



REPUBLIC OF THE PHILIPPINES  
Department of Finance  
**BUREAU OF CUSTOMS**  
Manila 1099

JUL 23 2002

CUSTOMS MEMORANDUM ORDER

No. 30-2002

To: All Deputy Commissioners  
The District Collectors  
The Deputy Collectors for Assessment  
The Deputy Collectors for Operations  
The Chief, Collection Division  
All Other Division Chiefs under Assessment and  
Operations Groups  
All Others Concerned

Subject: Guidelines in the Implementation of Computerized Processing of  
Consumption Entries for Withdrawal of Goods from Bonded  
Warehouses

**1. Objectives**

- 1.1. To clearly define the procedures in the filing of consumption entries for the withdrawal of goods and/or materials from bonded warehouses, and
- 1.2. To automate the processing of consumption entries from warehousing using ACOS.

**2. Scope**

This order shall be applicable to all goods previously entered under the warehousing entry and withdrawn for consumption.

**3. General Provisions**

- 3.1. Articles entered in bonded warehouse shall be withdrawn only upon the filing of consumption entries and upon payment of duties and taxes.
  - 3.1.1. For ports using ACOS the following codes shall apply:

- a. the Model of Declaration code "4 4" and the Customs procedure code "4071" used and placed at the appropriate boxes of the IEIRD, and
  - b. The number of partial withdrawals i.e. (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, .....nth) is added in box number 31 for the description of goods to be withdrawn.
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- 3.2. Mandatory pre-payment of taxes and duties as well as payment of additional charges shall be coursed through an in-house bank (PNB or Land Bank) at the BOC building for warehouse registered in Manila.
  - 3.3. In the filing of consumption entries, the photo copies of the warehousing entry as certified by the Chief, Warehousing Documentation and Records Division (WDRD) or its equivalent unit shall be attached as one of the supporting documents.
  - 3.4. For automated CBWs, release shall be effected through the On-Line Release System (OLRS). For non-automated CBWs, no withdrawal shall be allowed by the Warehouseman, whether full or partial unless he receives the blue copy (gatekeepers copy) of the IEIRD.
  - 3.5. Notwithstanding payment of duties and taxes, no withdrawal shall be effected unless the immediately preceding provision (3.4) has been complied with.

#### 4. Operational Provisions

##### 4.1. Bonded Warehouse Divisions

- 4.1.1. The bonded warehouse operator's representative presents the accomplished IEIRD to the account officer.
- 4.1.2. The Account Officer retrieves the certified copy of the corresponding warehousing entry from WDRD or its equivalent unit.
- 4.1.3. The Account Officer reviews the IEIRD and determines the **withdrawal percentage** of the goods covered by the IEIRD as against the information contained in his logbook and in the warehousing entry and affixes the same to the dummy B/L. For this purpose, withdrawal percentage is the relation of the volume of goods to be withdrawn vis-à-vis the volume of the goods originally imported and entered into the warehouse.
- 4.1.4. The Account Officer indicates on box number 40 of the IEIRD the dummy B/L number using the previous warehousing entry number (6 digits) + year series (2 digits) + withdrawal percentage (3 digits).



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#### 4.2. Deputy Collector for Operations (DCO)

- 4.2.1. Encodes the dummy B/L number using the data indicated in box number 40.

#### 4.3. Entry Encoding Center (EEC)

- 4.3.1. Receives the IEIRD and the supporting documents and stamps "WITHDRAWAL" on the original copy of the IEIRD.
- 4.3.2. Compares the computation of the duties and taxes as declared in the IEIRD against the ACOS computation in the SAD; if there are discrepancies, EEC informs the importer's representative or the broker to pay additional duties and taxes per the ACOS computation;
- 4.3.3. The EEC encoder shall initiate the Assessment Module; and
- 4.3.4. Transmits the IEIRD to the Entry Processing Unit of the FED.

#### 4.4. Entry Processing Unit (EPU)

- 4.4.1. Checks the completeness and verifies the authenticity of documents.
- 4.4.2. Segregates the copies of the IEIRD and sends working copy to the FED or its equivalent unit.

#### 4.5. Formal Entry Division (FED)

- 4.5.1. If channeled to RED, the assigned COO III conducts physical examination at the bonded warehouse and checks the classification, volume and value of all the articles.
- 4.5.2. COO V shall review the findings of the COO III and electronically assesses the entry/SAD in ACOS.
- 4.5.3. COO V transmits entry to Collection Division.

#### 4.6. Collection Division (CD)

- 4.6.1. Collecting Officer verifies the payment of duties and taxes through the Automated Matching of Payables and Payments (AMPP).
- 4.6.2. If duties and taxes are completely paid, the entry shall be forwarded to the bonded warehouse division concerned; otherwise, it shall advise the broker/importer to pay the discrepancy before the same shall be transmitted to the bonded warehouse division concerned.

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**4.7. Bonded Warehouse Division Concerned**

- 4.7.1. Upon receipt of the entry, the account officer of the bonded warehouse records in his logbook the information pertinent to the transaction, and affixes his signature on the original and blue (gatekeepers) copies of the IEIRD. 4
- 4.7.2. The Chief of the bonded warehouse division concerned approves and signs the original and the blue copies of the IEIRD.
- 4.7.3. For non-automated CBWs, the warehouseman receives from the account officer the blue copy (gatekeepers copy) of the IEIRD and allows the release of the goods/materials. For automated CBWs, release shall be effected through OLRS and the original & blue copies of the IEIRD shall be transmitted to the WDRD.
- 4.7.4. The account officer transmits the working copy together with its supporting documents to the Liquidation and Billing Division (LBD).

**4.8. Liquidation and Billing Division (LBD)**

- 4.8.1. The Assessor liquidates the Consumption entry and transmits the same to the Bonds Division (BD) for cancellation of bonds.

**4.9. Bonds Division (BD)**

- 4.9.1. The Automatic Bond Monitoring System cancels the corresponding bond or portion thereof, upon receipt of information from the modified OLRS.

**5. REPEALING CLAUSE**

All rules and regulations inconsistent with this Order are hereby deemed repealed, superceded or modified accordingly.

**6. EFFECTIVITY**

This Order shall take effect immediately.

  
**ANTONIO M. BERNARDO**  
 Commissioner