

**MEMORANDUM****MASTER COPY**

TO : THE DISTRICT COLLECTORS
DEPUTY COLLECTOR FOR OPERATIONS
CHIEFS, BONDS DIVISION, PID, CCCD OR
THEIR EQUIVALENT UNITS
WAREHOUSEMEN/CUSTOMS GUARD
ALL OTHERS CONCERNED
ALL OF POM, MICP AND PORT OF BATANGAS

FROM : ATTY. EDWARD JAMES A. DY BUCO
Deputy Commissioner, AOCG

SUBJECT : E-TRACC GUIDELINES FOR PEZA IMPORT



BOC-01-03752

Pursuant to the implementation of Customs Memorandum Order No. 04-2020, the Collection Districts and offices concerned are hereby directed to ensure that all containers processed for PEZA shall adhere to the following guidelines:

- **Destination** – during the trip booking process (www.ecms.ph) the stakeholder shall choose the economic zone where the locator is situated from the dropdown geozones.
- **Electronic GPS** – FCL containers bound to PEZA locator from Port of Discharge shall be sealed with Electronic GPS
- **Sealing** – The arming/affixing of electronic seal shall be undertaken by the Service Provider personnel under the supervision of Piers and Inspection Division personnel at the port of discharge.
 - a. He shall be responsible for checking the truck details and documents against the booking details.
 - b. He shall also take a visual evidence of the container wherein the container number, container seal number for the particular voyage and electronic Customs seal are visible as visual evidence and transmit to the control tower.
 - c. Once Start Trip Authorization is approved by the control tower, the procedures outlined in Sec.10.10 of CMO No. 04-2020, the vehicle carrying the imported cargo can leave the vicinity to proceed to its destination.
- **Disarming** - Upon arrival of the vehicle and container at the destination (**Tag Arrived** upon entering the geozone), the Bureau's authorized personnel shall perform the following before removing/disarming the Electronic Customs Seal from the container:
 - a. He shall compare the container's visual evidence during sealing of Electronic Customs seal against the actual container that arrived and look for any discrepancy or signs of tampering (if there is any)

- b. Compare if the container seal number for the particular voyage as well as the Electronic Customs seal number is the same as that indicated in the trip details.
- c. The above information shall be transmitted to the control tower for the approval of the end trip.
- d. Once end trip is authorized, the Bureau's authorized personnel shall disarm the container by removing the Electronic Customs Seal (cargo is **Tag Received**)

This Memorandum shall initially cover all PEZA importations from the Port of Manila, Manila International Container Port and Port of Batangas bound to Laguna Technopark, Inc. (LTI) and Cavite Economic Zone (CEZ). Other economic zones shall be issued another memorandum to be issued by the Deputy Commissioner of Assessment and Operations Coordinating Group.

Brokers and Locators from LTI and CEZ are enjoined to register from September 1-13, 2020. Failure to register on the said period will cause undue delay in the processing of customs clearance. COOV will not approve any customs clearance without the required E-TRACC Booking as prescribed in Section 10.4 of CMO 04-2020.

Stakeholders are required to self-register in ETRACC System at www.ecms.ph. ETRACC System is a web-based system that can be accessed through android phones, tablets, laptops, or desktops as long as internet connection is available. For further inquiries or concerns, please feel free to call Ascent Customer Support 8821-5691, 0919-0793049, 09173887917, 09153333777, 09209732867.

Start of Implementation shall be on September 14, 2020 and September 28, 2020 for Laguna Technopark, Inc. and Cavite Economic Zone respectively. All containers discharged from the above-mentioned seaports covered by transit SAD bound to LTI and CEZ must be sealed with Electronic Customs Seal under E-TRACC System.

The District Collectors are hereby reminded to inform their respective operating units and stakeholders affected by the implementation of the said CMO.

FOR STRICT COMPLIANCE.