appropriate action on the basis thereof; and,
  - b) Inform the AE District Collector about the incident, who from his/her end shall also take appropriate action.

For immediate and strict compliance.

MEMO ON CHECK-THRU PROCEDUR

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