

II. SCOPE:

This procedure shall govern all shipments, under consumption entries, for delivery by Off-Dock CY/CFS supervised by MICP and POM.

III. GENERAL PROVISIONS:

A. Glossary of Terms

- ACOS - Automated Customs Operations System
- AMPP - Automated Matching of Payments and Payables
- BOC - Bureau of Customs
- CY/CFS - Container Yard/Container Freight Station
- DTI - Direct Traders Input
- EDI - Electronic Data Interchange
- EEC - Entry Encoding Center
- FED - Formal Entry Division
- IEIRD - Import Entry and Internal Revenue Declaration
- MICP - Manila International Container Port
- OLRS - On Line Release System
- PID - Piers and Inspection Division
- POM - Port of Manila
- SAD - Single Administrative Document
- VAN - Value Added Network service provider

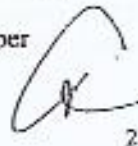
B. Bureau of Customs

- Provides the Off-Dock CY/CFS operator with an electronic release instruction that contains data to identify the shipment, together with the declaration registration number;
- An electronic release instruction shall be transmitted in encrypted electronic message form to Off-Dock CY/CFS operator through the EDI Gateway;
- Only messages whose examination flags have already been lowered shall be transmitted to Off-Dock CY/CFS operator;
- Examination flag shall be lowered by a duly designated Off-Dock OLRS officer at the FED of the concerned Port.

C. Off-Dock CY/CFS Operator

- Receives ACOS OLRS transmitted cargo release messages and transmits corresponding acknowledgment receipts through its duly designated VAN service provider which provides security therefor;
- Submits a daily report of cargo releases to BOC in electronic form containing:

- Entry / Permit Number



2

- Broker Name
- Registry Number (Manifest Number)
- Bill of Lading Number
- Gatepass Number, Date and Time issued

- Maintains an audit log of all systems activities, on line for three(3) months, retrievable from offline storage for one(1) year;
- Offloads release messages, acknowledgment receipts, revision notices, and processing logs into a backup device at the end of each day. Said backup to be safe kept within its premises;
- Contract and maintain a data safekeeping service that shall collect and store the release and acknowledgment messages in its original form and encrypted using two(2) encryption keys, one known only to BOC and one known only to the Operator;
- Shall make available to BOC all systems and application logs upon demand;
- Shall formally inform BOC prior to any alteration/modification to their OLRs system.

D. Common

- The data being kept by the safekeeping service shall be the basis for resolving discrepancies between ACOS and Off-Dock CY/CFS operator received release messages. In cases where these discrepancies consequently result in questionable delivery, the appropriate procedure for investigation and resolution that shall apply should conform to pertinent existing BOC rules and regulations;

- The following are the location codes to be used in Box # 30 of the IEIRD /SAD:

C01 -	Circle Freight	C07 -	R.V. Marzan
C02 -	Dassud	C08 -	Transorient
C03 -	Del Bros	C09 -	United Terminal Services
C04 -	Ocean Link	C10 -	Pac-Atlantic
C05 -	Orient	C11 -	RR Flanders
C06 -	PCIC	C12 -	ConPac

- Copies of entry declaration/permit shall be distributed in accordance with existing rules and regulations.

IV. OPERATIONAL PROVISIONS:

A. Cargo Release Procedure

1. The Importer/Declarant/Broker shall prepare the import entry declaration in accordance with the provisions of CMO 1-96A re: Revision of CMO 1-96 on the Use of the Revised IEIRD. For purposes of OLRs implementation, Box #30 shall

be filled up with the correct location code of the concerned Off-Dock CY/CFS operator.

Upon completion of the IEIRD, the same together with other supporting documents, shall be submitted to EEC for encoding to ACOS.

In case of EDI/DTI lodgment, encoding of entry declaration shall be done by the importer/broker using their own EDI/DTI facility.

- 2. The EEC shall encode the declaration in ACOS based on the submitted IEIRD.
- 3. The BOC ACOS system shall assess duties and taxes due and assign selectivity channel/lane to the shipment/entry.
- 4. The following assessment, payment and cargo release procedures shall be observed accordingly:

4.1. For Green Lane Entry

Upon matching of the payment and the assessed duties and taxes (through AMPP), a cargo release instruction shall be generated by the ACOS Off-Dock OLRs system and a corresponding electronic release message shall be transmitted to the OLRs system of the concerned Off-Dock CY/CFS operator through the EDI facility.

4.2. For Yellow Lane Entry

The concerned FED assessment personnel shall conduct documentary examination of the shipment and finally assess the duties and taxes due in IEIRD and ACOS.

In case there is need for additional duties and taxes to be made by the importer/broker, the existing procedure for additional payment shall be observed before the shipment will be finally assess in ACOS by FED.

Upon matching of the payment and the assessed duties and taxes through AMPP, the system will automatically assign the status "PAID" to the declaration. Thereafter, the duly designated FED OLRs personnel shall lower the examination flag which will trigger ACOS OLRs to generate a cargo release instruction and transmit the corresponding electronic release message to the concerned Off-Dock CY/CFS operator through the EDI facility.

4.3. For Red Lane Entry

The concerned FED assessment personnel shall conduct documentary and physical examination of the shipment and finally assess the duties and taxes

due in IEIRD and ACOS.

In case there is need for additional duties and taxes to be made by the importer/broker, the existing procedure for additional payment shall be observed before the shipment will be finally assess in ACOS by FED.

Upon matching of the payment and the assessed duties and taxes through AMPP, the system will automatically assign the status "PAID" to the declaration. Thereafter, the duly designated FED OLRs personnel shall lower the examination flag which will trigger ACOS OLRs to generate a cargo release instruction and transmit the corresponding electronic release message to the concerned Off-Dock CY/CFS operator through the EDI facility.

Only cargo release messages where examination flag = 'N' shall be transmitted to the Off-Dock CY/CFS operator.

In situation where the importer/broker encoded the wrong location of goods, a post entry procedure shall be effected by the COOIII.

5. Upon receipt of the cargo release message from the ACOS OLRs, the concerned CY/CFS operator shall confirm receipt thereof by transmitting to ACOS OLRs a corresponding acknowledgement message through their own OLRs system via the EDI Gateway facility. Such transmission will automatically update the status of the declaration in ACOS from "PAID" to "RELEASED".
6. The following procedures shall be observed in the delivery of shipment from Off-Dock CY/CFS:
 - 6.1. The importer/broker shall proceed to the Off-Dock CY/CFS to claim the shipment by presenting the importer's copy of the entry declaration to the CY/CFS operator.
 - 6.2. The CY/CFS operator shall check for the corresponding release instruction in his OLRs system. If found, the requisite gatepass (based on the release message transmitted from ACOS OLRs) is subsequently prepared and issued to the importer/broker.

The OLRs generated system date and time (msg_date field) shall be imprinted on the face of the gatepass and a copy of which shall be forwarded to the Customs CY/CFS Wharfinger's Office through an official messenger.

Under no circumstances shall an Off-Dock CY/CFS operator release any shipment without its corresponding release message transmitted from the Bureau's ACOS OLRs.



B. Reporting, Recording and Reconciliation of Release Transactions

1. The concerned CY/CFS Wharfinger shall maintain a logbook of all releases (including all others covered by other types of release documents, such as informal entry declaration, warehousing entry declaration, transshipment permit, etc.) to reflect the following information:
 - Entry/Permit Number
 - Date of Entry /Permit, Date and Time of Release Message
 - Consignee's Name
 - Bill of Lading/Container Number
 - Transfer Doc. No.
 - Gate Pass Number, Date and Time Issued
 - Issuing Officer

2. An audit team from PID shall conduct a regular monthly audit of cargoes released from the various CY/CFS. An audit report shall subsequently be submitted to the District Collector (copy furnished the Commissioner).

3. The CY/CFS operator shall make a weekly reconciliation between the Delivery copy and operator's gatepass. All releases that were effected without the corresponding Delivery copy shall be reported to the Deputy Collector for Operations within 48 hours from the time of retrieval of the said copy from the dropboxes at the Collection Division.

4. PID shall likewise make a reconciliation between the Gatekeeper's copy and the Wharfinger's gatepass. Any releases that were made without the corresponding Gatekeeper's copy shall be reported immediately to the Deputy Collector for Operations.

V. Effectivity

This order shall take effect immediately and shall last until revoked, modified, or superseded.



TITUS B. VILLANUEVA
Commissioner of Customs