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REPUBLIC OF THE PHILIPPINES  
Department of Finance  
BUREAU OF CUSTOMS

05 March 2014

Memorandum to: **All Value-Added Service Providers  
Arrastre Operators (for seaports/wharves)  
Warehouse Operators (for airports)  
Offdock/CY – CFS Operators  
MISTG Staff and  
All Others Concerned**

Subject: **Manifest Submission**

In order to minimize inconsistencies between the inward foreign manifests submitted to the Bureau of Customs and those submitted to arrastre operators/cargo handlers, and to facilitate the processing of import entry declarations, the following procedure shall be observed:

- a. Upon receipt of the manifests from shipping lines, airlines and cargo forwarders, the Value-Added Service Providers (VASPs) shall immediately provide said manifests to the Bureau of Customs;
- b. The Bureau shall initially notify the VASPs which of these manifests are accorded "Stored" status;
- c. The VASPs shall furnish the arrastre operators/cargo handlers with the "Stored" manifests;
- d. Upon processing, the Bureau shall transmit to the VASPs a notification which of the manifests are accorded "Validated" status; and
- e. The VASPs shall then forward the "Validated" manifests to the arrastre operators/cargo handlers.

The validated manifests shall serve as the basis for the lodgement of import entries and release of corresponding shipments.

VASPs shall provide a full-time help desk support for issues/concerns regarding manifests.

All pertinent rules and regulations on manifest submission are hereby deemed amended accordingly.

This memorandum shall take effect immediately.

  
JOHN P. SEVILLA  
Commissioner



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