

## **INFORMATION SHEET DETAILS**

**FILE NAME CONVENTION** : <PORTCODE> + "BB" + <REGISTRY NO> + <MBL / HBL> .xlsx

All information must be completely filled out. Only fields with asterisk(\*) are required to be filled out for the De Minimis availment.

### **INFORMATION SHEET DETAILS:**

1. Date Declaration Lodged
2. MBL/MAWB
3. Tracking No.

### **A. SENDER INFORMATION**

4. Nature of Availment ("IB" - Balikbayan/ "ID" - De Minimis/ "NA" - None)
5. Number of Availment
6. Type of Sender
7. Business Name\*
8. Family Name\*
9. Given Name\*
10. Middle Name\*
11. Suffix\*
12. Contact No.\*
13. Email Address\*
  
14. Philippine Passport Number
15. Date Issued (mm/dd/yyyy)
16. Expiry Date (mm/dd/yyyy)
17. Place Issued
  
18. Address Abroad\*
19. Philippine Address\*
20. Total Value (Php)\*

### **B. PHILIPPINE-BASED RECIPIENT**

21. Family Name\*
22. Given Name\*
23. Middle Name\*
24. Suffix\*
25. Contact Number\*
26. Email Address\*
27. Philippine Address\*

- 28. Relationship to Sender
- 29. Total Number of Boxes
- 30. Date Signed (mm/dd/yyyy)\*

#### **D. SHIPMENT & TRANSPORT INFORMATION**

- 31. Mode of Shipment (AIR/SEA)\*
- 32. Shipment Reference/ Load No.\*

- 33. Name of Deconsolidator\*
- 34. Address\*
- 35. Contact No\*
- 36. Email Address\*

- 37. Name of Consolidator\*
- 38. Address\*
- 39. Contact No\*
- 40. Email Address\*

- 41. Total No of Boxes\*
- 42. Box/es Measurement (Cubic Meter)\*
- 43. Total Gross Weight (kgs)\*
- 44. Total Net Weight (kgs)\*
- 45. Original Port of Loading\*
- 46. Original Country of Loading\*
- 47. Total Insurance \*
- 48. Total Freight\*

#### **E. ARRIVAL DETAILS**

- 49. Name of Vessel/Aircraft\*
- 50. Registry No\*
- 51. Voyage or Flight No\*
- 52. Port of Last Call\*
- 53. Departure Date (mm/dd/yyyy)\*
- 54. Port Code of Discharge\*
- 55. Date of Arrival (mm/dd/yyyy)\*
- 56. Container No.\*
- 57. House BL\*
- 58. Other Information