INTERNAL ADMINISTRATION GROUP
CENTRAL RECORDS MANAGEMENT DIVISION

October 15, 2018

The Director
Office of the National Administrative Register (ONAR)
UP Law Center Diliman, Quezon City

Sir/Ma’am:

Transmitted are three certified true copies and soft copy (word format in compact disc rewritable) of the following Customs Memorandum Order, to wit:

CMO 17-2018: NATIONWIDE IMPLEMENTATION OF THE 1-ASSESSMENT SYSTEM (FORMERLY KNOWN AS ENHANCED GOODS DECLARATION VERIFICATION SYSTEM OR EGDVS)

CMO 18-2018: GUIDELINES ON THE IMPLEMENTATION OF CUSTOMS ADMINISTRATIVE ORDER (CAO) NO. 01-2018 ON AMENDED RULES ON CONSOLIDATED SHIPMENT OF “BALIKBAYAN BOXES”

Thank you.

Very truly yours,

GLADYS C. CABUGAWAN
Chief, CRMD

U.P. LAW CENTER
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations

RECEIVED
OCT 16 2018
TIME: 9:11
BY: NA
CUSTOMS MEMORANDUM ORDER (CMO)  
NO. 18-2018

SUBJECT: GUIDELINES ON THE IMPLEMENTATION OF CUSTOMS ADMINISTRATIVE ORDER (CAO) NO. 01-2018 ON AMENDED RULES ON CONSOLIDATED SHIPMENT OF "BALIKBAYAN BOXES"

Section 1. Scope. This CMO applies to consolidated shipments of Balikbayan Boxes entered through any port of entry, sent to families or relatives by Qualified Filipinos While Abroad. Balikbayan Boxes brought in through means other than Consolidated Shipments shall be covered by a separate CMO.

Section 2. Objectives.

2.1. To prescribe simplified customs clearance procedures for consolidated shipment of Balikbayan Boxes sent by Qualified Filipinos While Abroad to their families or relatives, especially the OFWs in recognition of their significant contribution to the Philippine economy;

2.2. To facilitate customs clearance of consolidated shipment of Balikbayan Boxes without sacrificing the Bureau's core functions of revenue collection and border protection through application of risk management techniques and Information and Communication Technology (ICT) enabled monitoring and control systems;

2.3. To adopt clear and transparent customs rules, regulations, policies and procedures, consistent with international standards and customs best practices;

2.4. To prevent revenue loss from possible abuse in the availment of the privilege on the tax and duty-exempt importation of Balikbayan Boxes; and

2.5. To guide customs personnel and stakeholders in the customs formalities in the clearance and release of Balikbayan Box shipments.

3.1. Registration of Deconsolidators. The Deconsolidator shall apply for registration every two (2) years with the Account Management Office (AMO) of the Bureau, in addition to the registration requirements imposed by other government agencies.

3.2. Documents Required. The following shall be submitted:

   a. Duly accomplished AMO application form;
   b. List of Consolidators with whom the applicant Deconsolidator has existing Service Contracts;
   c. Copy of the individual Service Contract/s between the Deconsolidator and the Consolidator/s with all the annexes. The duly executed Service Contract/s entered into by and between the Deconsolidator and the Consolidator/s shall contain the following undertakings or provisions, that:

      i. The required Information Sheet is properly accomplished;
      ii. The Consolidator shall advise the Sender of the following:

         ii.1. That no prohibited or restricted items, or regulated items in commercial quantities are included in the shipment;
         ii.2. No individual shipment shall exceed the limits as to value and frequency as fixed by law.

      iii. Should any consolidated shipment include or contain restricted, prohibited or any regulated articles in commercial quantities, the Deconsolidator shall be held responsible therefor; and

      iv. The Deconsolidator shall ensure that their principals abroad are made fully aware of the need for Senders to provide information and documents as listed in Section 5.1.2 of CAO 5-2016, to enable the expeditious processing of the shipment and that the data will be used only for the sole purpose of sending the box and shall be covered by the Data Privacy Protection Law existing in the country of origin.

   d. Certified True Copy of the registration or accreditation certificate from other government agencies;
   e. An Affidavit of Undertaking stating that the Deconsolidator shall be obliged to answer for the various charges that may be incurred by the Bureau such as storage, arrastre, shipping demurrage, stripping and stuffing charges and other incidental expenses not otherwise chargeable against the Forfeiture Fund, in case of implied abandonment of the goods; and
f. Any other documentary requirements that may be required by the Bureau.

Section 4. Operational Provisions.

4.1. Submission of Electronic - Inward Foreign Manifest (E-IFM), House Bill of Lading (HBL) and House Airway Bill (HAWB).

4.1.1. Submission of E-IFM. Submission of E-IFM shall be governed by provisions of existing rules and regulations of the Bureau relative to the submission of cargo manifest. For purposes of uniformity in documentation and to distinguish Consolidated Balikbayan Shipments from other consolidated commercial importations, the words “CONSOLIDATED BALIKBAYAN SHIPMENT” shall be indicated in the field for Description of Goods in the Master Bill of Lading.

4.1.2. Submission of HBL or HAWB. The Deconsolidator shall submit an electronic copy of the consolidated manifest containing the individual HBLs to the Bureau through the Advanced Manifest System (AMS) within the period prescribed by the Bureau.

4.2. Preparation and Submission of Information Sheet.

4.2.1. The Sender may request copies of the Information Sheet (Annex “A”) from the Consolidator or may download copies directly from the BOC website (www.customs.gov.ph) or from any of the following Value-Added Service Providers (VASPs):

   a. www.etrade.net.ph;
   b. www.intercommerce.com.ph; and

4.2.2. The Sender shall either:

   a. Print the Information Sheet and fill out manually Sections A, B and C thereof in triplicate per Balikbayan Box; or
   b. Accomplish Sections A, B and C thereof online and print the accomplished form in three (3) sets.
4.2.3. All three (3) sets of the Information Sheet must be signed by the Sender on page two (2) and distributed as follows:

a. First (1st) Copy – shall be placed by the sender at the topmost portion inside of the Balikbayan Box containing the goods;

b. Second (2nd) Copy – shall be kept by the Sender; and

c. Third (3rd) Copy – shall be furnished to the Consolidator to be submitted to the Bureau together with the other documentary requirements.

The Information Sheet must have the following attachments:

i. For Filipino Citizens:

i.1. Photocopy of any documents containing the Qualified Filipino’s citizenship, full name (First Name, Middle Name, Surname & Suffix), date of birth and place of birth, including:

a. Pertinent page of the Philippine passport with personal information, picture and signature;

b. Permanent Resident ID or equivalent document in other countries (e.g. Green Card, IQAMA);

c. Overseas Employment Certificate (OEC) / OWWA Card;

d. Work Permit;

e. Unified Government ID issued by the Department of Labor and Employment (DOLE); and

f. Any other equivalent document (except Birth Certificate):

f.i. Any Philippine Government issued ID which states the Filipino citizenship; and

f.ii. Any foreign government issued ID that show full name, date of birth, place of birth, and Filipino citizenship.

i.2. A copy of the invoice, receipt or proof of payment of the goods contained in the Balikbayan Box, if available.

ii. For Dual Filipino Citizens without a Philippine passport:

ii.1. A photocopy of the biographical page of the foreign passport where the personal information, picture and signature are indicated;

ii.2. A photocopy of proof of Filipino citizenship, and
ii.3. A copy of the invoice, receipt or proof of payment of the goods contained in the Balikbayan Box, if available.

4.2.4. The Sender shall clearly indicate in the Information Sheet that he/she allows the Consolidator, Deconsolidator, the Bureau and its Accredited Information Processor, to process any and all personal or sensitive personal information voluntarily disclosed therein. The Consolidator shall not handle the delivery of the shipment without signing the Data Privacy Consent portion of the Information Sheet.

Any information obtained in the Information Sheet shall be treated as confidential and shall be used for customs purposes only, such as during clearance of goods or investigation conducted by the Bureau for possible violation of customs laws, rules and regulation.

4.2.5. For purposes of compliance with the Data Privacy Act of 2012, the collection and processing of personal data pertaining to the Sender shall be the responsibility of the Deconsolidator, including the collection of personal data by the Consolidator on its behalf.

4.2.6. The Information Sheet and required attachments shall be submitted to the Consolidator who shall assign a unique single Tracking Number for every shipment of the Sender, regardless of the number of boxes sent by a single Sender.

4.2.7. The Consolidator shall fill out Section D of the Information Sheet and electronically forward the scanned Optical Character Recognition (OCR) PDF copies of the complete set of the Information Sheet with the required attachments, simultaneously to the Deconsolidator and to the Bureau’s AMS thru the VASP.

4.2.8. For consolidated shipments by sea, the shipping line prior to loading of containers onto the vessel, shall require a Certificate of Compliance (Annex “B”) from the consolidator, relative to the requirements stated in Section 4.2.7 of this Order.
Section 5. **Lodgement of Goods Declaration.** To expedite the cargo clearance process, the Deconsolidator, upon filing of the goods declaration with the Informal Entry Division (IED) or its equivalent unit, must submit the soft copy of the Information Sheet details using the prescribed format in **Annex “C”**, together with the following documentary requirements:

- **a.** Master ocean bill of lading (MBL) or master airway bill (MAWB) duly endorsed by the shipping agent, airline or air carrier, respectively;
- **b.** Consolidated Cargo Manifest;
- **c.** Individual HBL or HAWB duly endorsed by Deconsolidator;
- **d.** Accomplished Information Sheet duly signed by the Sender, Consolidator and Deconsolidator, and page 5 (**Annex “D”**) thereof;
- **e.** Photocopy of any documents containing the Qualified Filipino's citizenship, full name (First Name, Middle Name, Surname & Suffix), date of birth and place of birth, including:
  - **e.1.** Pertinent page of the Philippine passport with personal information, picture and signature or in case of dual Filipino citizen without Philippine passport, photocopy of foreign passport with personal information, picture and signature plus copy of proof of dual Filipino citizenship;
  - **e.2.** Permanent Resident ID or equivalent document in other countries (e.g. Green Card, IQAMA);
  - **e.3.** Overseas Employment Certificate (OEC) / OWWA Card;
  - **e.4.** Work Permit;
  - **e.5.** Unified Government ID issued by the Department of Labor and Employment (DOLE); and
  - **e.6.** Any other equivalent document (except Birth Certificate):
    - **e.i.** Any Philippine Government issued ID which states the Filipino citizenship; and
    - **e.ii.** Any foreign government issued ID that show full name, date of birth, place of birth, and Filipino citizenship.
- **f.** Invoice, receipt or equivalent document covering the goods contained in the Balikbayan Box, if available; and
- **g.** Other documents as may be required by the Bureau.

Based on the Information Sheets submitted in advance by the Consolidator, the COO III shall conduct a determination whether a Sender is qualified to avail of the tax and duty exemption under the De Minimis scheme or of the privilege under Section 800 (g) of the CMTA and for the expedited clearance of his Balikbayan Box/es.

**Section 6. Cargo Clearance Procedures.** Until such time that the Bureau has implemented an electronic processing system for clearance of consolidated shipments of Balikbayan Boxes, cargo clearance shall be governed by the following procedures:
6.1. The Deconsolidator shall lodge separate informal entries for Balikbayan Boxes falling under each type of availment i.e. De Minimis, Section 800 (g) of the CMTA or not qualified for availment, on a per container basis in a given consolidated shipment.

Example: One MBL covering two containers. Separate informal entries shall be filed for every type of availment for each container.

6.2. The individual HBLs or HAWBs together with the Information Sheets which shall serve as the packing lists and invoices, and all other documentary requirements in Section 5 of this Order shall be attached to the goods declaration.

6.3. The IED or its equivalent unit shall verify the completeness of the submitted documentary requirements, match the submitted BL/AWB/HBL/HAWB with the Manifest System and/or Manifest Data, assign the entry number and forward the same to the Assessment Section.

6.4. The COO III shall match the declaration filed by the Deconsolidator against the Information Sheet electronically submitted by the Consolidator to check the veracity and to determine if there are inconsistencies in the information stated in the Information Sheet attached to the entry. Matching of the declaration shall be made for Balikbayan Boxes subject to alert orders, derogatory information and any other relevant information received. This is without prejudice to any risk parameters that the Bureau may establish upon automation of the clearance process of the Balikbayan Boxes.

6.5. All Consolidated Balikbayan Shipments processed under this Order shall be subject to mandatory non-intrusive inspection by, or under the supervision of, BOC personnel;

6.5.1. If the x-ray image is tagged "no suspect" and the print out thereof is stamped by the X-Ray Image Analysis Inspector with the notation "IMAGE APPEARS TO BE REGULAR", the COO III shall indicate his findings on the Informal Import Declaration and Entry Form (IIDE); assess duties and taxes and other charges due thereon, if any; affix his signature; and forward the same to the COO V; or

6.5.2. In cases where the x-ray image is tagged "suspect" and the print out thereof is stamped by the X-Ray Image Analysis Inspector with the notation "FOR VERIFICATION", the X-Ray Image Analysis Inspector shall identify and mark the portion of the container with possible violation and the COO III shall subject said portion to 100% physical examination.
6.5.3. The Deconsolidator shall request the stripping of the container to enable the conduct of 100% physical examination of the Balikbayan Boxes located in the suspected and marked portion of the container.

However, upon request of the Deconsolidator and with the approval of the District Collector, the Bureau may allow the conditional release of the container for the conduct of 100% examination of Balikbayan Boxes located in the suspected and marked portion of the container at the warehouse of the Deconsolidator subject to the following conditions:

a. The suspected image is not clear;
b. There is no derogatory information that the Balikbayan Boxes contain prohibited, restricted or regulated goods; and
c. Upon submission of an Affidavit of Undertaking by the Deconsolidator subject to existing customs laws, rules and regulations.

6.5.4. If no discrepancy is found after the conduct of 100% physical examination on the suspected and marked portion, the COO III shall assess duties, taxes and other charges due thereon, if any, affix his signature on the goods declaration and forward the same to the COO V.

6.5.5. If discrepancy is found after physical examination by the COO III, Balikbayan Box/es with violation shall be segregated and released only upon compliance with existing rules and regulations.

6.5.6. The remaining Balikbayan Boxes without violation shall be allowed continuous processing and released following the procedures set forth in Section 6.5.4 of this Order.

For purposes of transparency and notification to the consignee, the COO III who conducted the examination shall place a Notice of Inspection (Annex "E") inside the balikbayan boxes that have been inspected and shall seal said boxes with the Customs Security Tape (Annex "E").

6.6. The COO V shall review the entry documents, tariff classification, appraisal, computation of duties, taxes and other charges, affix his signature on the goods declaration and return the same to the COO III for preparation of the Order of Payment.
6.7. The COO III shall prepare the Order of Payment for the processing charges and for the duties, taxes and other charges, if any, which shall be presented to the BOC Cashier or to the In-House Bank for payment using the e2m Cash-Miscellaneous Module.

6.8. Computation of the processing charges shall be Php125.00 multiplied by the number of HBLs or HAWBs in one MBL or MAWB.

6.9. For air shipment, the goods declaration shall be forwarded by the IED to the BOC Cashier for payment of processing charges and for the duties, taxes and other charges, if any.

6.10. The Transmittal Clerk from the BOC Cashier shall forward the gate pass to the wharfinger or warehouseman for his signature to effect physical release of shipments of Balikbayan Boxes.

6.11. The COO III shall verify payment in the e2m Cash-Miscellaneous Module. After verifying that the appropriate payment has been collected, the COO III retrieves the data corresponding to the MBL of the IIDE. The COO III shall select from the e-manifest menu the operation "Manual Discharge" to perform manual write-off of the MBL.

6.12. For shipments found in violation of this Order and other pertinent laws, the concerned COO III shall make a report of findings with the corresponding recommendation to the District Collector.

Section 7. Preparation of Order of Payment. Regardless of the number of goods declaration lodged for a single MBL or MAWB, only one (1) Order of Payment (OP) shall be prepared by the COO III for that MBL or MAWB.

Section 8. Misdeclared Shipments. Shipments declared as consolidated Balikbayan Boxes but are found to be otherwise shall be considered as misdeclared and subjected to seizure and forfeiture proceedings.

Section 9. Repealing Clause. This CMO specifically amends or repeals previously issued CMOs which are inconsistent with the provisions herein stated.

Section 10. Effectivity. This CMO shall take effect immediately.
INSTRUCTIONS:
1. In all capital letters, write your full name, address, and telephone number.
2. Complete the space provided for your personal information.
3. Sign the data privacy consent.
4. Attach a copy of a valid government-issued ID to your completed form.
5. Submit your signed form to the proper authorities.

A. SENDER INFORMATION

- Full Name
- Given Name
- Middle Name
- Suffix
- Contact Number

- Address
- Email Address

B. PHILIPPINE-BASED RECIPIENT

- Full Name
- Given Name
- Middle Name
- Suffix
- Contact Number
- Address
- Email Address

DATA PRIVACY CONSENT

I hereby agree to the processing of my personal data as follows:
1. The processing of personal data is necessary for the purpose of sending and receiving mail.
2. The processing of personal data is necessary for the purpose of reminding the sender of an upcoming deadline.
3. The processing of personal data is necessary for the purpose of sending reminders for payment.

Sender's Signature: __________________________
Date: __________________________

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ADDITIONAL INFORMATION:

WHO CAN SEND BALIKBAYAN BOXES TO THE PHILIPPINES? Anyone can send balikbayan boxes to the Philippines, even corporations, partnerships and sole proprietors. But only a qualified Filipino while abroad (QFA) can avail of the tax and duty-free privilege of balikbayan boxes under Section 808 (g) of the Customs Modernization and Tariff Act (CMTA).

WHO ARE QUALIFIED FILIPINO CITIZENS WHILE ABROAD? They are: Resident Filipinos, Non-Resident Filipinos, and Overseas Filipino Workers (OFWs). Any qualified Filipino while abroad can send balikbayan boxes to his Family Member or Relative, tax and duty free, subject to interests.

HOW MANY TIMES CAN I SEND BALIKBAYAN BOXES? There is no limit unless you will avail of the Balikbayan Box Privilege.

HOW MANY TIMES CAN I AVAL OF THE BALIKBAYAN BOX PRIVILEGE? A Qualified Filipino Citizen while abroad can avail of the balikbayan box privilege up to 3 times in one year. The total value of all the shipments should not be more than P800,000.00 in a calendar year.

HOW MANY BALIKBAYAN BOXES CAN I SEND IN 1 SHIPMENT? There is no limit to the number of Balikbayan Boxes that you can send per shipment but the size of the boxes must be not bigger than 30 cm (about the size of an XL box) and the total value should not be more than P80,000.00 in a calendar year.

WHAT CAN I PUT IN MY BALIKBAYAN BOX IF I WANT TO AVOID THE BALIKBAYAN BOX PRIVILEGE? You can only send household effects and personal effects. You cannot send items that are in commercial quantities, or items that are for sale, barter or hire, or those which are prohibited or restricted. Impostations of up to 1.5 liters (150 ml) of wines and liquors, 20 sticks of cigarettes and 250 sticks of cigars shall be subject to payment of excise tax only. Any excess is subject to duty, VAT and excise tax.

WHAT HAPPENS IF UPON AVAILMENT OF THE BALIKBAYAN BOX PRIVILEGE? I EXCEED THE ALLOWED QUANTITIES AND VALUES? Anything in excess of the allowable quantity, amount or frequency shall be subject to payment of duties and taxes.

WHAT IF THE VALUE OF MY SHIPMENT IS LESS THAN PHP10,000? If you exceed the De Minimis limits and you do not want to be a Qualified Filipino White Abroad but you must have only 1 consignee or recipient. Even if you are a Qualified Filipino White Abroad, a De Minimis Value shipment shall not be counted as an availment under the Balikbayan Box privilege.

Important Things You Should Know:

1. Balikbayan Box refers to a container box or other container or receptacle up to a maximum volume of two hundred thousand (200,000) cubic centimeters without regard to the shape of the container or receptacle.

2. For purposes of duty and tax exemption, the balikbayan box shall contain only personal and household effects that shall either be in commercial quantities or items that shall be in personal possession of the qualified Filipino while abroad. In determining the extent of personal possession, the box shall not be considered as containing goods that have already been permanently resided abroad by the qualified Filipino while abroad, but shall have been imported to the Philippines at the time of his arrival.

3. For purposes of duty and tax exemption, the box shall contain only personal and household effects that shall either be in commercial quantities or items that shall be in personal possession of the qualified Filipino while abroad. In determining the extent of personal possession, the box shall not be considered as containing goods that have already been permanently resided abroad by the qualified Filipino while abroad, but shall have been imported to the Philippines at the time of his arrival.

4. The qualified Filipino while abroad shall not be entitled to the exemption of duty and tax on the importation of balikbayan boxes if he has already resided abroad for more than 1 year at the time of his arrival.

5. The qualified Filipino while abroad shall not be entitled to the exemption of duty and tax on the importation of balikbayan boxes if he has already resided abroad for more than 1 year at the time of his arrival.

6. The qualified Filipino while abroad shall not be entitled to the exemption of duty and tax on the importation of balikbayan boxes if he has already resided abroad for more than 1 year at the time of his arrival.
### C. ITEMIZED DESCRIPTION OF GOODS

<table>
<thead>
<tr>
<th>Goods Description</th>
<th>Please mark</th>
<th>Quantity</th>
<th>Unit of Measure</th>
<th>Actual or Estimated Value (Philippine Peso)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>New</td>
<td>Used</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canned Goods</td>
<td></td>
<td>15</td>
<td>Can</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Bag</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shoes</td>
<td></td>
<td>3</td>
<td>Pair</td>
<td>7,500.00</td>
</tr>
<tr>
<td>Toys</td>
<td></td>
<td>1</td>
<td>Piece</td>
<td>300.00</td>
</tr>
</tbody>
</table>

**TOTAL VALUE: Php________________**

**Declaration**

I declare, under the penalties of perjury, that this information sheet has been accomplished in good faith and to the best of my knowledge and belief, is true and correct pursuant to the provisions of the Customs Modernization and Tariff Act of the Philippines and its implementing rules and regulations. In case my statement is found to be false or incorrect, I hereby consent to the physical examination. I hereby allow the Commissioner or his authorized representatives in the Philippines to witness the conduct of the examination. I hereby agree to pay the customs duty on all goods contained in this declaration form, as may be determined according to the rates prescribed in the Tariff and Revenue Code of the Philippines.

Sponsor's Signature over Printed Name: ____________________________
Date Accomplished: ____________

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Certified True Copy

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### 0. SHIPMENT & TRANSPORT INFORMATION

**To be filled out by the Consolidator**

<table>
<thead>
<tr>
<th>Mode of Shipment:</th>
<th>Name of Deconsolidator/Agent:</th>
<th>Name of Consolidator:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Air</td>
<td>Complete Address of Deconsolidator/Agent:</td>
<td>Complete Address of Consolidator:</td>
</tr>
<tr>
<td>☐ Sea</td>
<td>Contact Details of Deconsolidator/Agent Mobile/Landline Number:</td>
<td>Contact Details of Consolidator Mobile/Landline Number:</td>
</tr>
<tr>
<td></td>
<td>E-mail Address of Deconsolidator:</td>
<td>E-mail Address of Consolidator:</td>
</tr>
<tr>
<td></td>
<td>Name of Sender:</td>
<td>Name of Vessel or Aircraft:</td>
</tr>
<tr>
<td></td>
<td>Original Port and Country of Loading:</td>
<td>Container Number:</td>
</tr>
<tr>
<td></td>
<td>MBL/MAWB Number:</td>
<td>Tracking Number:</td>
</tr>
<tr>
<td></td>
<td>Total Insurance per Tracking No.:</td>
<td>Total Freight per Tracking No.:</td>
</tr>
</tbody>
</table>

#### Declaration

I declare, under the penalties of falsification, that this Information Sheet has been made in good faith and to the best of my knowledge and belief, is true and correct pursuant to the provisions of the Customs Modernization and Tariff Act of the Philippines and its implementing rules and regulations.

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### 1. ARRIVAL DETAILS

**To be filled out by the Deconsolidator**

<table>
<thead>
<tr>
<th>Name of Vessel or Aircraft:</th>
<th>Registry Number of the Vessel/Aircraft:</th>
<th>Voyage or Flight Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Container Number:</td>
<td>MBL/MAWB Number:</td>
</tr>
<tr>
<td>Port of Last Call:</td>
<td>Date of Departure (mm/dd/yyyy):</td>
<td>MBLS39 Number:</td>
</tr>
<tr>
<td>Port of Discharge:</td>
<td>Date of Arrival (mm/dd/yyyy):</td>
<td>Other Information:</td>
</tr>
</tbody>
</table>

#### Declaration

I declare, under the penalties of falsification, that this Information Sheet has been made in good faith and to the best of my knowledge and belief, is true and correct pursuant to the provisions of the Customs Modernization and Tariff Act of the Philippines and its implementing rules and regulations.

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**U.P. LAW CENTER OFFICE OF THE NATIONAL ADMINISTRATIVE REGISTER**

**Administrative Rules and Regulations**

**OCT 16 2018**

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By: **Ragsy G. De Jesus**

**SVCOO CRMD-BOC**
Annex "B"

Official letterhead and stationery of Consolidator

CERTIFICATION OF COMPLIANCE

To: Name of Shipping Line
   Port of Loading /Country

THIS IS TO CERTIFY that the Information Sheets and other supporting documents pertaining to the shipment details below have been transmitted in a secure electronic format to the Philippine Bureau of Customs and to our duly registered designated deconsolidator, pursuant to the former’s mandatory requirements.

THIS IS TO CERTIFY FURTHER, that we have an existing service contract with the deconsolidator named below.

<table>
<thead>
<tr>
<th>Name of Consolidator (Shipper)</th>
<th>Complete business address and contact details</th>
<th>Contact person and positions/designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Deconsolidator/Agent (Consignee)</td>
<td>Complete business address and contact details (Philippines)</td>
<td>Contact person and position/designation</td>
</tr>
<tr>
<td>Name of shipping line</td>
<td>Vessel name and voyage number</td>
<td>Master bill of lading number</td>
</tr>
<tr>
<td>Container number, size and seal number</td>
<td>Total number of balikbayan boxes</td>
<td>Notify Party (if different from consignee)</td>
</tr>
<tr>
<td>Original Port and Country of Loading</td>
<td>Vessel departure date/time (port of loading)</td>
<td></td>
</tr>
</tbody>
</table>

We declare that all the information contained this Certification are true and correct and in faithful compliance with the provisions of Customs Memorandum Order No.______ entitled "________" issued by the Philippine Bureau of Customs on_______ 2016.

Certified True Copy

[Signature]

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We hereby hold ______ (name of shipping line) ______ and its general agent in the Philippines free and harmless from all liabilities and any consequences thereof arising out of this Certification.

We further authorize the ______ (name of shipping line) ______ to transmit this Certification to its general agent in the Philippines and the Republic of the Philippines Bureau of Customs.

Date of Certification:

Name of Consolidator:

Printed name and signature of Consolidator /Authorized Representative:

Certified True Copy

Raquel G. De Jesus
SWMDO
CRMD-BOC

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INFORMATION SHEET DETAILS

FILE NAME CONVENTION: <PORTCODE> + "BB" + <REGISTRY NO> + <MLB/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

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[Signature]

Raquel G. De Jesus
SVCOO
CRMD-BOC

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### FOR OFFICIAL USE ONLY

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Dutiable Value</th>
<th>Tariff Heading</th>
<th>Rate of Duty</th>
<th>Foreign Currency</th>
<th>Peso (Php)</th>
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**TOTAL**

Date of Physical Examination, if any: 
Number of Boxes examined, if applicable: 

### SUMMARY OF CHARGES

<table>
<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>Customs Duty</td>
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<td>VAT</td>
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<td>Excise Tax</td>
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<td>Processing Charge</td>
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<td>Documentary Stamp</td>
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<td>Legal Research Fee</td>
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<td>Other Charges</td>
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<tr>
<td>Surcharge</td>
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<td><strong>TOTAL</strong></td>
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</tbody>
</table>

COO III ______________________ DATE _________

COO V ______________________ DATE _________

*(To be used if more space is needed)*

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[Signature]

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NOTICE OF INSPECTION

MBL/MAWB No.:
Tracking No.:
Date of Examination (mm/dd/yyyy):

This box was randomly selected for physical examination by the Bureau of Customs (BOC) pursuant to Section 420 of the Customs Modernization and Tariff Act (CMTA).

The customs officer exercised proper care and observed due diligence during the examination in the presence of the Deconsolidator authorized by the sender to witness the conduct of the examination.

If you have questions, comments, or concerns, please feel free to contact the BOC at (02) 705-6000 or 705-6052.

www.customs.gov.ph

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