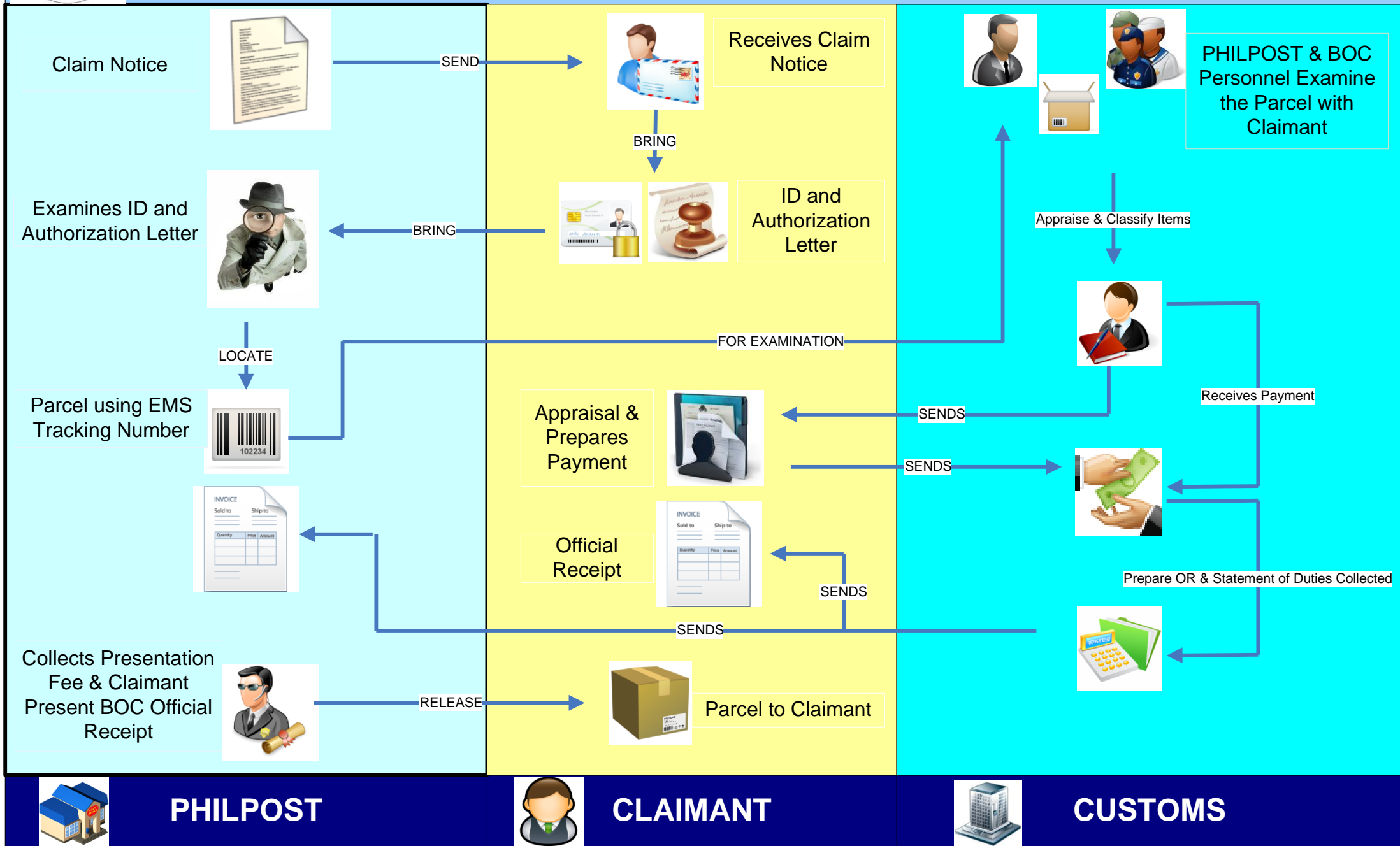




Bureau of Customs

CENTRAL MAIL EXCHANGE CENTER PROCESS FLOW



PHILPOST



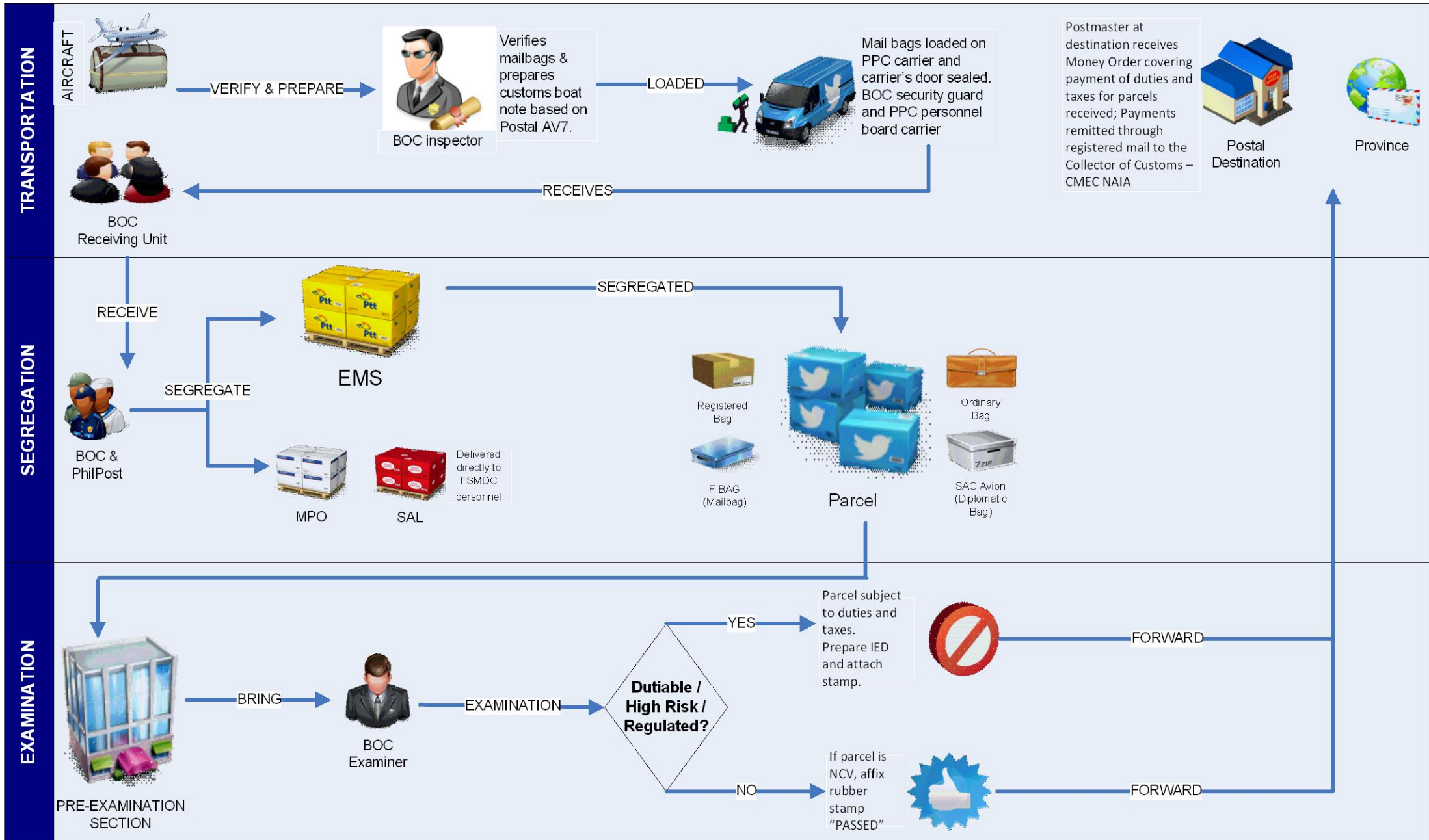
CLAIMANT



CUSTOMS



Bureau of Customs CENTRAL MAIL EXCHANGE CENTER (CMEC) PROCESS FLOW



GUIDLINES IN CLAIMING EMS PACKAGES

In line with our corporate vision in the smooth processing of EMS postal packages at the Central Mail Exchange Center, Pasay City, the Bureau of Customs wishes to share the following guideline covering single transaction to wit:

1. Claim Notice Sent By PhilPost:

- a. Claim Notice is immediately sent by Philpost as soon as postal package has arrived at EMS –CMEC
- b. Claimant whose name appear in the letter notice is reminded to proceed at the EMS, CMEC, Pasay City.
- c. Present this letter notice at the EMS-Customs Window from 8:00 o'clock AM – 5:00 o'clock PM. (Monday to Friday Only)

2. Claimant's or Addressee's Identify Verification (Philpost).

- a. Bring company or school Identification card/voter's ID
- b. Addressee's or claimant's representative is required to submit an authorization letter duly notarized.

3. Location of Parcel Thru EMS Track Number By Philpost:

- a. For easy location of each postal package, the EMS Track Number shall be used by Philpost in tracing each parcel brought at the EMS.
- b. Once the parcel has been located by Philpost personnel it shall be brought to Customs for examination.

4. Customs Personnel at the EMS-CMEC

- a. Open/Examine EMS parcel in the presence of the claimant and Philpost personnel.
- b. Appraise and classify subject taxable items.
- c. The amount representing the VALUE FOR CUSTOMS declared by the SENDER in the dispatch note shall be the basis of computation of customs duties and taxes including the postage and VAT respectively.
- d. Match the value declared to that of the invoice value found inside the parcel.
- e. Prepare the Official Receipt/Statement of Duties Collected On Informal Entry.

Note: Pursuant to section 100 of R.A. No. 1937 as amended better known as Tariff and Customs Code of the states that:

“All articles when imported from any FOREIGN country shall be subject to duty upon each importation”.

5. **Customs Cashier Accepts Payment:**

- a. Receive Payment
- b. Issue BOC Official Receipt
- c. Forward receipt to Philpost.

6. **Philpost Releasing Unit:**

- a. PhilPost collects Presentation Fee
- b. Claimant present BOC Official Receipt
- c. Release Parcel to Claimant

REFERENCES:

- 1. R.A. No. 1937 as amended better known as the Tariff and Customs Code of the Philippines.
- 2. Memorandum of Agreement Between Bureau of Customs and the former Bureau of Post now PhilPost.

DV – DUTIABLE VALUE

CD OR CUD – CUSTOMS DUTY

VAT – VALUE ADDED TAX

IPF – IMPORT PROCESSING FEE

CDS – CUSTOMS DOC, STAMPS & BIR - STAMPS