



MEMORANDUM

MASTER COPY

TO : DEPUTY COMMISSIONERS
DISTRICT COLLECTORS
DISTRICT SUB-PORT COLLECTORS
ALL OTHERS CONCERNED

FROM : REY LEONARDO GUERRERO

Commissioner *Agst 1* JUL 16 2021



BOC-07-00875

SUBJECT : Activation of the FORFEITED Status in the E2M System

DATE : 12 July 2021

In line with the continuous improvement of the E2M System, please be informed that the activation of the FORFEITED Status in the E2M System will be on **15 July 2021**.

Upon implementation, electronically-lodged goods declarations with issued Warrants of Seizure and Detention (WSDs) or Decrees of Abandonment (AP) by the District Collector/Sub-Port Collector, as the case may be, shall be tagged as FORFEITED in the system for suspension of processing and release of goods.

In updating the status of the goods declaration, the District Collector/Sub-Port Collector or his authorized representative shall indicate the Warrant of Seizure and Detention (WSD) Number (S.I. No.) or Decree of Abandonment Number (AP No) in the Remarks Box in the E2M System.

The status of the goods declaration should likewise be further updated, whether the issuance of the WSD results in the Issuance of a Decree/Order of Release or Settlement or Forfeiture. The SI No. or AP No must be indicated in the first line of the Remarks Box for uniformity.

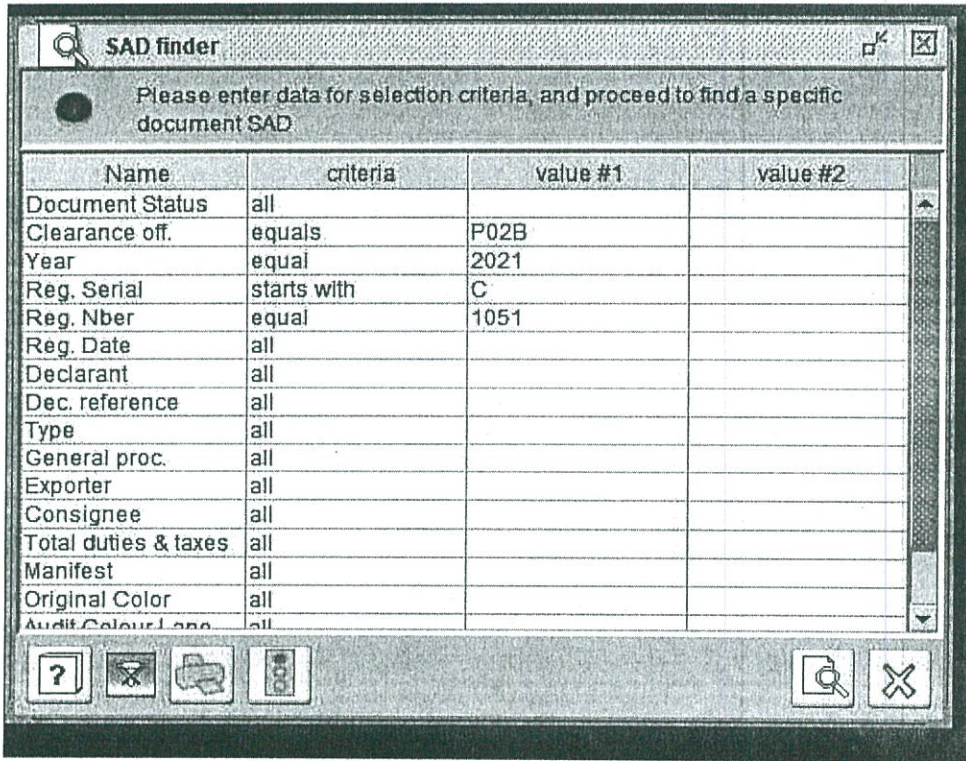
Other details and information on the WSD and AP must be indicated in the succeeding lines of the Remarks Box, such as Date of Issuance of Decree/Order of Release, Settlement or Forfeiture, and in the case of WSD, Date of Finality of the Order/Decision in the SI or AP or if Under Appeal.

Please refer to the attached documents for proper tagging of the goods declaration as FORFEITED in the E2M System.

For your information and compliance.

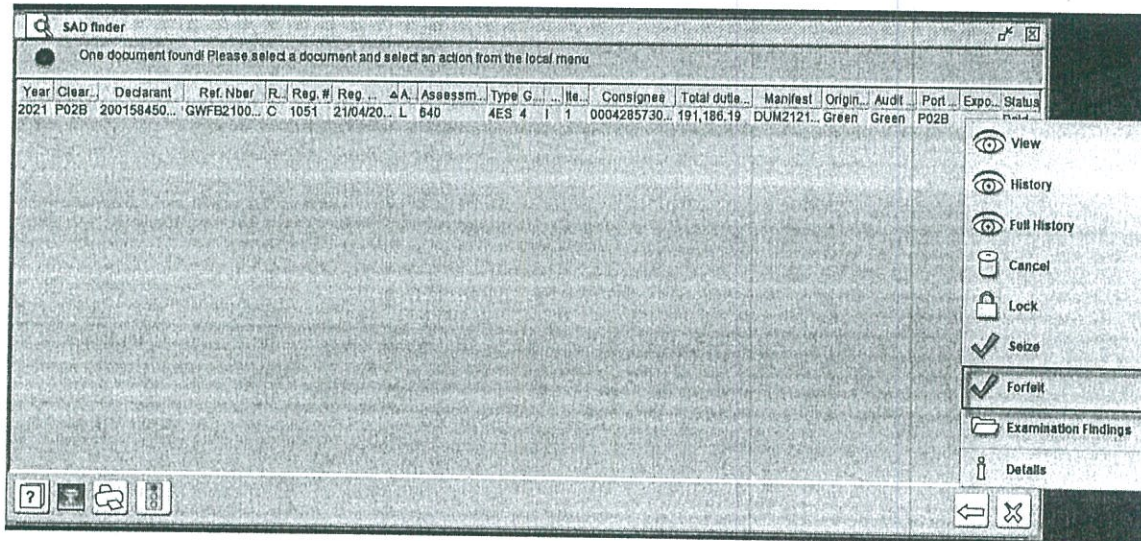
1st Step:

Search the entry number in the SAD Finder.



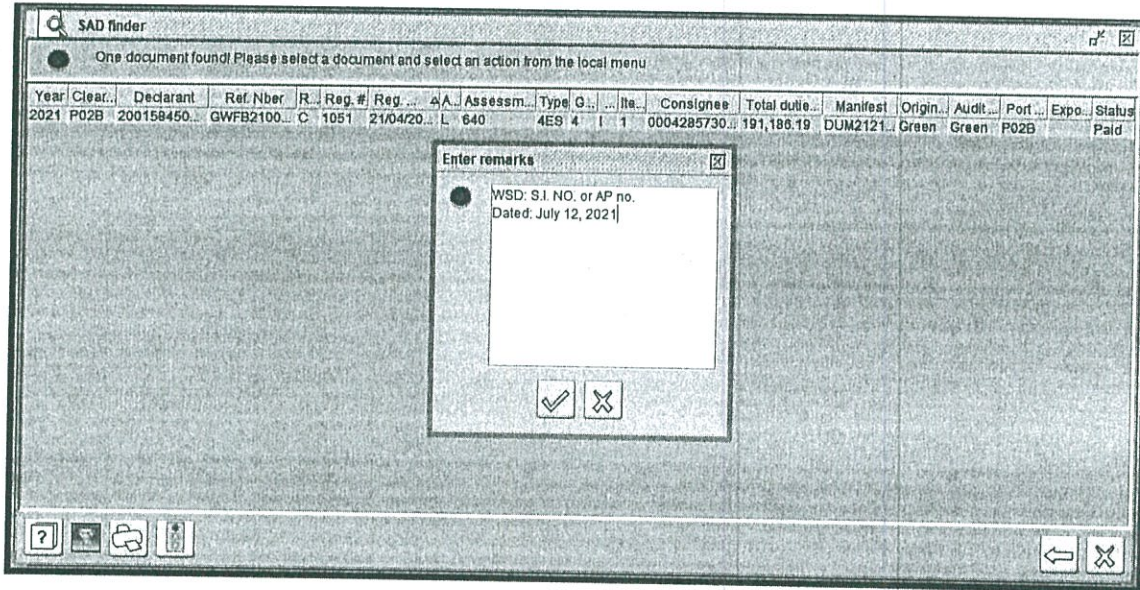
2nd Step:

Right-click the entry number and choose "Forfeit"



3rd Step:

Enter the details in the Remarks box. 1st line should indicate the WSD Number. Succeeding lines are allotted for other details in the WSD.



4th Step:

Check the status of the entry. "Tag Forfeited" shall be displayed in the Detail Information of the entry.-

