



**BUREAU OF CUSTOMS**

*Professionalism Integrity Accountability*



**MEMORANDUM**

**TO :** ALL DISTRICT COLLECTORS  
ALL DEPUTY COLLECTOR FOR OPERATIONS  
ALL CHIEFS, BONDS DIVISION, PID, CCCD OR  
THEIR EQUIVALENT UNITS  
ALL WAREHOUSEMEN/CUSTOMS GUARD  
ALL OTHERS CONCERNED

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

**SUBJECT :** E-TRACC GUIDELINES FOR PEZA IMPORT – CAVITE  
ECONOMIC ZONE II (CES2)

**DATE :** 12 October 2020



BOC-01-03979

This is pursuant to the implementation of Customs Memorandum Order No. 04-2020 and based on the previous communication that another memorandum shall be issued to cover other economic zones. This Memorandum shall now include PEZA importations from the Port of Manila, Manila International Container Port and Port of Batangas bound to Cavite Economic Zone II (CEZ2).

All containers discharged from the above-mentioned seaports covered by transit SAD bound to CEZ2 must be sealed with Electronic Customs Seal under E-TRACC System starting on October 13, 2020.

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](http://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 PID 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.

AOCG Memo No. 180-2020 p. 2

- 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**)

Shipments containing electronic materials shall not be covered but will later be issued a separate memorandum.

COO V 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 S-TRACC System at [www.ecms.ph](http://www.ecms.ph). ETRACC System is a web-based system that can be accessed through android phones, tablets, laptops, or desktop 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.

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.**



Bureau of Customs  
Office of the Deputy Commissioner  
AOCG



AOCG Memo No. 180-2020

**MASTER COPY**  
*mm*

**URGENT**

Professionalism Integrity Accountability

\_\_\_\_ Director, IAS

VCD     WCD     ACMD

\_\_\_\_ Director, POS

POCD     ECD     ACDMD

\_\_\_\_ Chief of Staff

\_\_\_\_ Head, CBWC Secretariat

\_\_\_\_ SGL Secretariat

\_\_\_\_ AEO Phils.

✓ Others - ANDREW GAPAY  
          - KATH CATION  
          - CRMD

\_\_\_\_ For information /For File

✓ For appropriate action

\_\_\_\_ For comments / recommendation

\_\_\_\_ For review

\_\_\_\_ Pls prepare reply / submit report

\_\_\_\_ For Compliance

\_\_\_\_ Pls SEE ME ASAP

✓ For Dissemination

\_\_\_\_ RUSH / URGENT

\_\_\_\_ Pls attend / Send representative

Please respond / submit within 24 hrs. your report / action.

**ATTY. EDWARD JAMES A. DY BUCO**  
Deputy Commissioner

AOCG # \_\_\_\_\_

Pls. return immediately to AOCG if misrouted.

Noted: COS

*[Signature]*

A Modernized and Credible Customs Administration  
That is Among the World's Best